Emburse User Guide:
Approve an Expense Report Submitted by a Delegate

Receive an Emburse Expense Approval Email

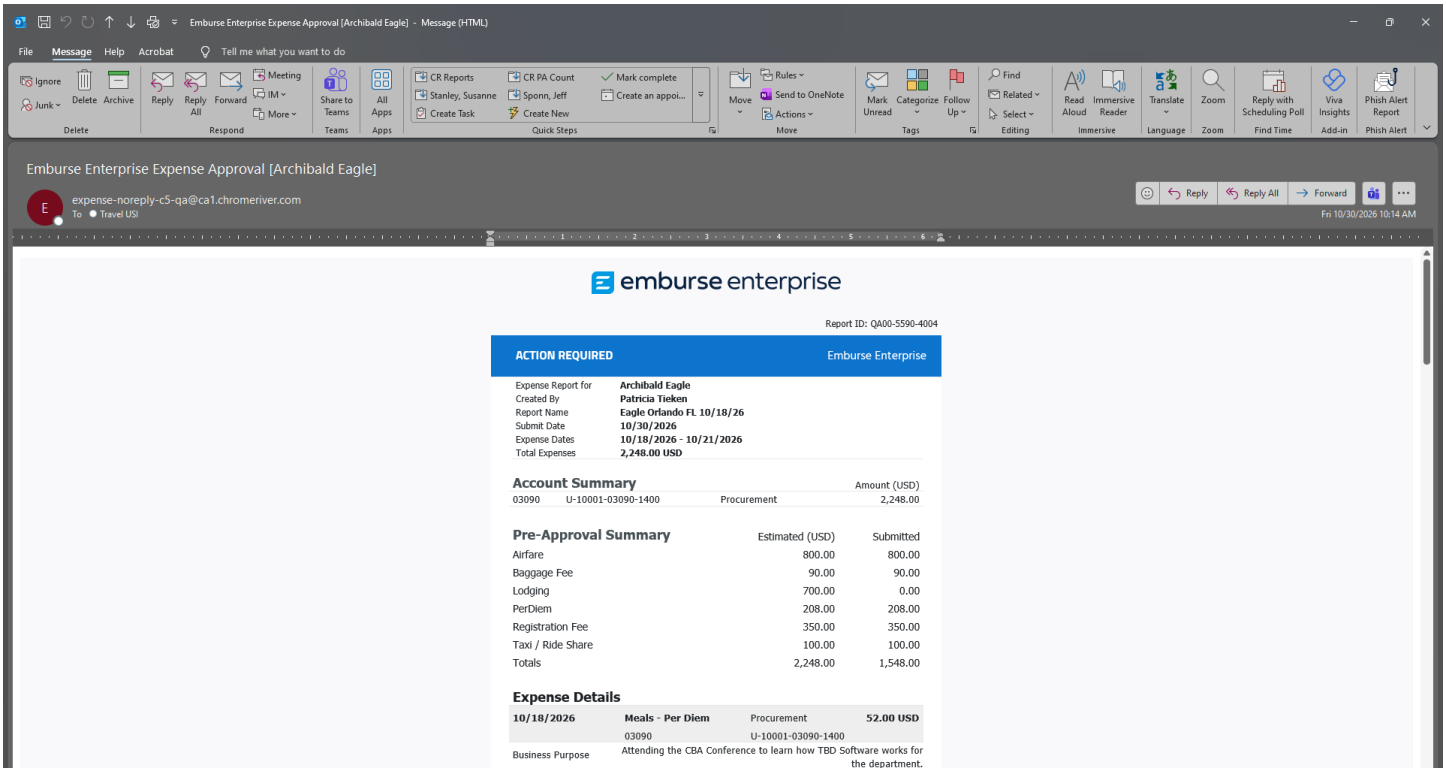
If you have a delegate create your trip Expense Report in Emburse, then once the delegate submits it, you will receive an email from Emburse requesting action from you (the traveler).

