To add a Supervisor Approver for T&E Card Requests, applicants go to the T&E Cards Requesting Dashboard and select the "Approvers" tab. From there, they can select the approver from the list of available approvers. The approver will then be notified and can approve or deny the request.

To add a Supervisor Approver to the Expense Report approval flow, users go to the Expense Report Dashboard and select the "Approvers" tab. From there, they can select the approver from the list of available approvers. The approver will then be notified and can approve or deny the request.

Requests

To remove a Supervisor Approver, delete the approver's name from the list of available approvers in the Expense Report Dashboard.

Profile Settings

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