

How to Add a Delegate in Chrome River - Emburse

1. Log into Chrome River – Emburse on myUSI. If you have not made Chrome River – Emburse a shortcut on your left sidebar, click on ‘Tools’ and search for Chrome River – Emburse.
2. In upper right-hand corner, click on your name and select **Account Settings**
3. On the left, select **Delegate Settings**
4. Select **Add New Delegates**. You can search by last or first name to add Zoe Meuth.
5. **Notify** Zoe that she has been added as a delegate (zimeuth@usi.edu).

Note:

1. Anyone you add as a delegate will be able to see all past pre-approval and expense reports, even if not related to your CAP role.
2. By adding someone as a delegate, they will be copied on all correspondence relating to all your travel for the University, not just travel related to your CAP role.
3. Even with a delegate completing Chrome River – Emburse pre-approvals and expense reports, you still have to approve the activity via the email notification.