

Approving a Pre-Approval Submitted by a Delegate

Receive a Chrome River Pre-Approval Request Email

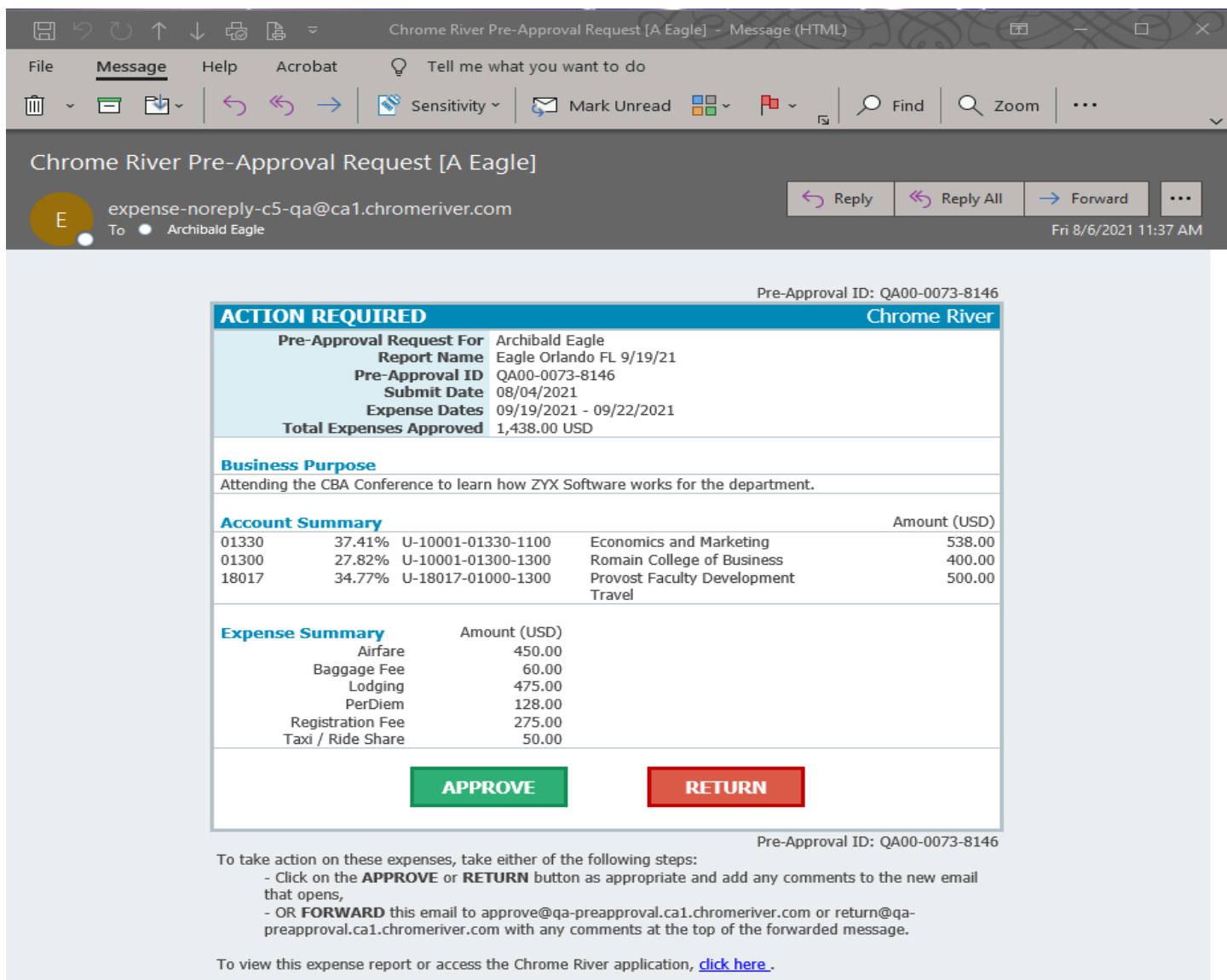
If you have a delegate create your trip Pre-Approval in Chrome River, then once the delegate submits it, you will receive an email from Chrome River requesting action by you (the traveler).

