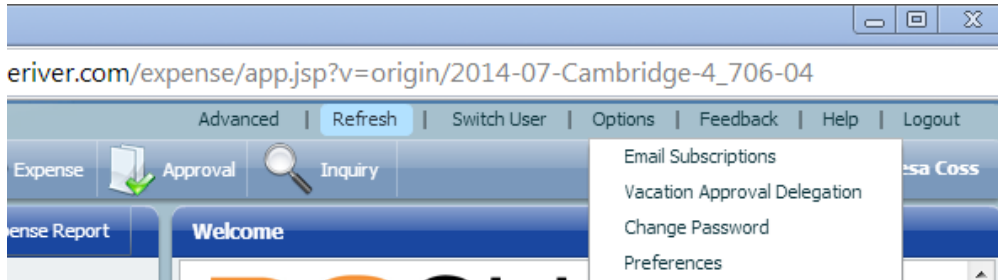


Vacation Approval Delegation

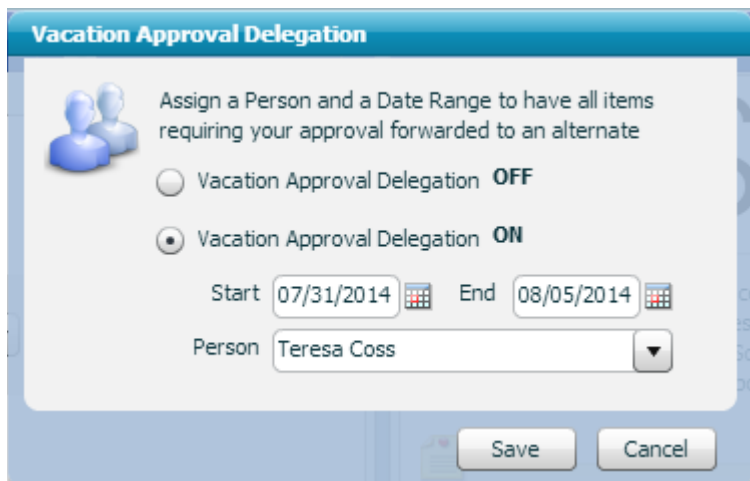
Before you go on vacation, you can assign someone as your delegate to help you approve expenses . Vacation routing only applies to items in the expense and pre-approval processes; it does not apply to the audit process.

Setting the Vacation Delegate

To select someone to act as your delegate during your vacation, click **OPTIONS > VACATION APPROVAL DELEGATION** from the Dashboard/Welcome Page.

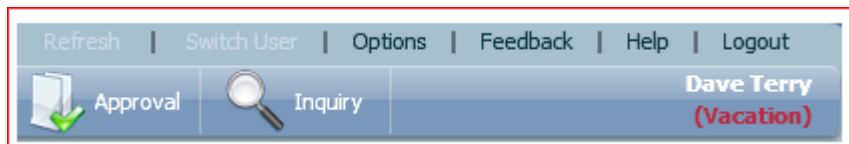


In the **Vacation Approval Delegation** pop-up window, select **VACATION APPROVAL DELEGATION ON**. Enter the start date and end date and find your delegate by typing in the first or last name in the Person field. Select the person from the drop-down menu. Click **SAVE**.



Chrome River will send an email to the delegate describing the routing changes that will occur during this period. All approval emails will also be sent to the delegate.

When you have a vacation approval delegate, the "Vacation" indicator will appear in the top right corner of the screen under your name when you are logged in. During your absence, the vacation approval delegate will receive forwarded items from your approval queue.



Turning Off Vacation Approval Delegation

At the end of your vacation, the system will automatically turn off the vacation scheduler and the approval process will return to default status. However, all reports and pre-approvals that were routed during the vacation period remain in the vacation delegate's approval queue for further action.

If you return from vacation earlier than expected, you can turn off the vacation approval delegation. **Click OPTIONS > VACATION APPROVAL DELEGATION** from the application menu. In the **Vacation Approval Delegation** pop-up window, select **VACATION APPROVAL DELEGATION OFF**.