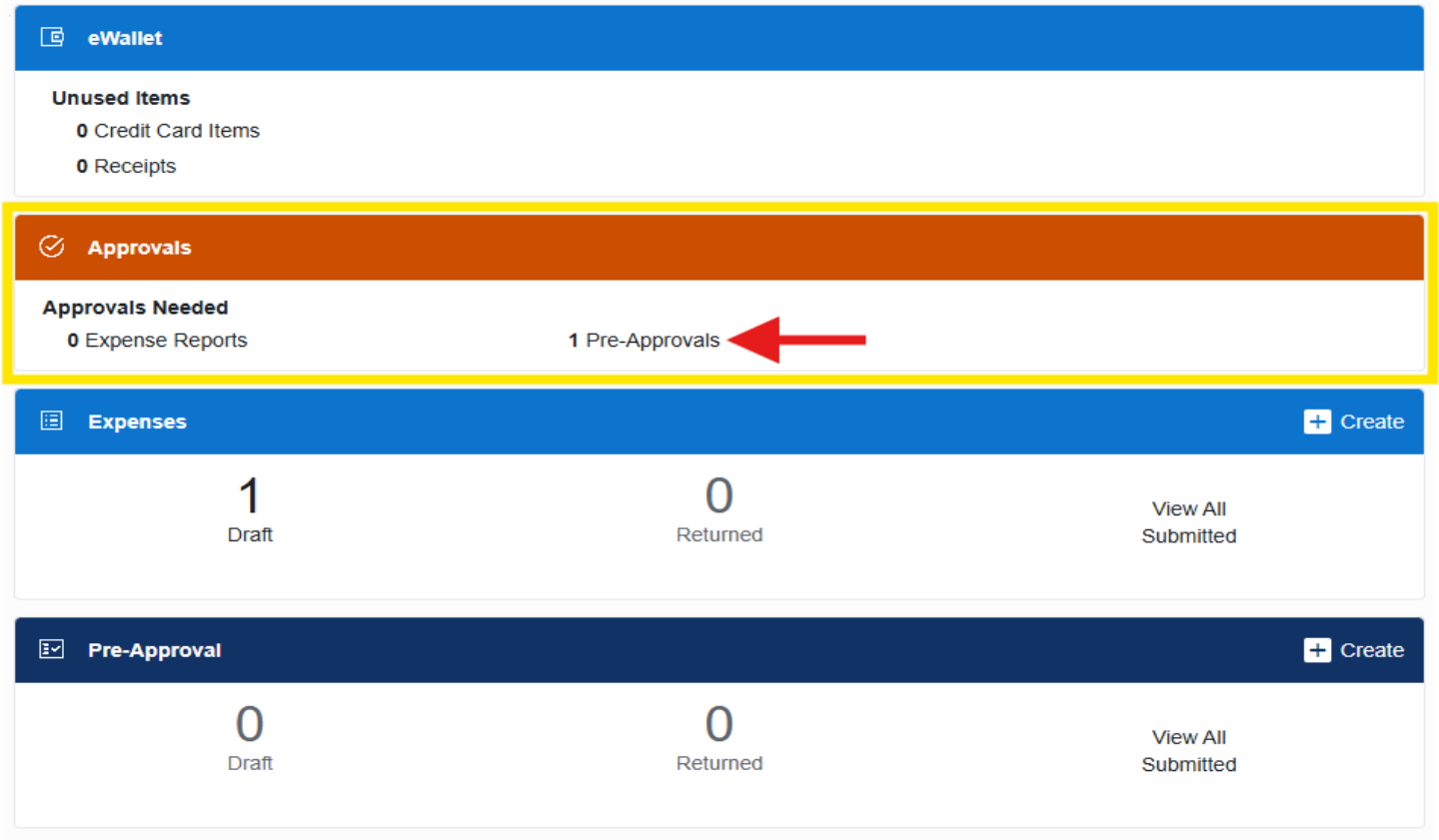
Emburse User Guide:
Return a Pre-Approval as a Financial Manager

How do I know if I have a Pre-Approval Pending Review?

