

Approving an Expense Report Submitted by a Delegate

Receive a Chrome River Expense Approval Email

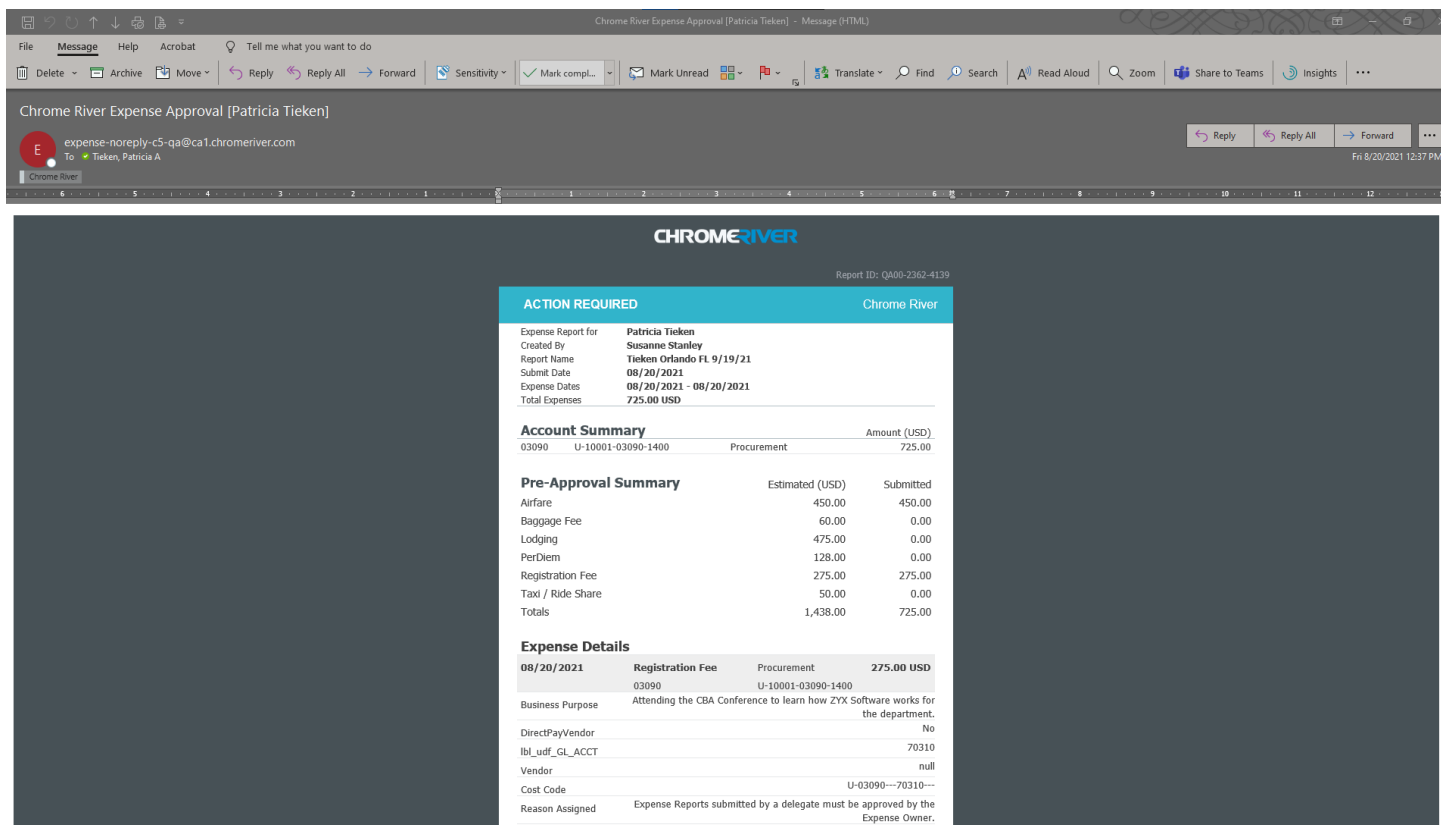
If you have a delegate create your trip Expense Report in Chrome River, then once the delegate submits it, you will receive an email from Chrome River requesting action by you (the traveler).

The email provides a brief overview of the Expense Report information.

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

You must either Approve or Return the Expense Report. This guide will review the two ways to **Approve** an Expense Report: [Through Email](#) and [Through Chrome River](#).

- **Tip:** To Return an Expense Report, so changes can be made, view the guide [Returning an Expense Report Submitted by a Delegate](#).

