Lafayette College

Quick Reference

Chrome River - Adding An Approval Delegate

If you need to have another user temporarily approve expenses on your behalf, follow the steps below to set the start and end date of the approval delegate.

1. Log into emburse.lafayette.edu.

2. Proceed with the DUO authentication and enter your Lafayette Net ID and Password if necessary.

3. You will be taken to the Chrome River landing page.

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4. Click on the down arrow next to your name located in the upper right corner.



6. Click the Delegate Settings option on the left hand side and then Add New Delegate.

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	My Delegates
Personal Settings	A "Delegate" is someone who has full access to your account.
Preferences Settings	+ Add New Delegates
Delegate Settings	
Notification Settings	My Approval Delegate
	An "Approval Delegate" helps you with approvals during a specified time.
Privacy Policy About Chrome River	+ Add Approval Delegate

7. Start typing the delegates name in the search box and click on the delegates name when it appears. Select the start and end date that you want set for the delegate to approve expenses.

My Approval Delegate	
An "Approval Delegate" helps you with approvals during a specified time	3
Select a User	Search for Name
Start Date	
End Date	i i
	Save Cancel

8. Chrome River will send an email to the approval delegate describing the routing changes that will occur during this period. All expenses, pre-approvals and/or invoices assigned to you will automatically queue up for the delegate to approve. Regular approval emails will also be sent to the delegate.

9. At the end of the period you specified, the system will automatically deauthorize your approval delegate, and the approval process will return to default status. However, all reports and pre-approvals that were routed during that period remain in the approval delegates approval queue for further action.