The email provides a brief overview of the Expense Report information.

- Tip: Comments and documents uploaded to the Expense Report are **not** included with the email. To view these items, log in to Emburse.

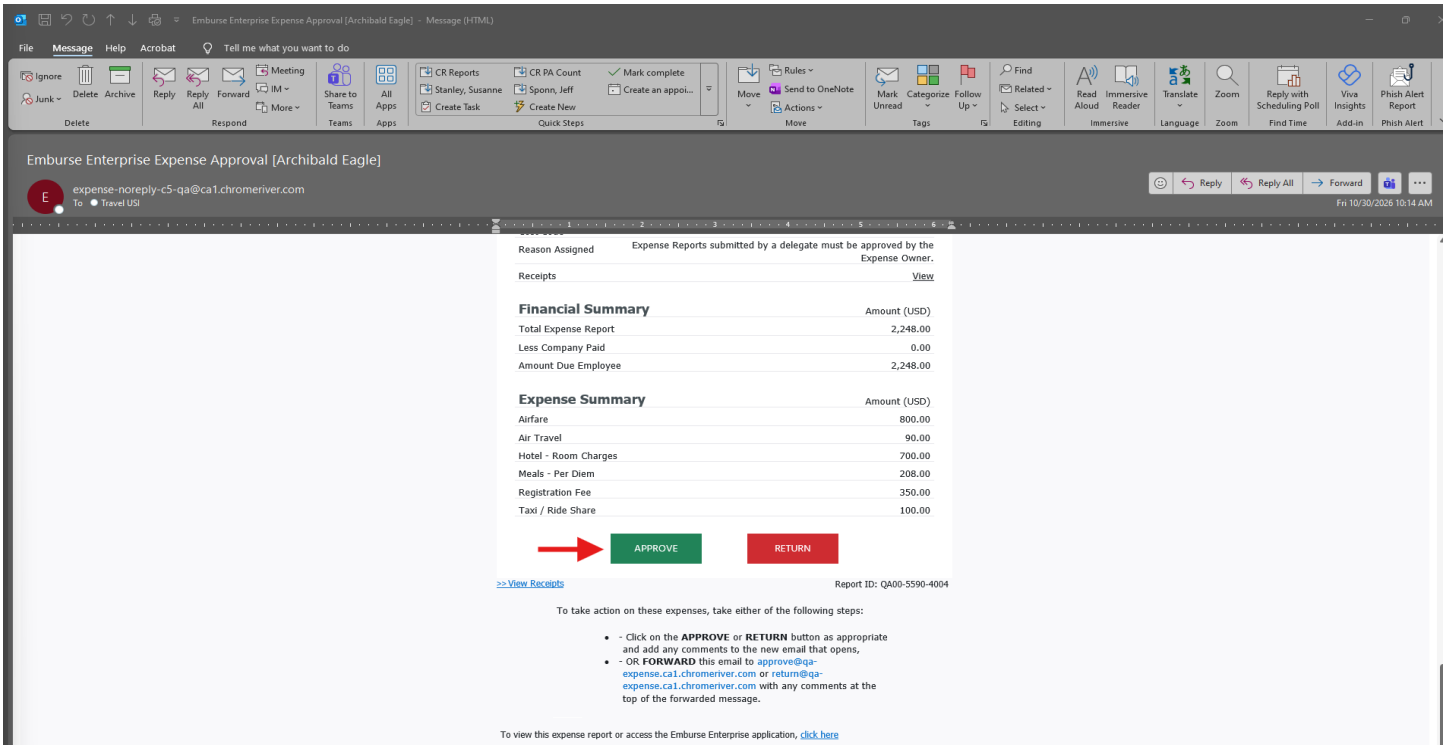
You must either Approve or Return the Expense Report. This guide reviews the two ways to **Approve** an Expense Report: through email and through Emburse.

- Tip: To Return an Expense Report so that changes can be made, view the guide Return an Expense Report Submitted by a Delegate.