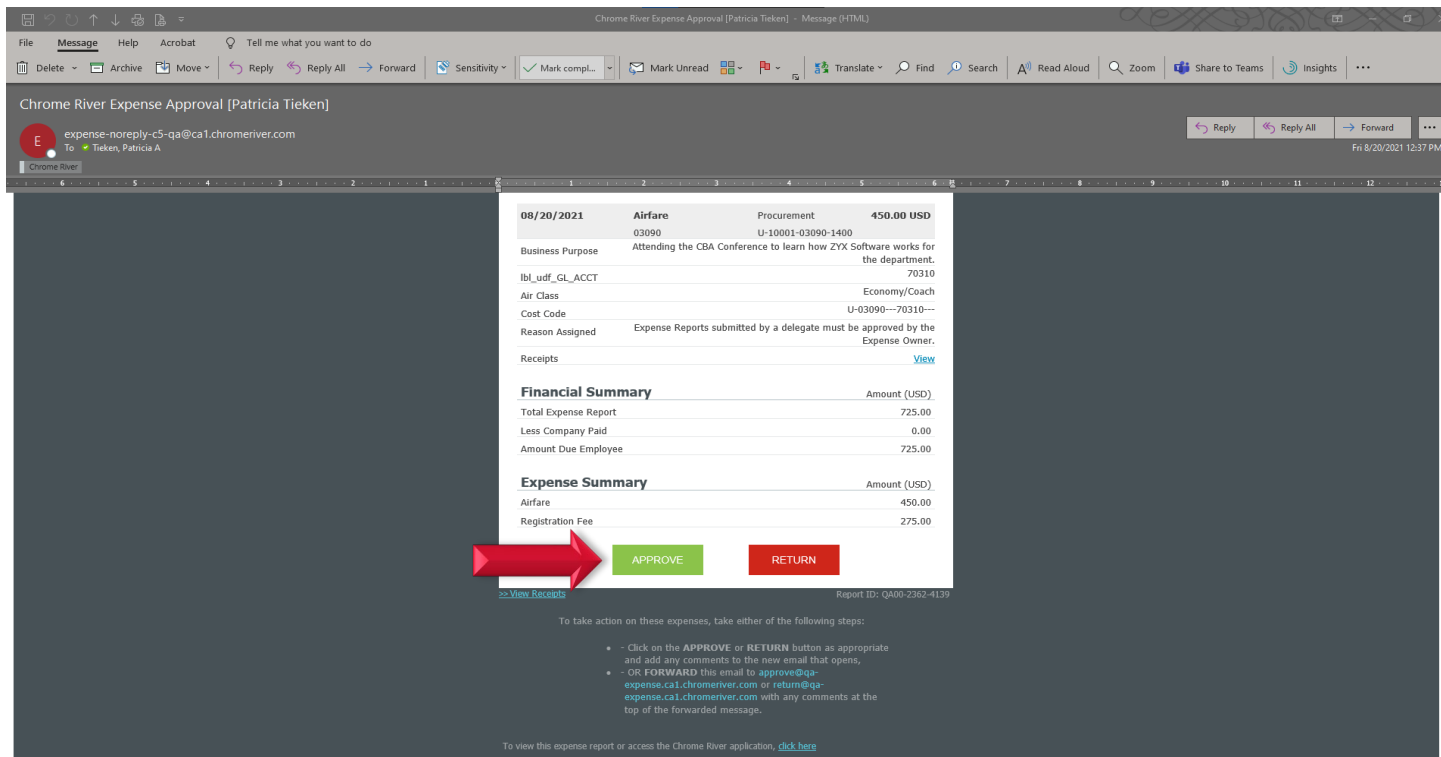


The screenshot shows an email from Chrome River with the subject "Chrome River Expense Approval [Patricia Tiekem]". The email body contains a summary of the expense report and a table of details.

ACTION REQUIRED		Chrome River
Expense Report for	Patricia Tiekem	
Created By	Susanne Stanley	
Report Name	Tiekem Orlando FL 9/19/21	
Submit Date	08/20/2021	
Expense Dates	08/20/2021 - 08/20/2021	
Total Expenses	725.00 USD	
Account Summary		
		Amount (USD)
03090	U-10001-03090-1400 Procurement	725.00
Pre-Approval Summary		
	Estimated (USD)	Submitted
Airfare	450.00	450.00
Baggage Fee	60.00	0.00
Lodging	475.00	0.00
PerDiem	128.00	0.00
Registration Fee	275.00	275.00
Taxi / Ride Share	50.00	0.00
Totals	1,438.00	725.00
Expense Details		
08/20/2021	Registration Fee Procurement	275.00 USD
	03090 U-10001-03090-1400	
Business Purpose	Attending the CBA Conference to learn how ZYX Software works for the department.	
DirectPayVendor	No	
Ibl_uof_GL_ACCT	70310	
Vendor	null	
Cost Code	U-03090---70310---	
Reason Assigned	Expense Reports submitted by a delegate must be approved by the Expense Owner.	

