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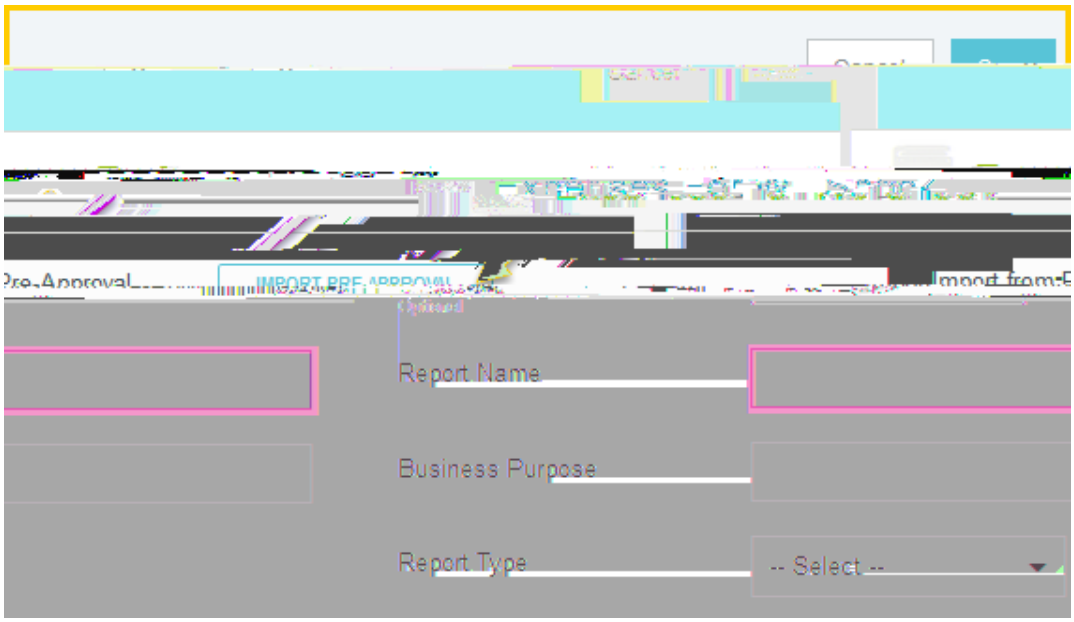
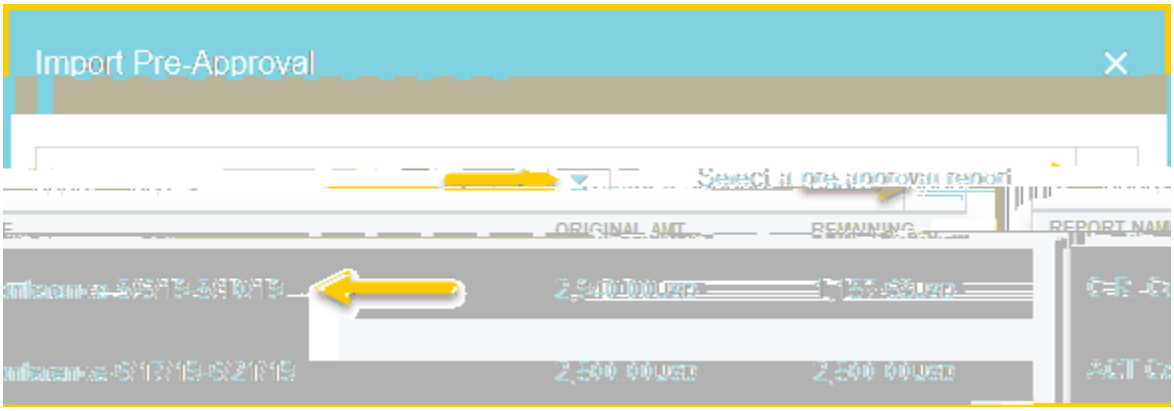
Import Pre-Approval

Clickthe Import Pre-Approvalbutton.



Click the Select a pre-approval reportdrop-down and select the pre-approval you wish to tie this expense report to.



