Entering a Pre-Approval/Expense Report on Behalf of a Traveler

Select the Traveler's Profile

Click your name in the top right-hand corner of the page.

A drop-down menu will open showing your name listed first with a person icon to the left of it. This means you are currently active in your Chrome River account.

Below your name is a list containing the traveler(s) for which you have delegate status – meaning you may enter Pre-Approvals and Expense Reports on his/her behalf.

- *Tip*: If you do not see a traveler listed for whom you need/want to be a delegate, then request the traveler to add you as a delegate on his/her profile. Refer them to the guide *Adding or Removing a Delegate*.

Click on the traveler's name for whom you want to create/edit/view a Pre-Approval or Expense Report.

Notice that your name has been replaced by the traveler's name you selected. This indicates you are now in his/her Chrome River account (delegate mode).

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You may now proceed with creating/editing/viewing the selected traveler's Pre-Approval or Expense Report. Refer to the below guides, or other Chrome River guides, as needed.
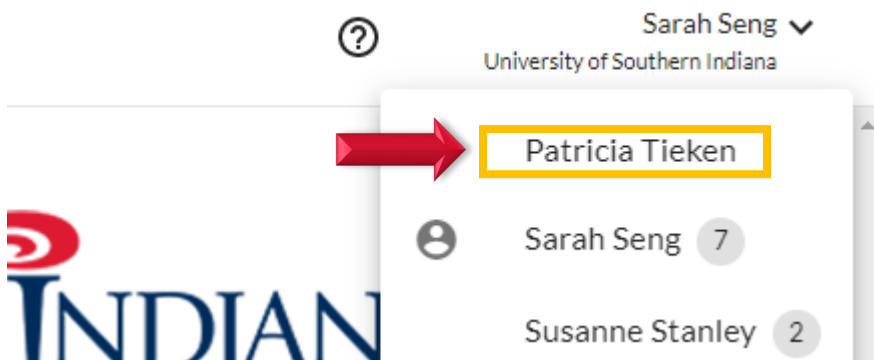
- *Creating and Submitting a Pre-Approval*
- *Creating and Submitting an Expense Report*

Return to Your Profile

To return to your profile, click on the name of the traveler.

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Select your name from the top of the drop-down menu.

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Patricia Tieken

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Susanne Stanley 2

Notice that your name has replaced the traveler's name. This indicates you are in your profile and no longer in delegate mode.

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