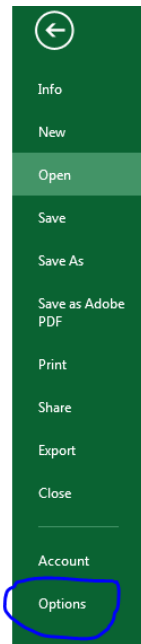
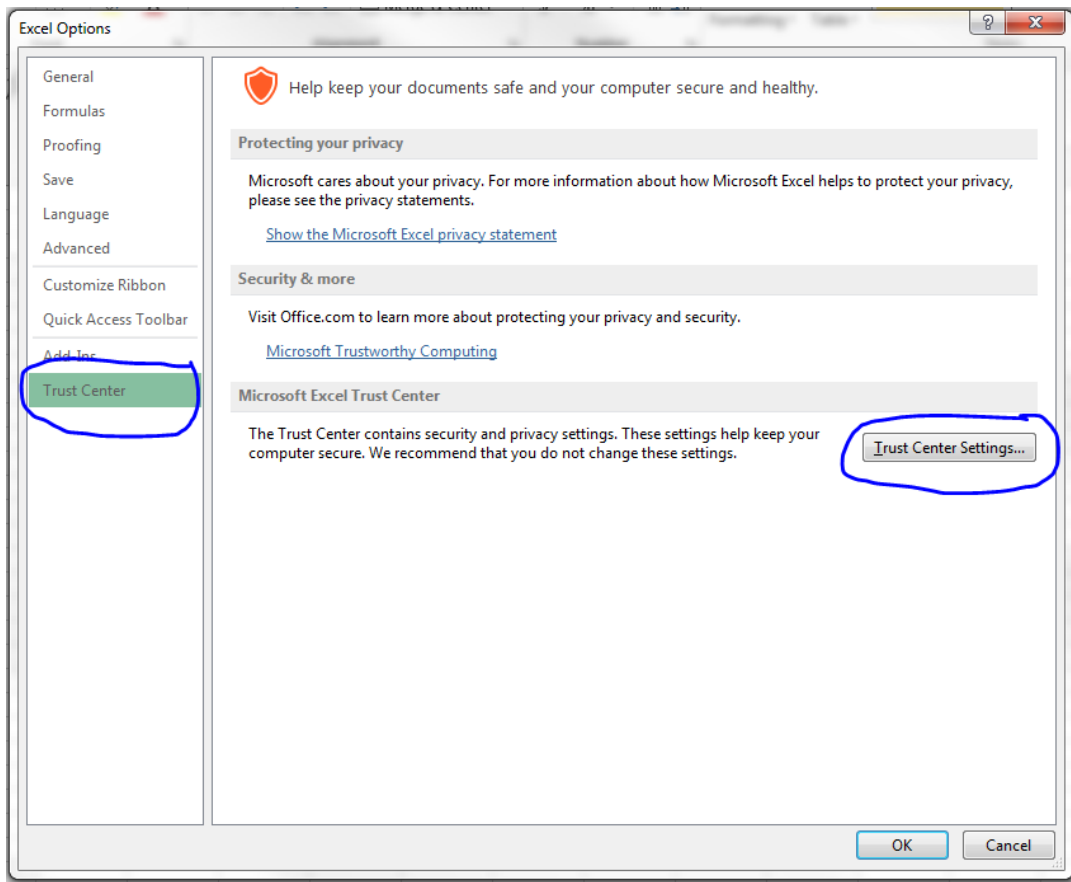