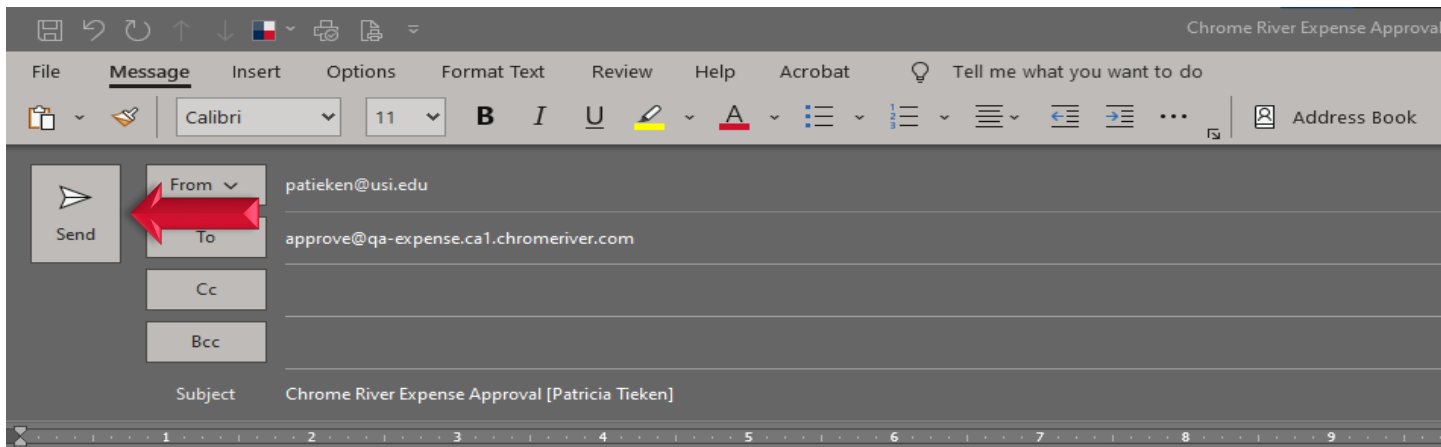
Approving an Expense Report – Through Email

Review the Expense Report email and click **APPROVE**.



A new email reply message will open. Click **Send**. Comments may be entered but it is not necessary.

- *Tip:* If you cannot approve through email, then view the guide [Fixing Issues with Approving/Returning via Email](#).



1. Please **VERIFY** [from] e-mail address. Please use e-mail address associated to your Chrome River account.
2. Enter any optional **NOTES** in the space above this line to have them added to this expense report.
3. **SEND** this message to the Chrome River automated processing system for your action to be completed.

Report ID: QA00-2362-4139 Email UID: A04BD9AD-2DA4-DD6F-3D3C-148D29990695

Approving an Expense Report – Through Chrome River

Log in to Chrome River.

The Approvals ribbon appears on the Home Screen if a document is pending approval. To see your Expense Report, click **Expense Reports**.

The screenshot shows the Chrome River Home Screen. At the top, there is a navigation menu with a hamburger icon and the 'chromeriver' logo. Below this, there are four main sections:

- eWallet** (blue header): Shows 'Unused Items' with 2 Credit Card Items and 0 Receipts. A link 'VIEW ALL 2 UNUSED ITEMS' is present.
- Approvals** (orange header): Shows 'Approvals Needed' with 1 Expense Reports (indicated by a red arrow) and 0 Pre-Approvals.
- Expenses** (blue header): Shows counts for 5 Draft, 0 Returned, and 6 Submitted (Last 90 Days). A '+ Create' button is in the top right.
- Pre-Approval** (dark blue header): Shows counts for 0 Draft, 0 Returned, and 14 Submitted (Last 90 Days). A '+ Create' button is in the top right.

Click the Expense Report document that needs to be reviewed.

- *Tip:* In the header description should be the traveler’s last name, destination and trip departure date.