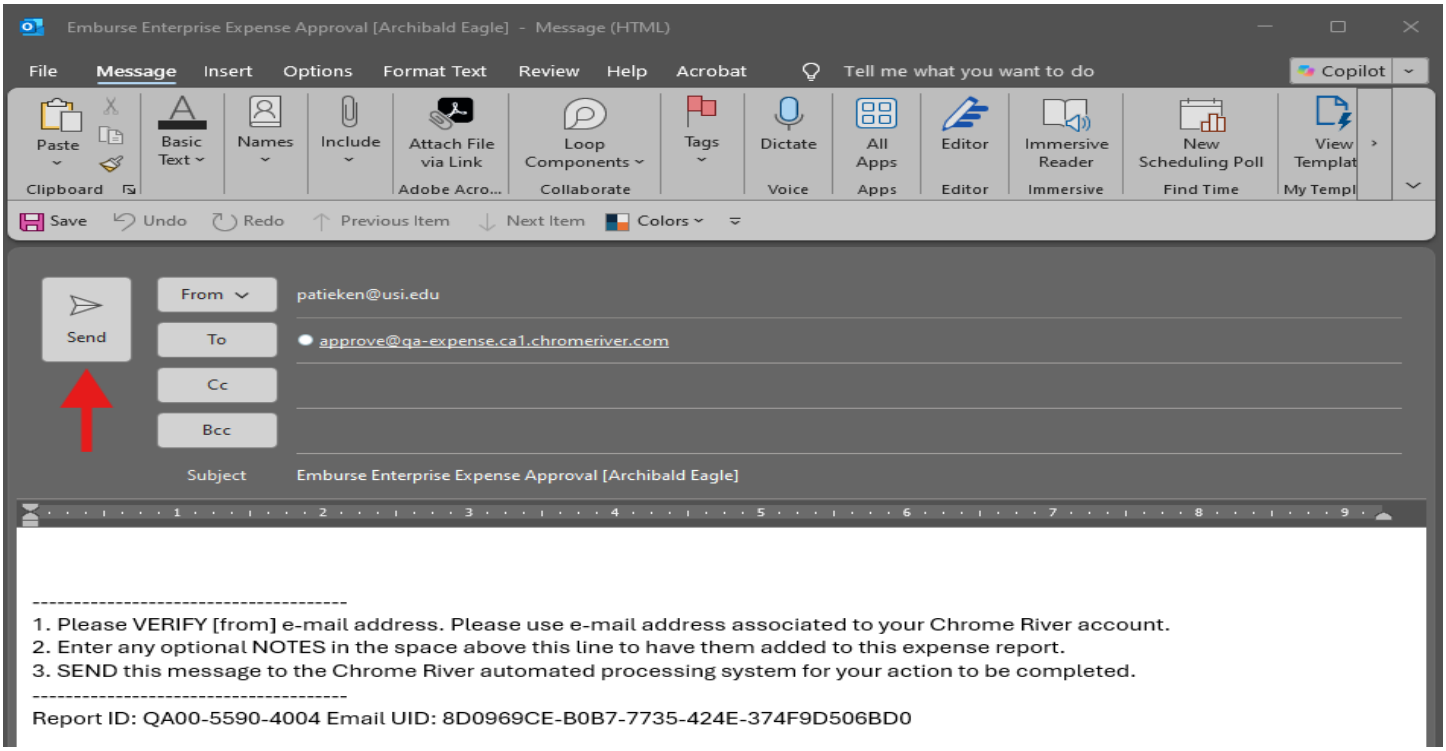
Approve an Expense Report – Through Email (top)

Review the Expense Report email and click **APPROVE**.



A new email reply message will open. Click **Send**. Comments may be entered, but they are not necessary.

