

Returning a Pre-Approval Submitted by a Delegate

Receive a Chrome River Pre-Approval Request Email

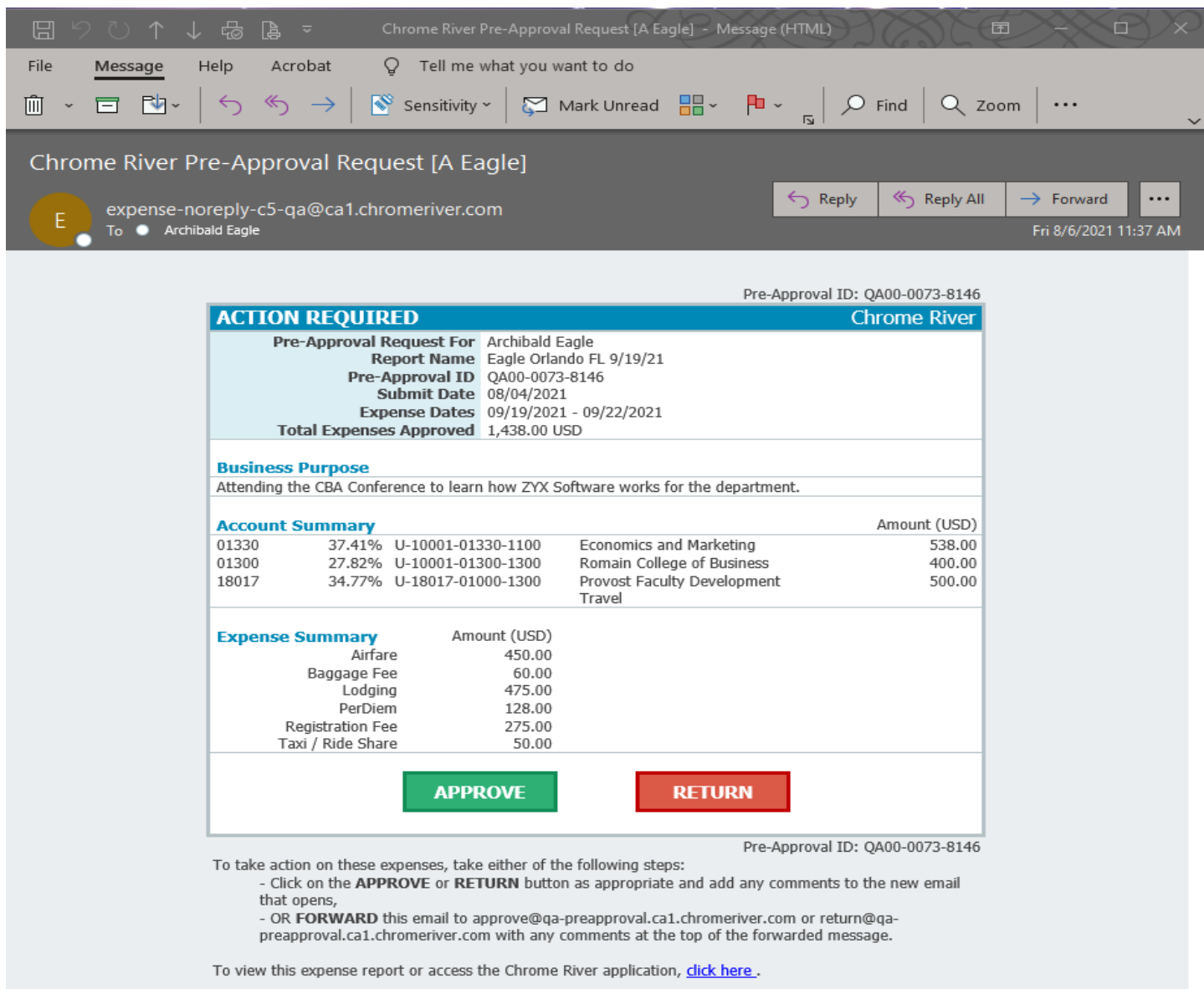
If you have a delegate create your trip Pre-Approval in Chrome River, once the delegate submits it, then you will receive an email from Chrome River requesting action from you (the traveler).

