**E-Reimbursement – Approver**

**Can approver add attachments?**

Yes.

**Why are there approver comments in the Justification/Notes area?**

Approvers can add Comments in the box above the Approve, Send Back etc. buttons or go into the Justification and Supporting Details link and add a Note. This will be added to the list of other justifications/notes added by the traveler or other approvers.

**Can I assign another approver to get the e-mails and do my approvals while I am out of the office?**

Yes. Navigate to My System Profile and change the Alternate User section with the other approver’s EMPLID and date range.

**Can I use my mobile device for approvals?**

Yes. However some of the links may not work since the approval page is not the new Fluid technology.