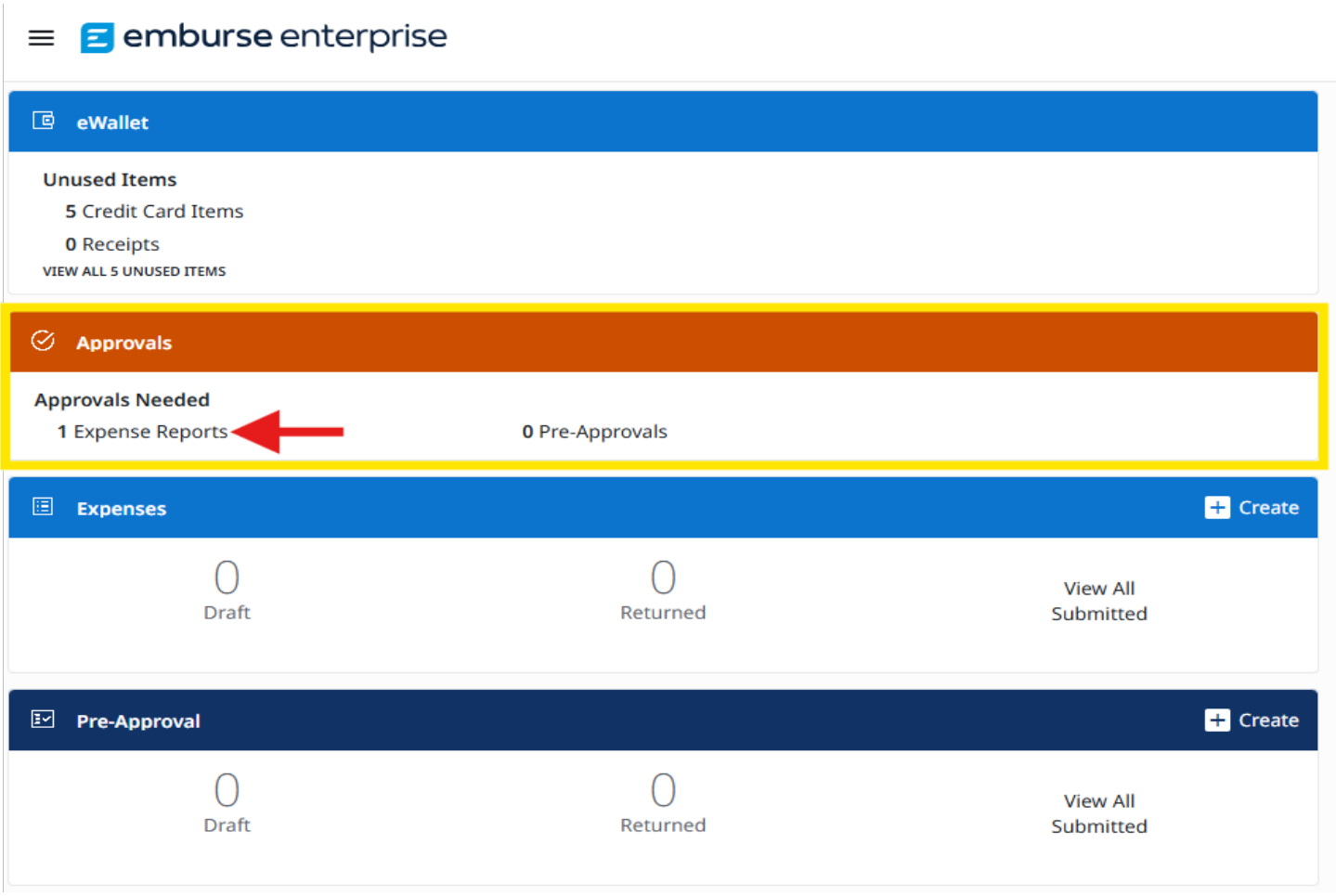
- Tip: If you cannot approve through email, then go into Emburse to approve the Expense Report.