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 **Return** a Pre-Approval: [Through Email](#) and [Through Chrome River](#).

- Note: To Approve a Pre-Approval, view the guide [Approving a Pre-Approval Submitted by a Delegate](#).



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
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="background-color: #4CAF50; color: white; padding: 10px 20px; border-radius: 5px;">APPROVE</div> <div style="background-color: #F44336; color: white; padding: 10px 20px; border-radius: 5px;">RETURN</div> </div>				

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

Return a Pre-Approval – Through Email

Review the Pre-Approval email, and if changes are needed, click **RETURN**.

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
Reply Reply All Forward

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PerDiem				128.00
Registration Fee				275.00
Taxi / Ride Share				50.00
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="background-color: #4caf50; color: white; padding: 10px 20px; border: 1px solid #ccc;">APPROVE</div> <div style="background-color: #f44336; color: white; padding: 10px 20px; border: 2px solid yellow;">RETURN</div> </div>				

Pre-Approval ID: QA00-0073-8146

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

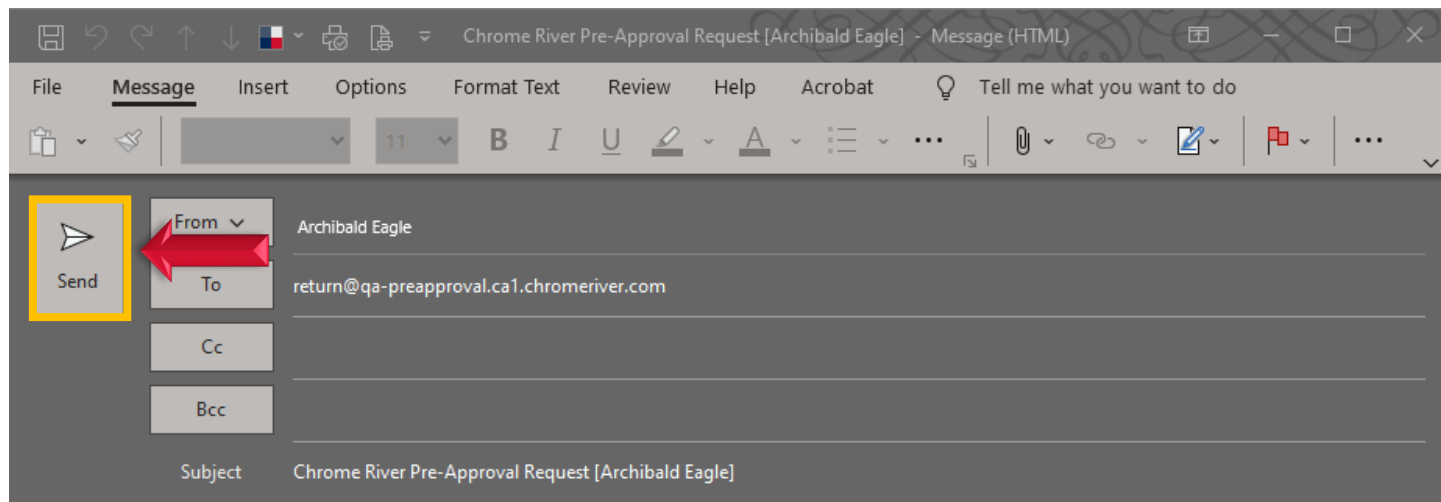
- Click on the **APPROVE** or **RETURN** button as appropriate and add any comments to the new email that opens,
- OR **FORWARD** this email to approve@qa-preapproval.ca1.chromeriver.com or return@qa-preapproval.ca1.chromeriver.com with any comments at the top of the forwarded message.

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

CHROME RIVER USER GUIDE

A new email reply message will open. Enter comments to explain why the Pre-Approval is being returned. Click **Send**.