**In Excel:**

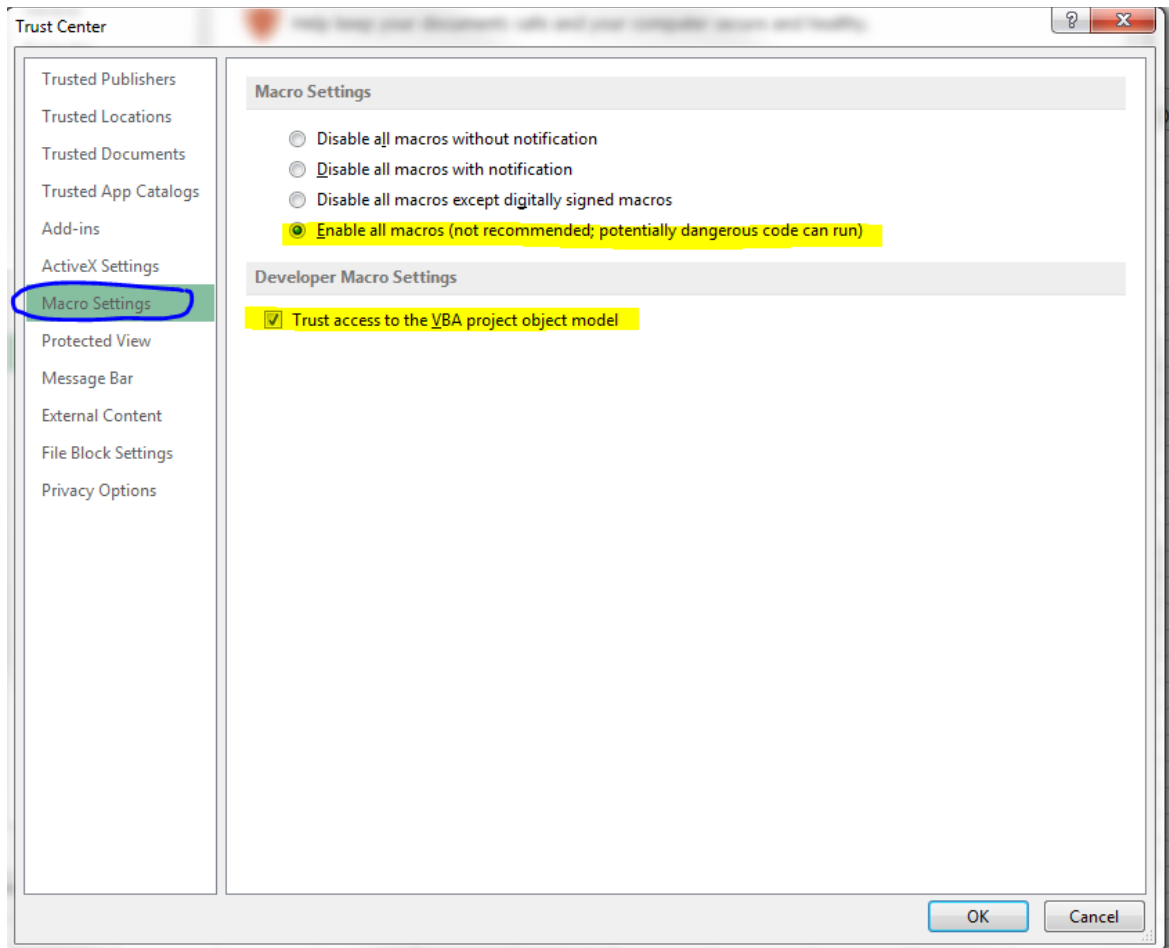
1. Go to <File> and click on 'Options'



2. Click on <Trust Center> and then <Trust Center Settings>

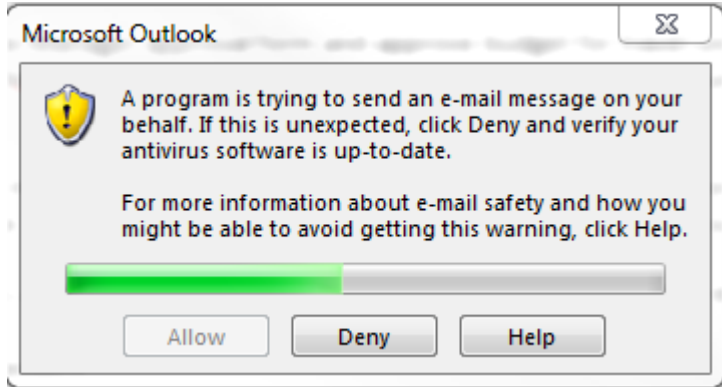


3. Click on <Macro Settings>. Under the Macro Settings, choose 'Enable all macros' and make sure the 'Trust access to the VBA project object model' box is checked.

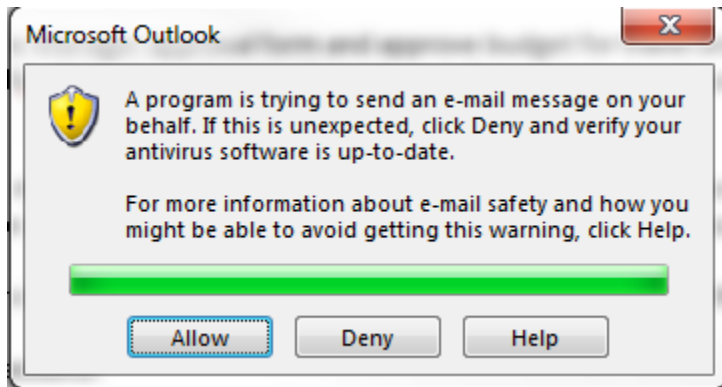


4. Click 'OK' to save your settings. Close out of excel.

When you click on the 'Request Manager Approval', this will automatically send the spreadsheet to the Manager's email to request Fiscal Approval. After you click this button, the following dialog box will appear from Microsoft Outlook. Wait a couple of seconds and the 'Allow' button will appear as an option to choose.



Once the 'Allow' button appears, click on it to allow permission for Outlook to send the spreadsheet.



After this step, the spreadsheet will appear in your 'Sent Items' outlook box as a sent item. This indicates that the pre-authorization was successfully sent. This will apply to the Manager's step in requesting Fiscal Verification as your means of approval for the employee's travel.