Approve an Expense Report – Through Emburse (top)

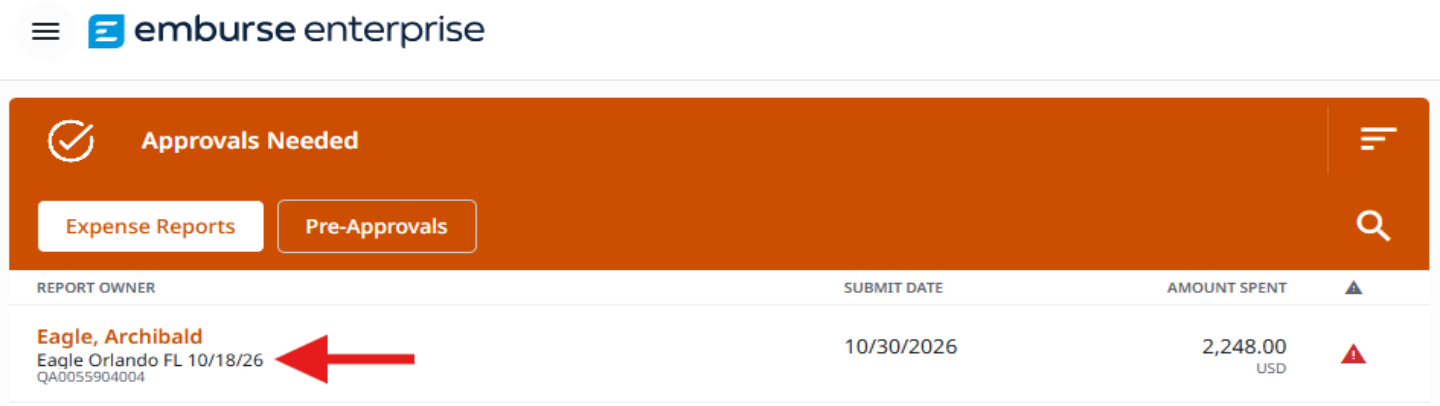
Log in to Emburse via myUSI.

The Approvals ribbon appears on the Home Screen if a document is pending approval. To see your Expense Report, click **Expense Reports** in the Approvals ribbon.

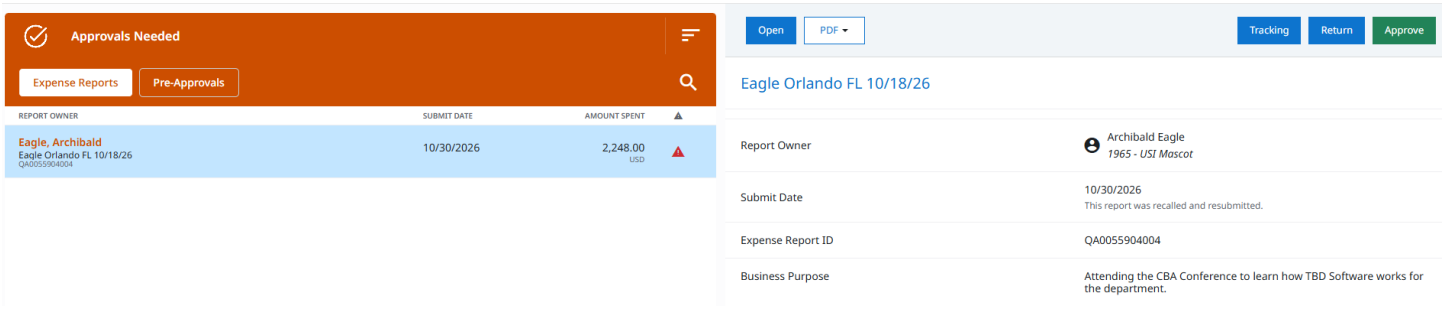


Click the Expense Report document that needs to be reviewed.