- You and the delegate will receive an email notification that the Pre-Approval was returned. The Subject of the email will be *Chrome River Pre-Approval Request Returned*.
- If you can't return via email, then view the guide [Fixing Issues with Approving/Returning via Email](#). You may also return the Pre-Approval by logging in to your Chrome River account.



Insert comments here



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.

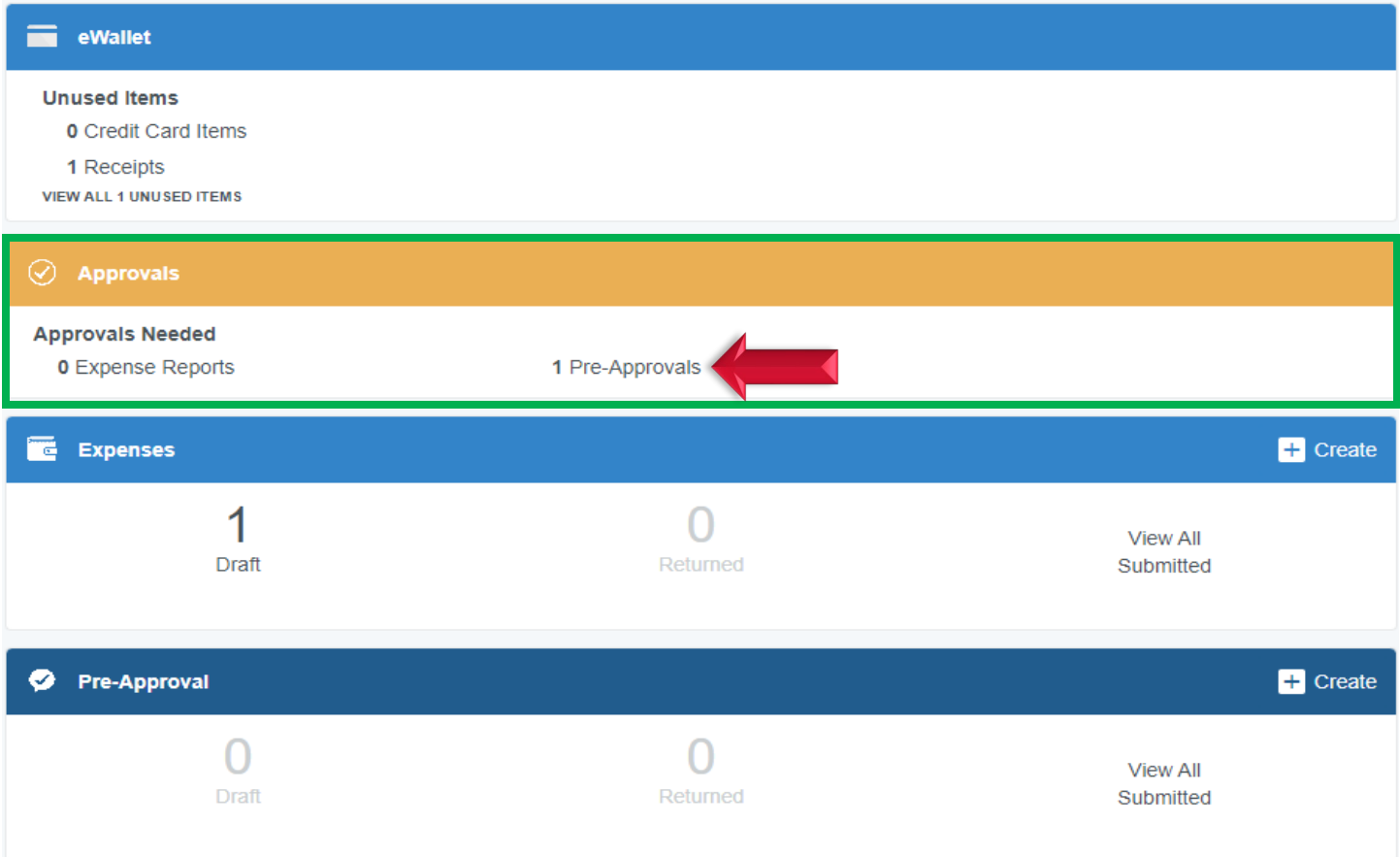
Pre-Approval ID:QA00-0073-8146

IMPORTANT:

The traveler or the delegate must log in to Chrome River, make the necessary changes, and then resubmit the amended Pre-Approval. Regardless of who makes the changes, the traveler or delegate, the traveler **must** still approve the amended Pre-Approval (through Email or through Chrome River).

Return a Pre-Approval – Through Chrome River

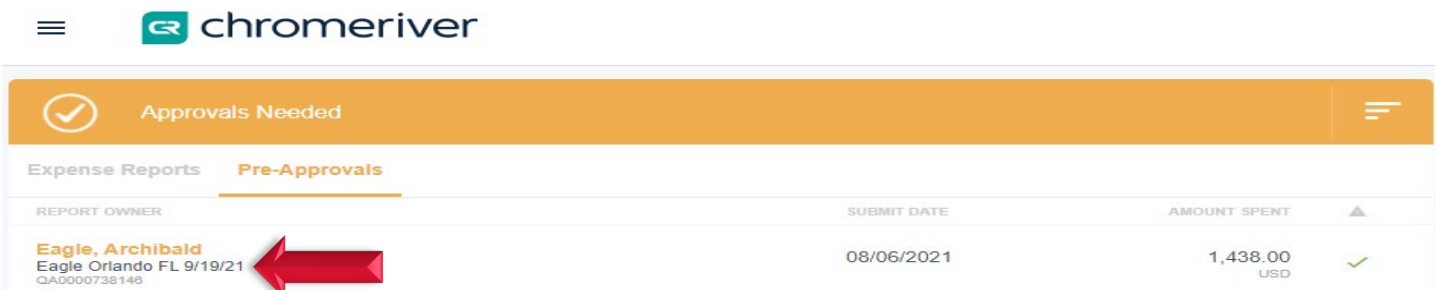
If a document is pending approval, then the Approvals ribbon appears on the Chrome River home screen. To see the list of pending approval documents, click **Pre-Approvals**.



The dashboard shows several sections:

- eWallet**: 0 Credit Card Items, 1 Receipts. [VIEW ALL 1 UNUSED ITEMS](#)
- Approvals** (highlighted): 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.



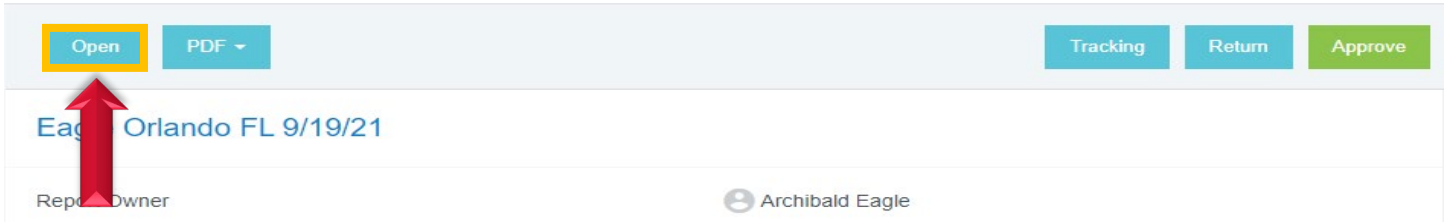
The 'Approvals Needed' page shows a table of pending documents:

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

A red arrow points to the 'Eagle, Archibald' entry.

