



# Delegate an Approval Proxy

An Approval Delegate is someone assigned to approve pre-approval requests and expense reports for a specified time period.

Step 1: Assign an approval proxy to the user.

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### My Delegates

A "Delegate" is someone who has full access to your account.



Delegate Settings **3**

### My Approval Delegate

An "Approval Delegate" helps you with approvals during a specified time.

**4**

Add Approval Delegate