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

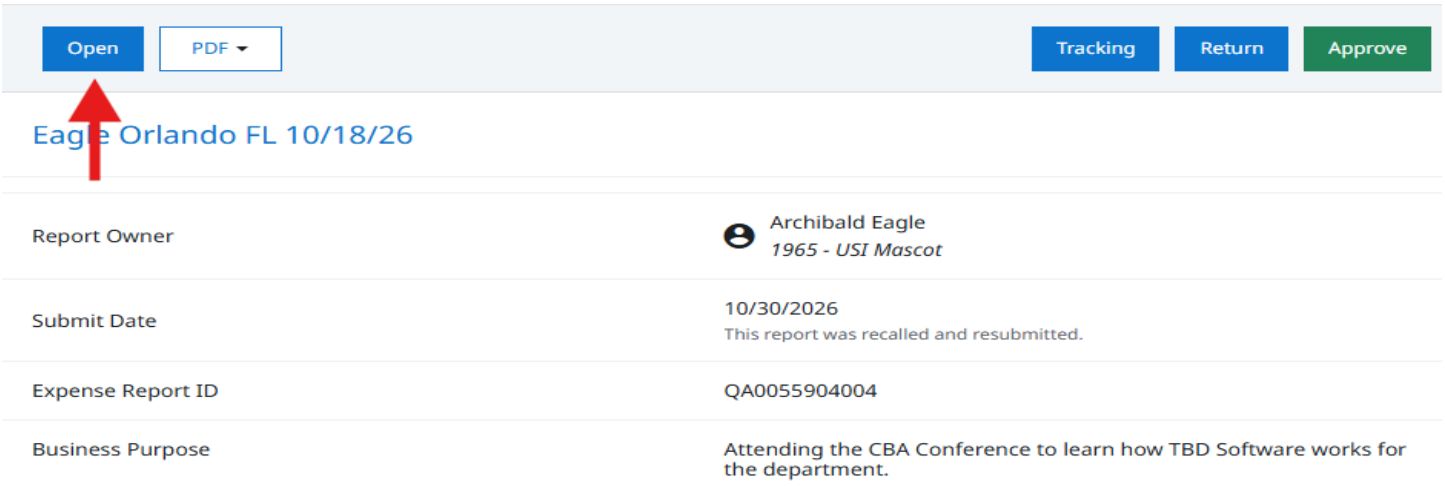


The Expense Report summary opens on the right for review.