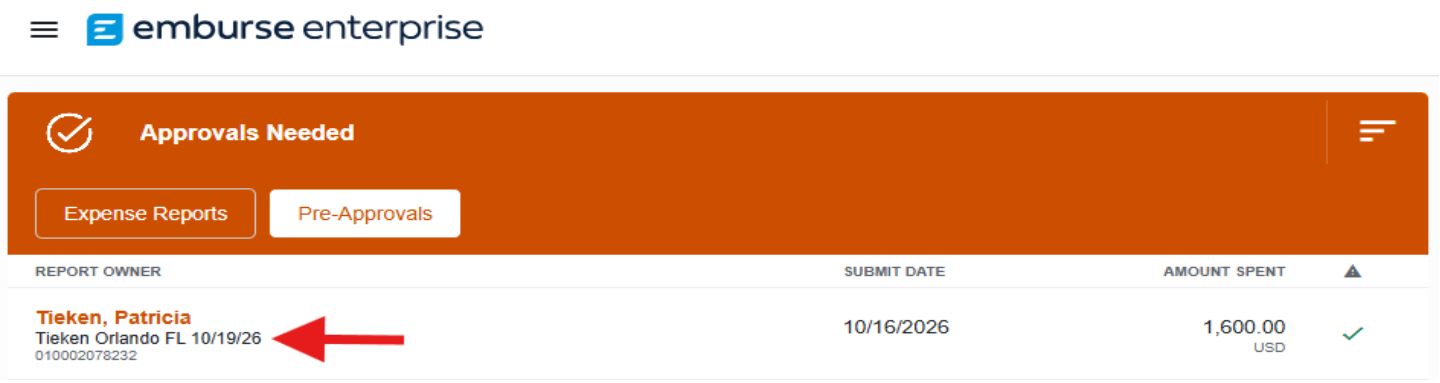
If a document is pending review for approval, then the Approvals ribbon appears on the Emburse home screen. To see the list of pending approval documents, click the **Pre-Approvals** link.



Review a Pre-Approval Request

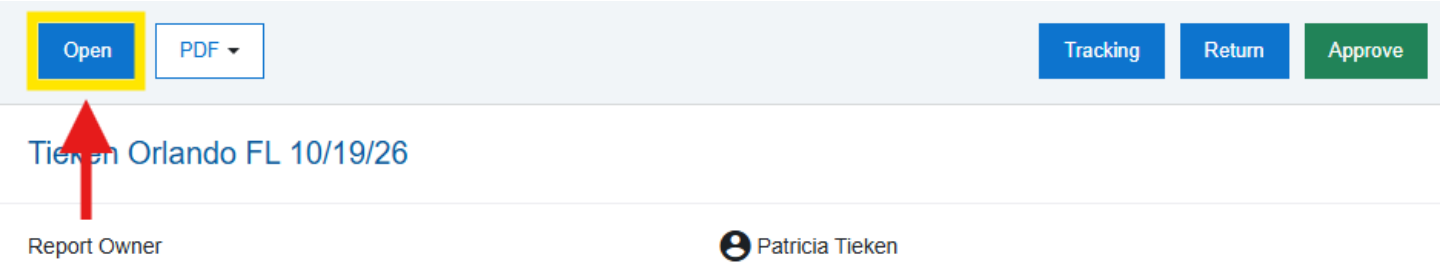
Click the **Pre-Approval** document that needs review.

- Note: The description should include the traveler's last name, destination, and trip departure date in the header.



The Pre-Approval Header opens on the right for review. **Scroll down** to assess the Pre-Approval's **Trip Information**, **Comments,** and **Attachments**.

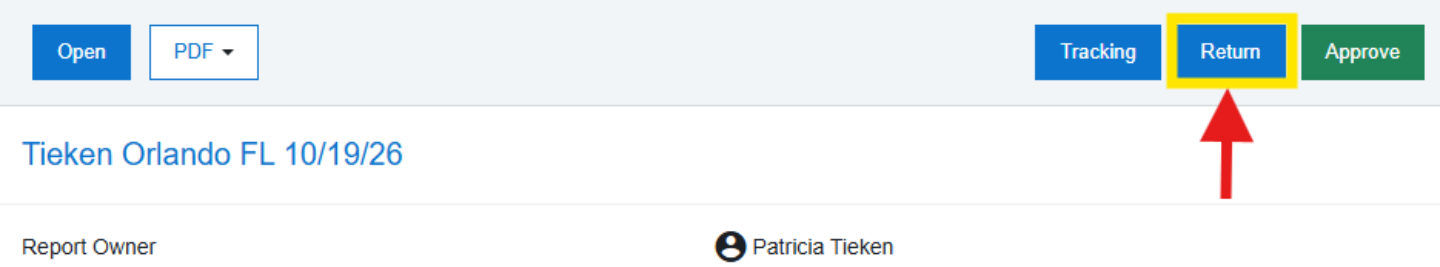
- Note: Click **Open** to open the Pre-Approval in the Pre-Approval Report view, which will provide additional details for each expense estimate.



Return a Pre-Approval

When a review of the Pre-Approval is completed:

- Click **Return** if changes/adjustments are needed.



A comment is required when returning the Pre-Approval. After the comment is entered, click **Return**.

- Comments may give direction on items that need to be provided/changed, such as the Fund Org selected, a change (increase/decrease) in funding amount entered, uploading of documentation, etc.
- The traveler will receive a notification email regarding the returned Pre-Approval.
- After the traveler has made the requested change(s) and resubmitted the report, the Pre-Approval will be routed back to the financial manager for review/approval.