The email provides a brief overview of the Pre-Approval information.

- Note: Comments and documents uploaded to the Pre-Approval are **not** included with the email. To view these items, log in to Chrome River.

You must either Approve or Return the Pre-Approval. This guide will review the two ways to **Approve** a Pre-Approval: [Through Email](#) and [Through Chrome River](#).

- Note: To Return a Pre-Approval so changes can be made, view the guide [Returning a Pre-Approval Submitted by a Delegate](#).



Chrome River Pre-Approval Request [A Eagle] - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Chrome River Pre-Approval Request [A Eagle]

expense-noreply-c5-qa@ca1.chromeriver.com
To Archibald Eagle

Reply Reply All Forward

Fri 8/6/2021 11:37 AM

ACTION REQUIRED				Pre-Approval ID: QA00-0073-8146
				Chrome River
Pre-Approval Request For	Archibald Eagle			
Report Name	Eagle Orlando FL 9/19/21			
Pre-Approval ID	QA00-0073-8146			
Submit Date	08/04/2021			
Expense Dates	09/19/2021 - 09/22/2021			
Total Expenses Approved	1,438.00 USD			
Business Purpose				
Attending the CBA Conference to learn how ZYX Software works for the department.				
Account Summary				Amount (USD)
01330	37.41%	U-10001-01330-1100	Economics and Marketing	538.00
01300	27.82%	U-10001-01300-1300	Romain College of Business	400.00
18017	34.77%	U-18017-01000-1300	Provost Faculty Development Travel	500.00
Expense Summary				Amount (USD)
	Airfare			450.00
	Baggage Fee			60.00
	Lodging			475.00
	PerDiem			128.00
	Registration Fee			275.00
	Taxi / Ride Share			50.00
APPROVE				RETURN

Pre-Approval ID: QA00-0073-8146

To take action on these expenses, take either of the following steps:

- Click on the **APPROVE** or **RETURN** button as appropriate and add any comments to the new email that opens,
- OR **FORWARD** this email to approve@qa-preapproval.ca1.chromeriver.com or return@qa-preapproval.ca1.chromeriver.com with any comments at the top of the forwarded message.

To view this expense report or access the Chrome River application, [click here](#).

Approve a Pre-Approval – Through Email

Review the Pre-Approval email and click **APPROVE**.

Chrome River Pre-Approval Request [A Eagle] - Message (HTML)
File **Message** Help Acrobat Tell me what you want to do

Chrome River Pre-Approval Request [A Eagle]

Reply Reply All Forward ...

expense-noreply-c5-qa@ca1.chromeriver.com
To Archibald Eagle
Fri 8/6/2021 11:37 AM

Pre-Approval ID: QA00-0073-8146

ACTION REQUIRED		Chrome River		
Pre-Approval Request For	Archibald Eagle			
Report Name	Eagle Orlando FL 9/19/21			
Pre-Approval ID	QA00-0073-8146			
Submit Date	08/04/2021			
Expense Dates	09/19/2021 - 09/22/2021			
Total Expenses Approved	1,438.00 USD			
Business Purpose				
Attending the CBA Conference to learn how ZYX Software works for the department.				
Account Summary			Amount (USD)	
01330	37.41%	U-10001-01330-1100	Economics and Marketing	538.00
01300	27.82%	U-10001-01300-1300	Romain College of Business	400.00
18017	34.77%	U-18017-01000-1300	Provost Faculty Development Travel	500.00
Expense Summary			Amount (USD)	
	Airfare			450.00
	Baggage Fee			60.00
	Lodging			475.00
	PerDiem			128.00
	Registration Fee			275.00
	Taxi / Ride Share			50.00

APPROVE
RETURN

Pre-Approval ID: QA00-0073-8146

To take action on these expenses, take either of the following steps:

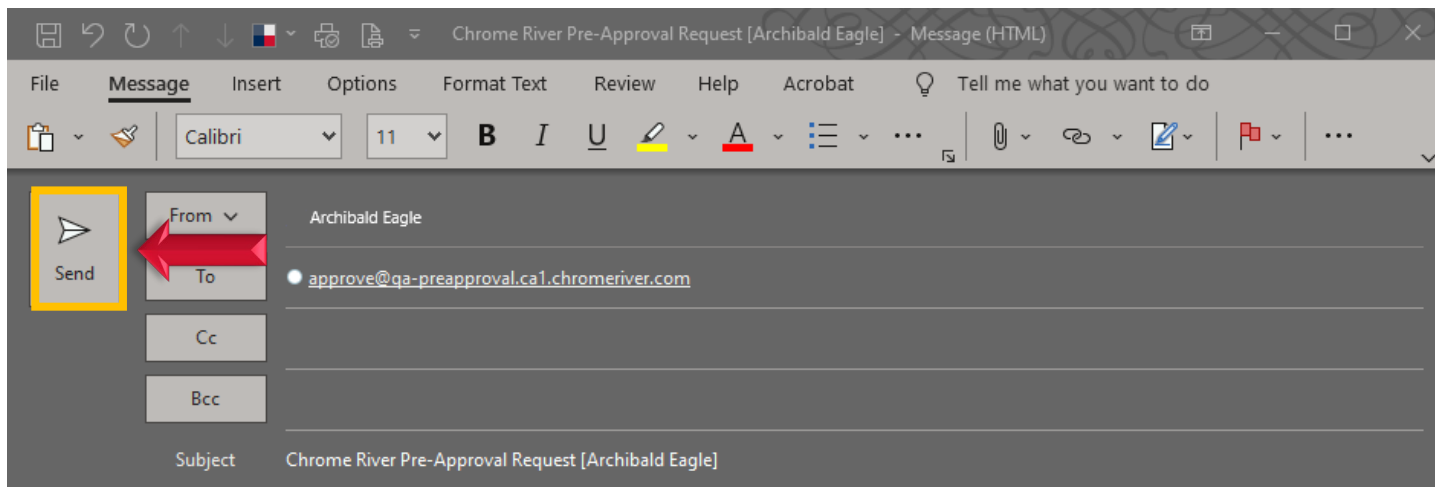
- Click on the **APPROVE** or **RETURN** button as appropriate and add any comments to the new email that opens,
- OR **FORWARD** this email to approve@qa-preapproval.ca1.chromeriver.com or return@qa-preapproval.ca1.chromeriver.com with any comments at the top of the forwarded message.

To view this expense report or access the Chrome River application, [click here](#).

CHROME RIVER USER GUIDE

A new email reply message will open. Click **Send**. Comments may be entered, but they are not necessary.

- Note: You may also approve the Pre-Approval by logging in to your Chrome River account.