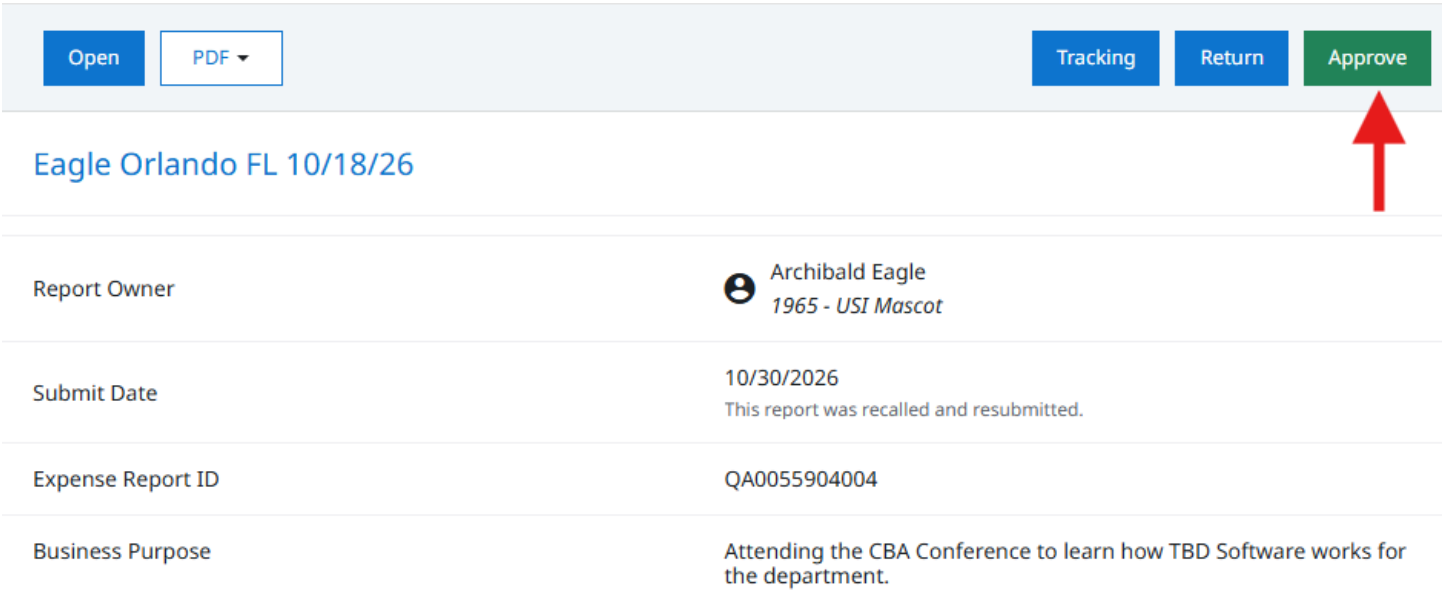


Scroll down to review the summary of the Trip Information, Comments, and Attachments.

- Tip: Click **OPEN** to see more detail of each expense estimate.

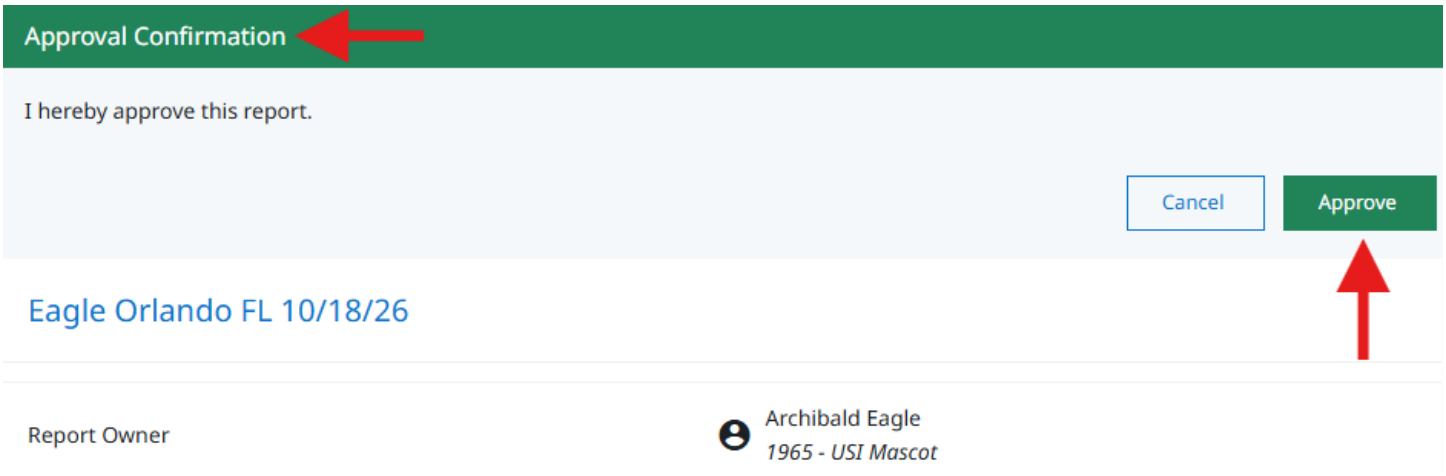


Click **Approve** if no changes are needed.



The **Approval Confirmation** window opens. Click **Approve**.

- Tip: Once you have clicked **Approve**, no additions can be made to the Expense Report. If you clicked Approve and find that a line item needs editing or was left off, then contact Accounts Payable.



The message below will briefly appear at the top of the screen if the report was approved successfully.