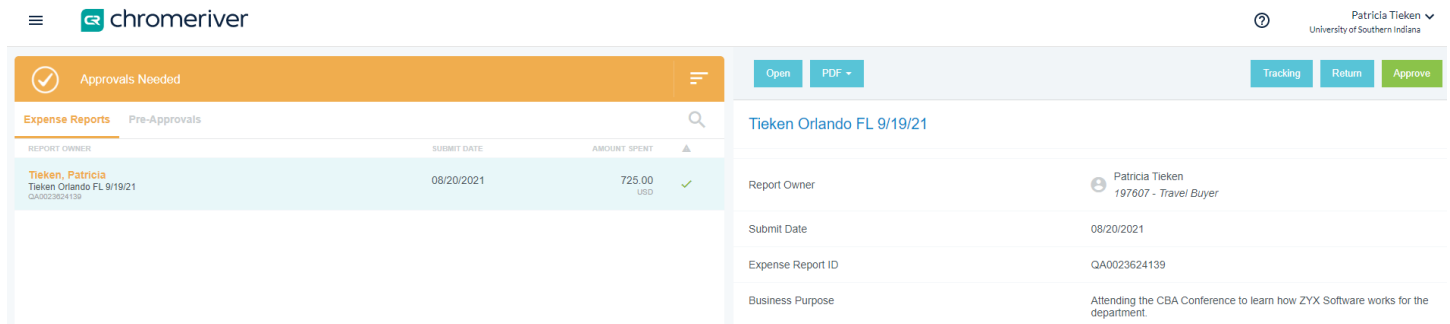
The screenshot shows the 'Approvals Needed' screen in Chrome River. It has an orange header with a checkmark icon and the text 'Approvals Needed'. Below the header, there are two tabs: 'Expense Reports' (active) and 'Pre-Approvals'. A search icon is in the top right. Below the tabs is a table with the following data:

REPORT OWNER	SUBMIT DATE	AMOUNT SPENT	
Tieken, Patricia Tieken Orlando FL 9/19/21 QA0023624139	08/20/2021	725.00 USD	✓

A red arrow points to the first row of the table.

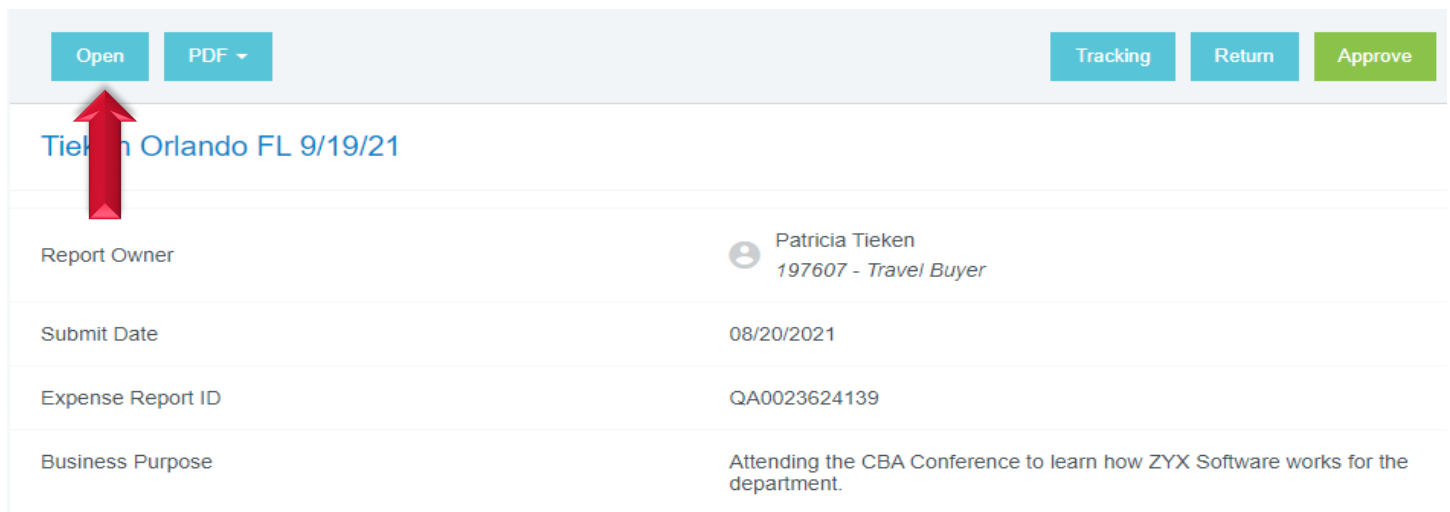
CHROME RIVER USER GUIDE

Expense Report summary opens at the right for review.



Scroll down to review summary of the **Trip Information, Comments** and **Attachments**.

- *Tip:* Click **OPEN** to see more details of each expense estimate.



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

- *Tip:* Once you have clicked accept, no additions can be made to the Expense Report. If you click accept, and find that a line item needs editing or a line item was left off of the Expense Report, then contact Accounts Payable.