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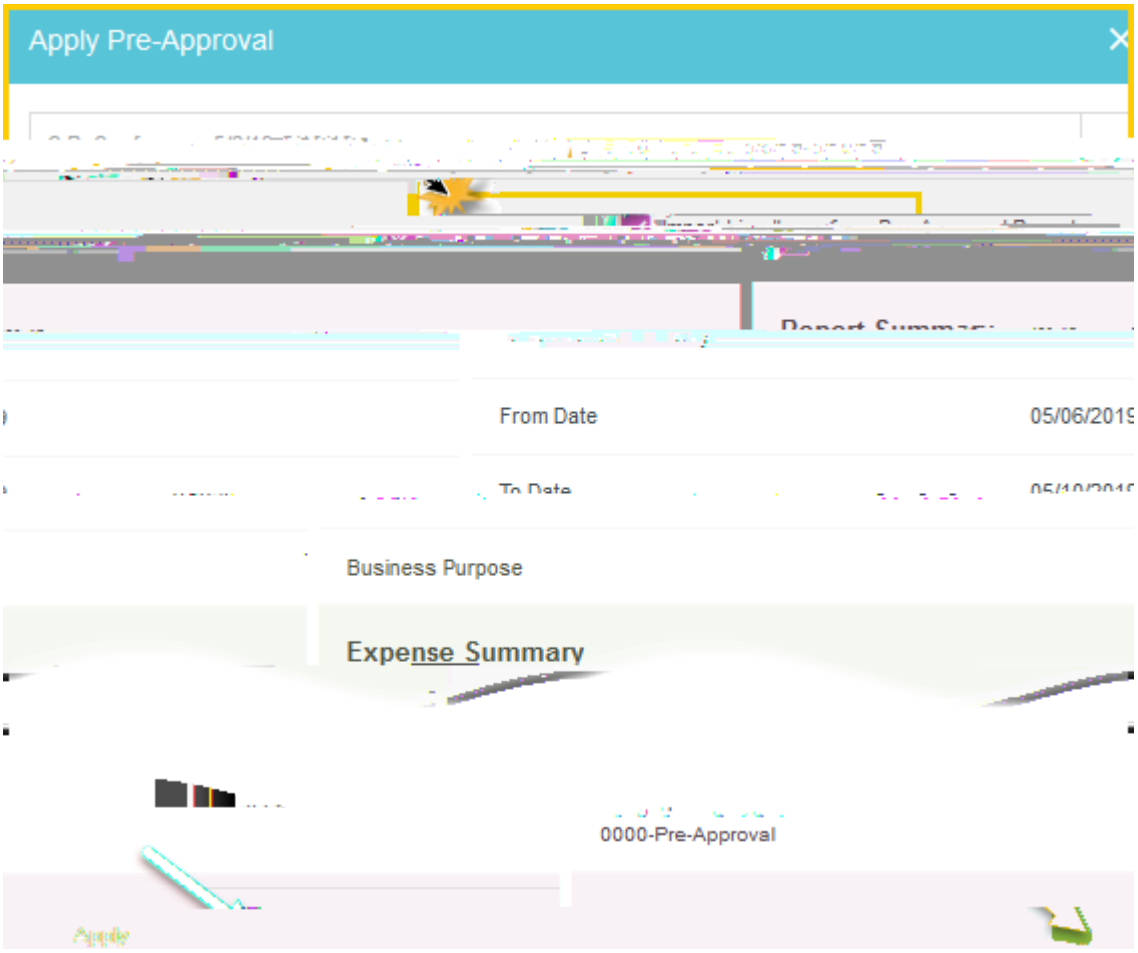
On the Apply Pre-Approval screen, click the Select a pre-approval report drop-down and select the pre-approval you wish to tie this expense report to.

Check the Import Line Items from Pre-Approval Report box if you want all lines from the pre-approval to be imported into the expense report. Unchecking this box will link the pre-approval to the expense report without importing the line items.

Tap the Apply button to attach the pre-approval to the expense report.



