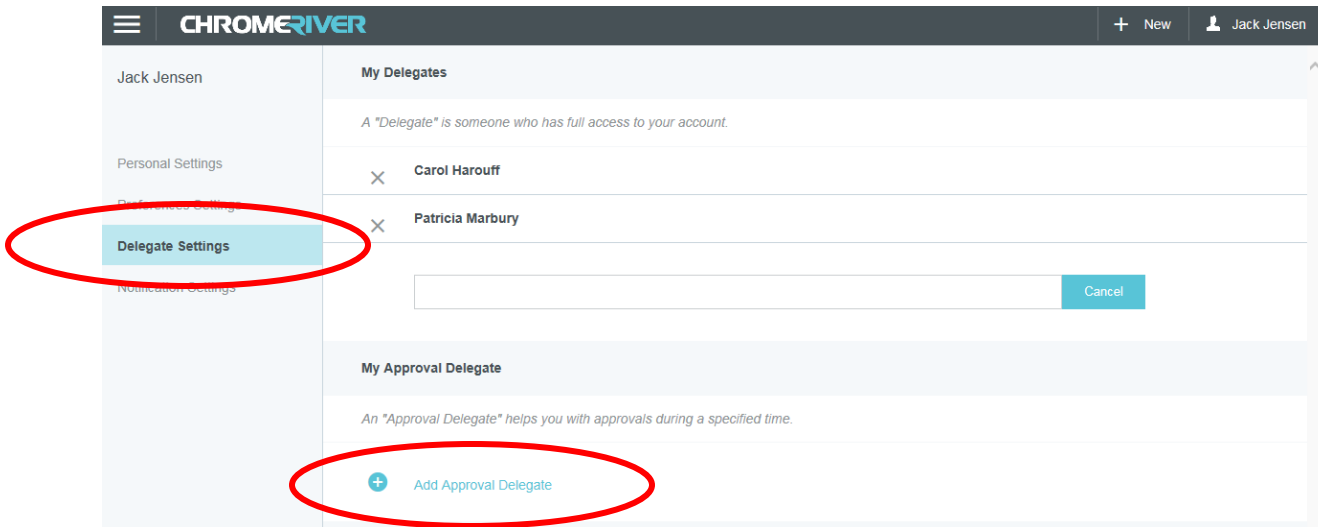# Approval Delegation

1. If you need to have another user temporarily approve expenses on your behalf, tap your name in the upper right corner.
2. Then tap **SETTINGS**.
3. In Delegate Settings, under Approval Delegate, tap **+Add Approval Delegate**.

You will be able to choose the approval delegate from a searchable list and set the Start and End dates for the authorization to approve expenses on your behalf. If you are uncertain of the end date, we recommend making it 12/31/2026, which is the end date used in Oracle.

4. Click **Save** when finished.

The delegate's name will appear with the range of dates during which he or she may approve expenses on your behalf. You may only have one approval delegate working for you at a time.

Chrome River will send an email to the approval delegate describing the routing changes that will occur during this period. All expenses assigned to you will automatically queue up for the delegate to approve. Regular approval emails will also be sent to the delegate.

Wed 1/4/2017 1:57 PM

expense-noreply@chromefile.com

You have been assigned as an Approval Delegate

To   Marbury, Patricia A. (Patty) (pam5w); Jensen, Jack S. (jsj6b)

NO FURTHER ACTION REQUIRED	Chrome River

Jack Jensen has assigned you to be their delegate between the following dates:

Start Date	01/23/2017
End Date	01/30/2017