


Assigning Expense Approvers to Team Members

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This guide explains how to assign an expense approver to a team member. It is intended for general users.

1. Navigate from **Main Menu > Internal > Team Members**.
2. Use the [Quick Search bar](https://aace6.knowledgeowl.com/help/using-the-quick-search-bar) (<https://aace6.knowledgeowl.com/help/using-the-quick-search-bar>) to locate and select the team member.
3. On the detail view menu bar, click **Edit**.
4. In the Time / Expenses section, click the **Expense Approver** field.

The screenshot shows the 'Team Member: Kristie Hernandez' detail view. The 'Time / Expenses' section is highlighted with a red circle, showing the 'Expense Approver' field with a search icon. The 'General Info' section shows 'Shipping Manager' as the title and 'Employee' as the type. The 'Contact Info' section shows email addresses and phone numbers. The 'Office Info' section shows the department as 'Fulfillment' and the supervisor as 'Pete McNeil'.

5. From the drop-down list, select the approver who will oversee this team member's expenses.
Note: You can also select the expense approver by clicking the Search icon () to bring up the Team Member Selector.
6. Click **Save**.