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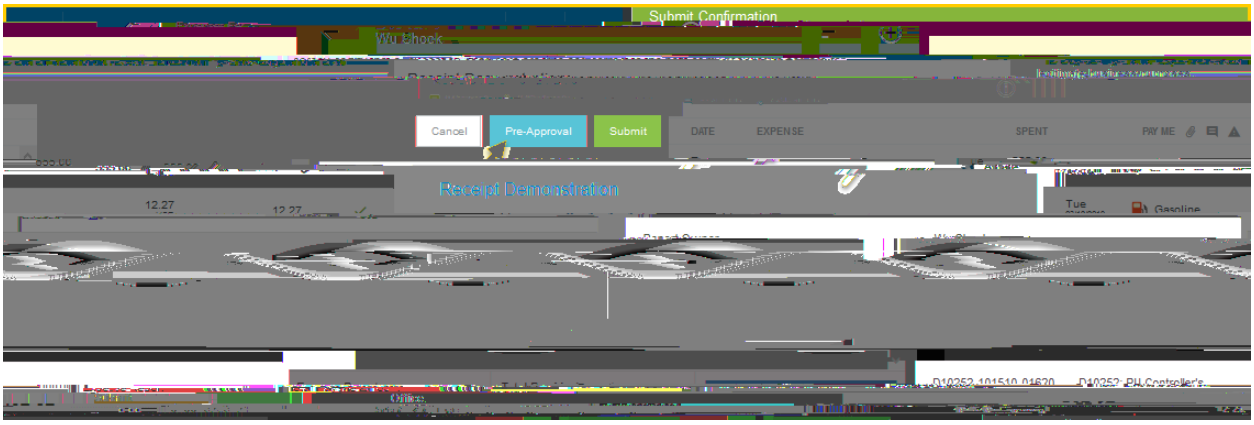
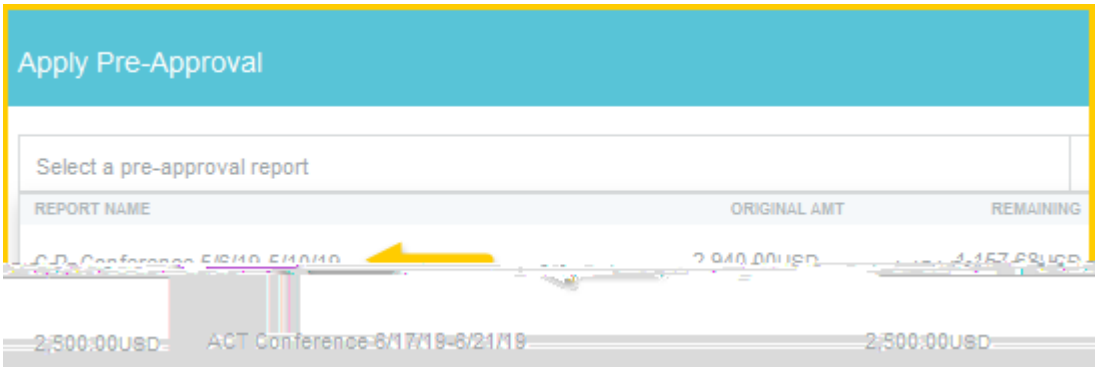
Link Pre-Approval

Once an expense report has been created and is ready to submit, click on the Pre-Approval button on the Submit Confirmation page.



On the Apply Pre-Approval screen, click the Select a pre-approval report drop-down and select the pre-approval you wish to tie this expense report to.



Tap the Apply to attach the pre-approval to the expense report.

The submit confirmation page displays the applied approval's report name and available balance.

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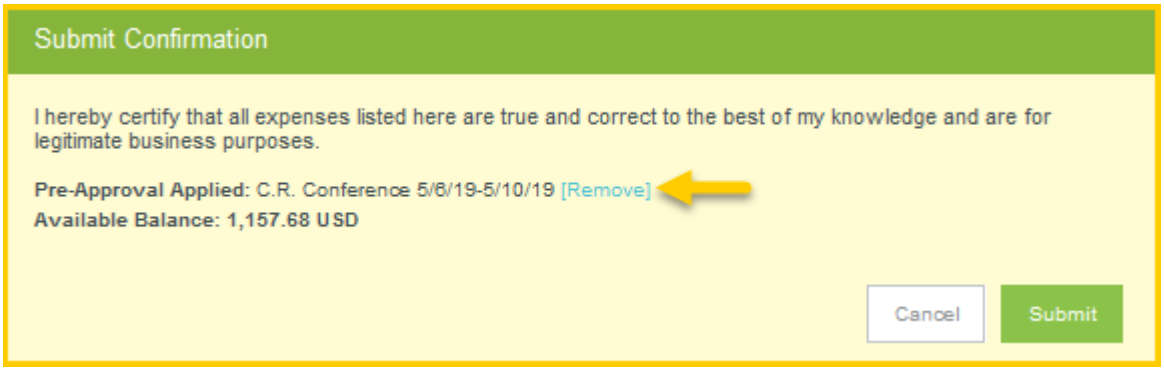
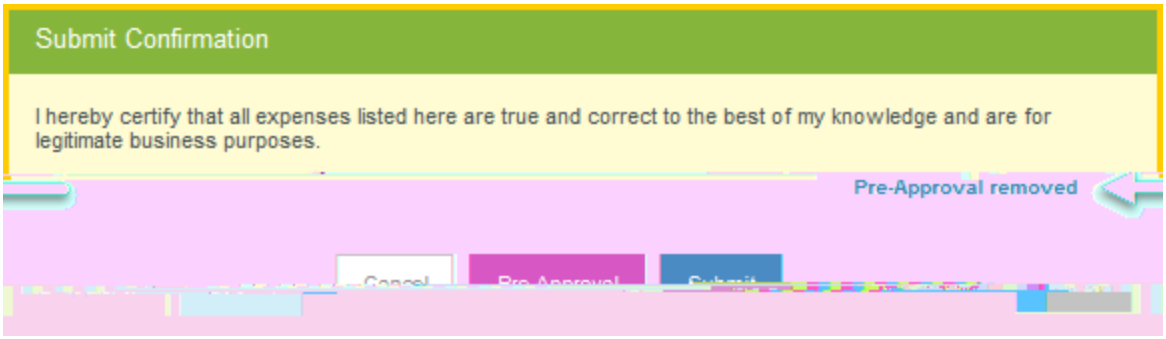
Remove Pre-Approval

To remove an applied pre-approval, click on the Remove link next to the pre-approval report name.