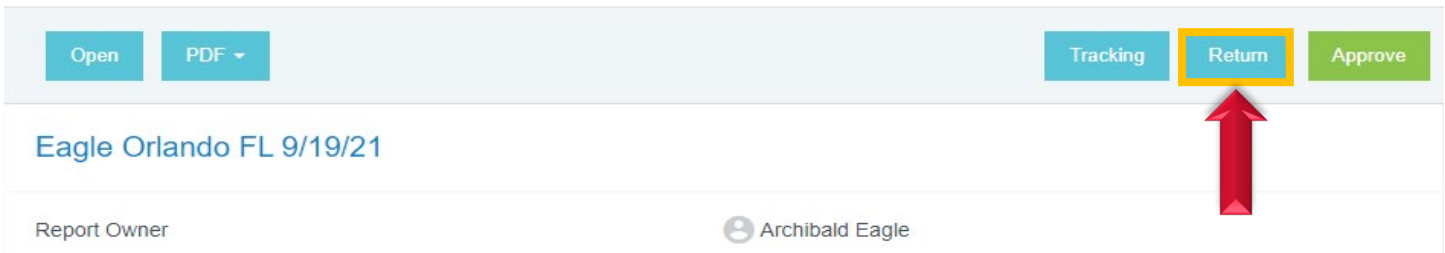
The Pre-Approval Header opens at the right for review. **Scroll down** to review the summary of the **Trip Information, Comments, and Attachments**.

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



Review the Pre-Approval, and if changes or additions are needed, click **Return**.

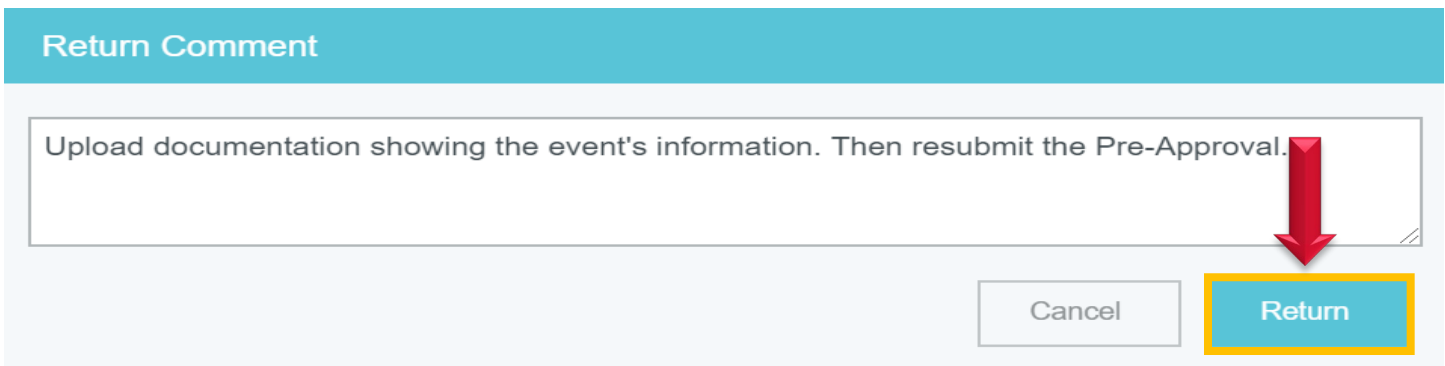
- Note: All Pre-Approvals **must** be returned if a change or addition is needed. The traveler may only edit a Pre-Approval created by a delegate after it is returned.



A comment is required when returning a pre-approval. Enter a comment to document why the Pre-Approval is returned. After the comment is entered, click **Return**.

Comments are visible to anyone accessing the report and cannot be deleted once posted.

- Note: Comments may give direction on additional items that need to be provided or changed, such as a change in the Fund Org selected, a change (increase/decrease) in the funding amount entered, etc. You will receive an email notifying you that your Pre-Approval has been returned.



IMPORTANT:

You and the delegate will receive an email notification that the Pre-Approval was returned. The Subject of the email will be *Chrome River Pre-Approval Request Returned*. You or the delegate must log in to Chrome River, make the necessary adjustments to the Pre-Approval, and resubmit it.

Regardless of who makes the changes, the traveler or delegate, the traveler still **must** approve the amended Pre-Approval (through Email or through Chrome River).