Assigning Expense Approvers to Team Members

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1. Navigate to **Internal** > **Team Members**.
2. Use 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.
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**.