The system provides confirmation that the pre-approval was removed.



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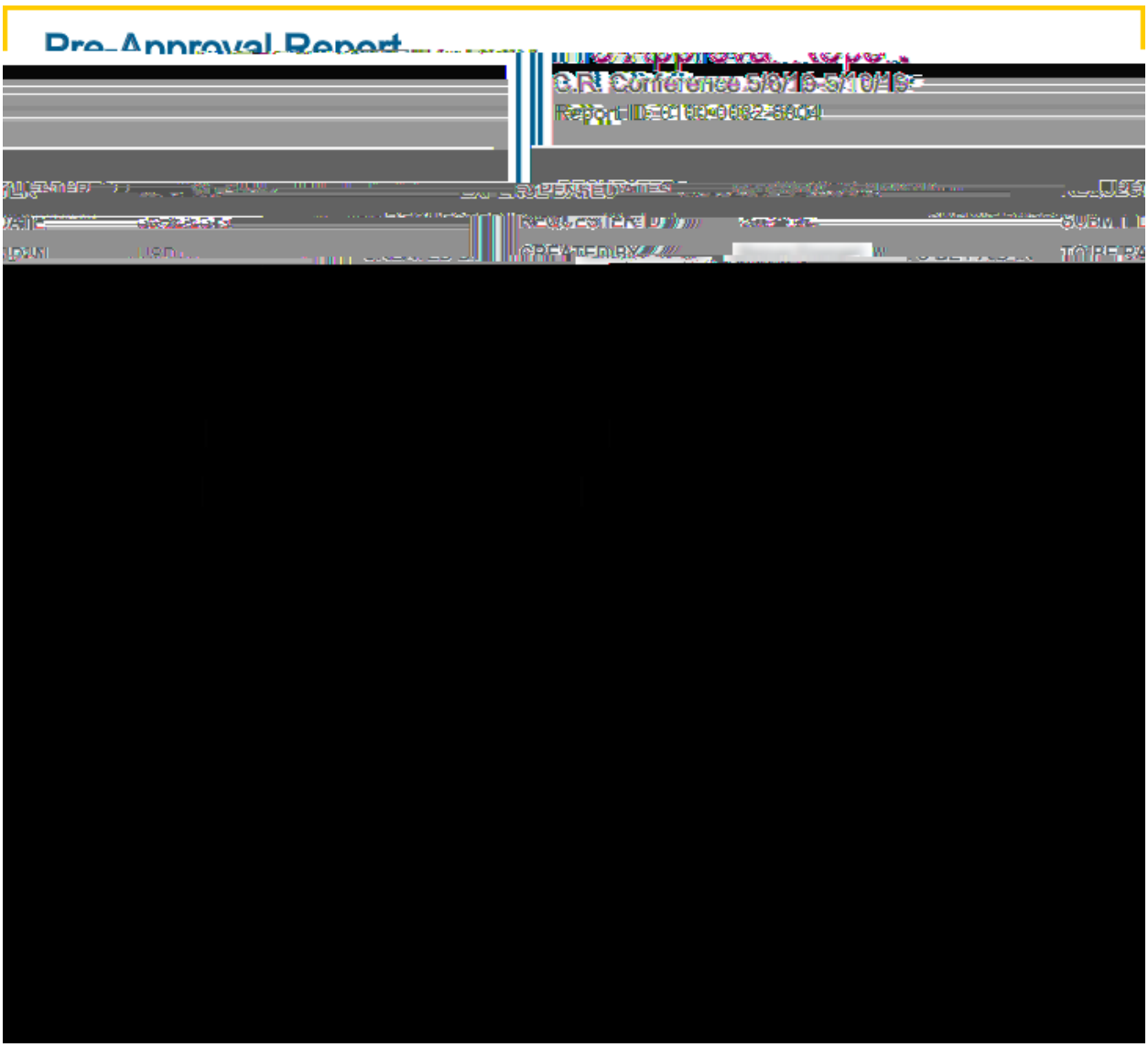
Thepre-approval pdf will open in a new window.



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