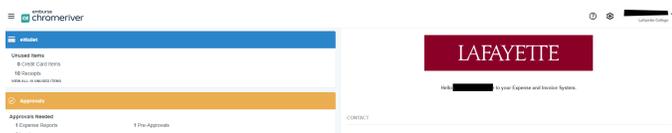


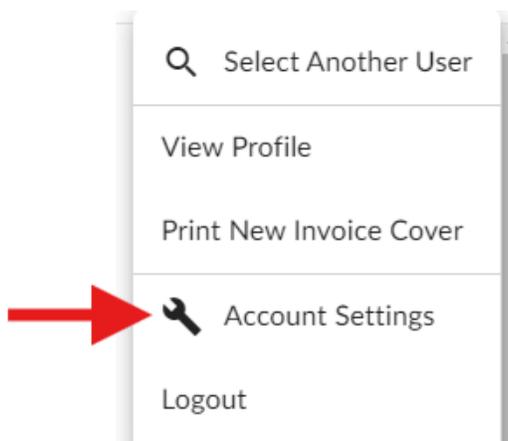
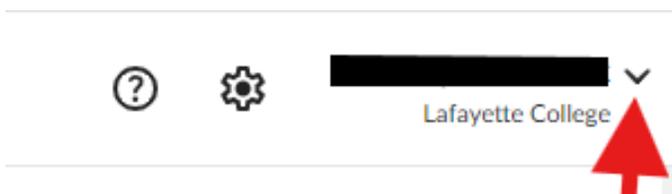
Chrome River - Adding An Approval Delegate

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.

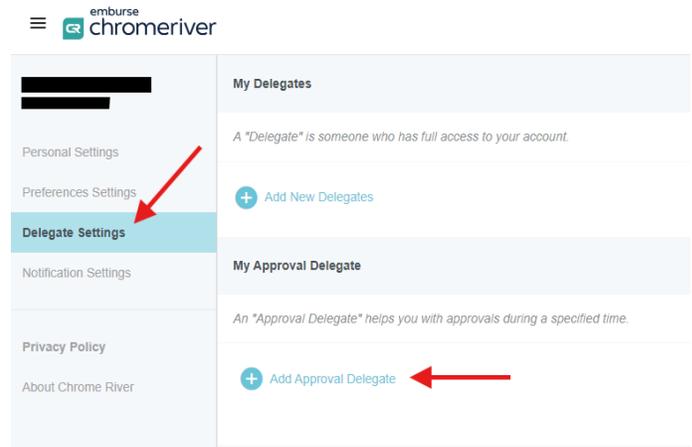
1. Log into emburse.lafayette.edu.
2. Proceed with the DUO authentication and enter your Lafayette Net ID and Password if necessary.
3. You will be taken to the Chrome River landing page.



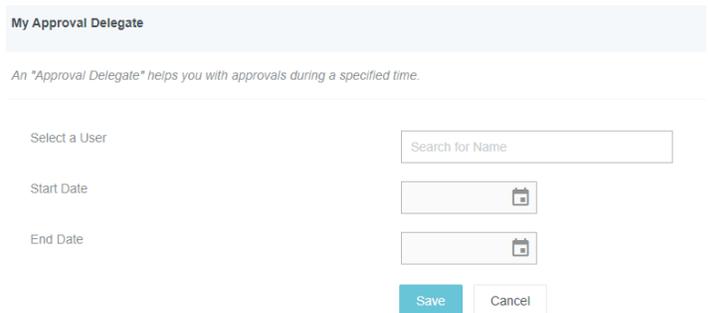
4. Click on the down arrow next to your name located in the upper right corner.



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



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.



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.