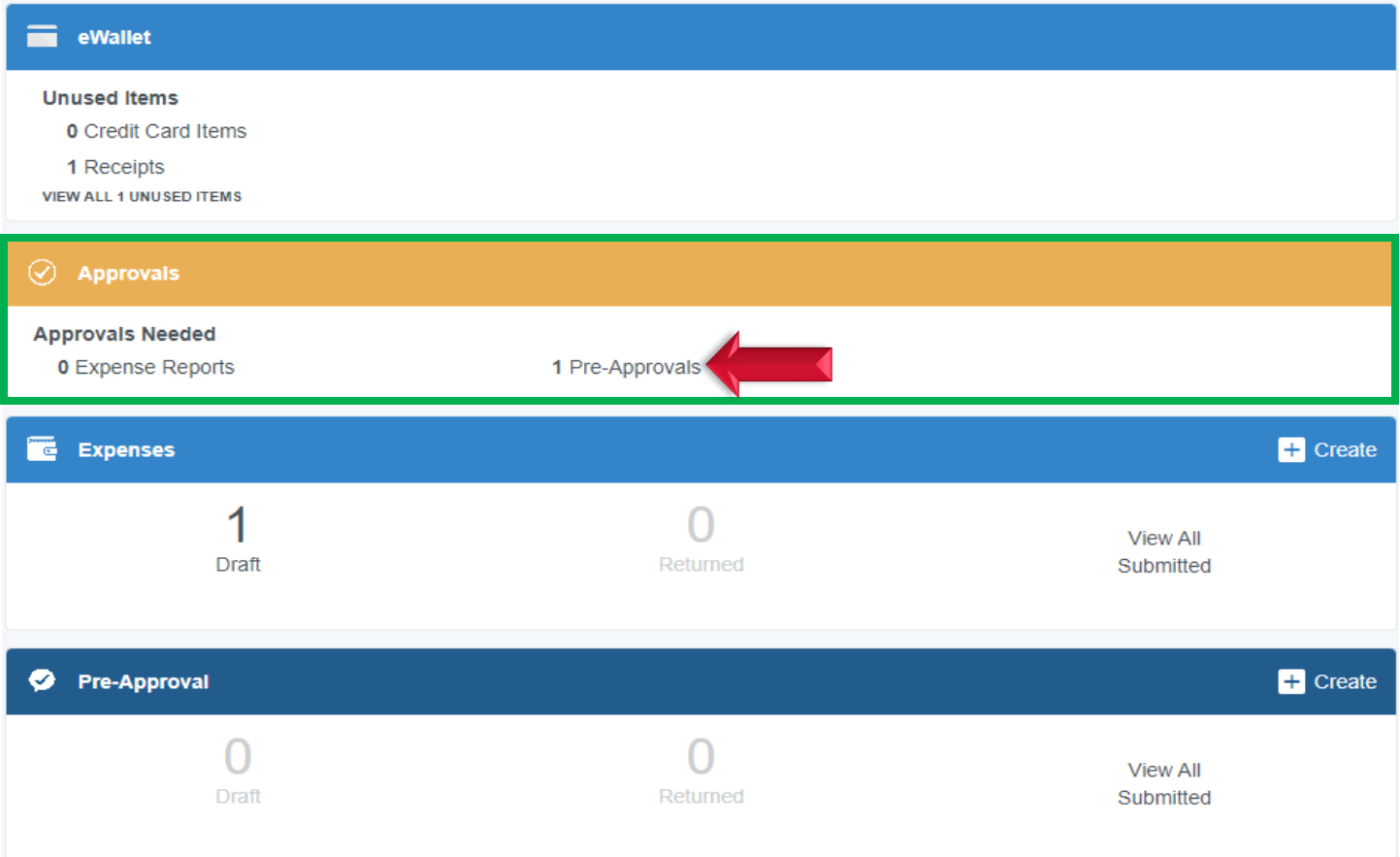


Enter any optional NOTES in the space above this line to have them added to this pre-approval, then SEND this message to the Chrome River automated processing system for your action to be completed.

Pre-Approval ID:QA00-0073-8146

Approve a Pre-Approval – Through Chrome River

If a document is pending approval, then the Approvals ribbon appears on the Chrome River home screen. To see the list of pending approval documents, click **Pre-Approvals**.

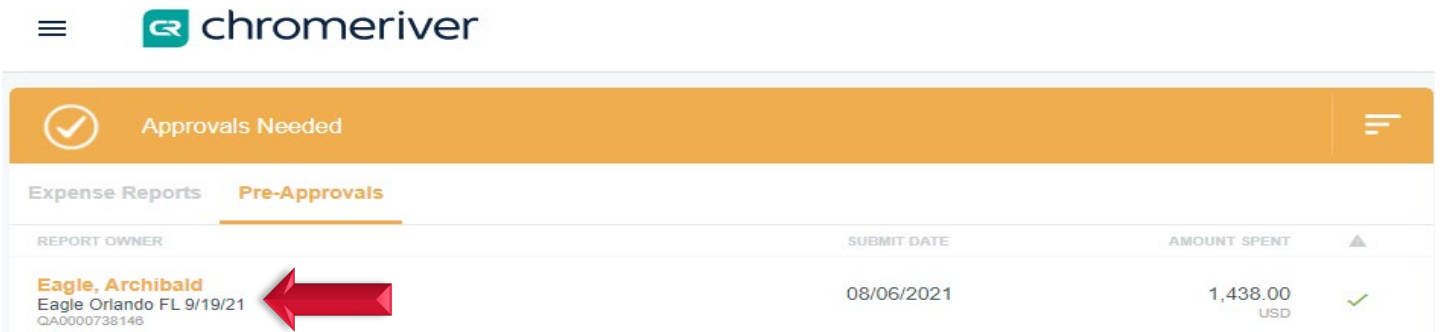


The dashboard shows the following sections:

- eWallet**: 0 Credit Card Items, 1 Receipts. [VIEW ALL 1 UNUSED ITEMS](#)
- Approvals** (highlighted in green): 0 Expense Reports, 1 Pre-Approvals (indicated by a red arrow).
- Expenses**: 1 Draft, 0 Returned, [View All Submitted](#), [+ Create](#)
- Pre-Approval**: 0 Draft, 0 Returned, [View All Submitted](#), [+ Create](#)

Click the Pre-Approval document that needs to be reviewed.

- Note: The traveler’s last name, destination, and trip departure date should be included in the header description.



chrome river

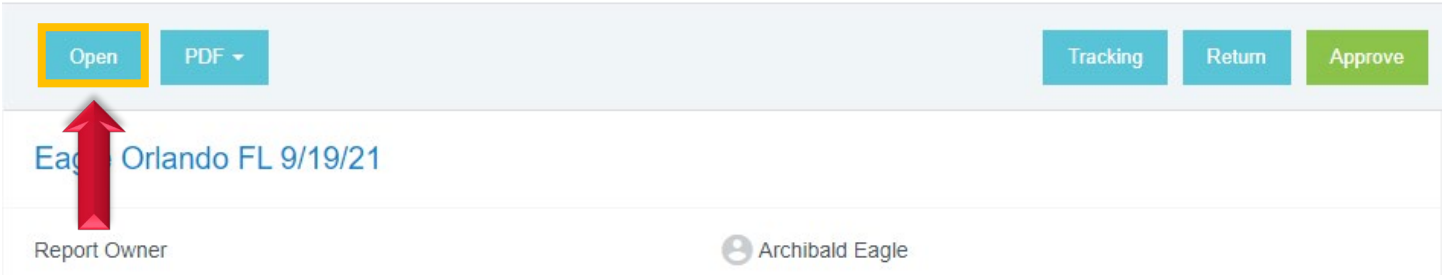
Approvals Needed

Expense Reports **Pre-Approvals**

REPORT OWNER	SUBMIT DATE	AMOUNT SPENT	
Eagle, Archibald Eagle Orlando FL 9/19/21 QA0000738146	08/06/2021	1,438.00 USD	✓

The Pre-Approval Header opens at the right for review. **Scroll down** to review the summary of the **Trip Information, Comments, and Attachments**.

- Note: Click **OPEN** to see the Pre-Approval Report, which provides more details of each expense estimate.

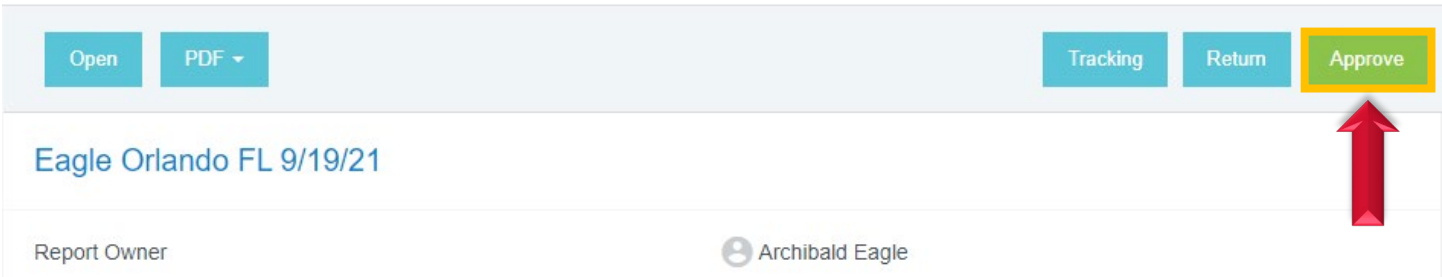


Open PDF Tracking Return Approve

Eagle Orlando FL 9/19/21

Report Owner Archibald Eagle

Click **Approve** if no changes are needed.



Open PDF Tracking Return Approve

Eagle Orlando FL 9/19/21

Report Owner Archibald Eagle