

Returning an Expense Report Submitted by a Delegate

Receive a Chrome River Expense Approval Email

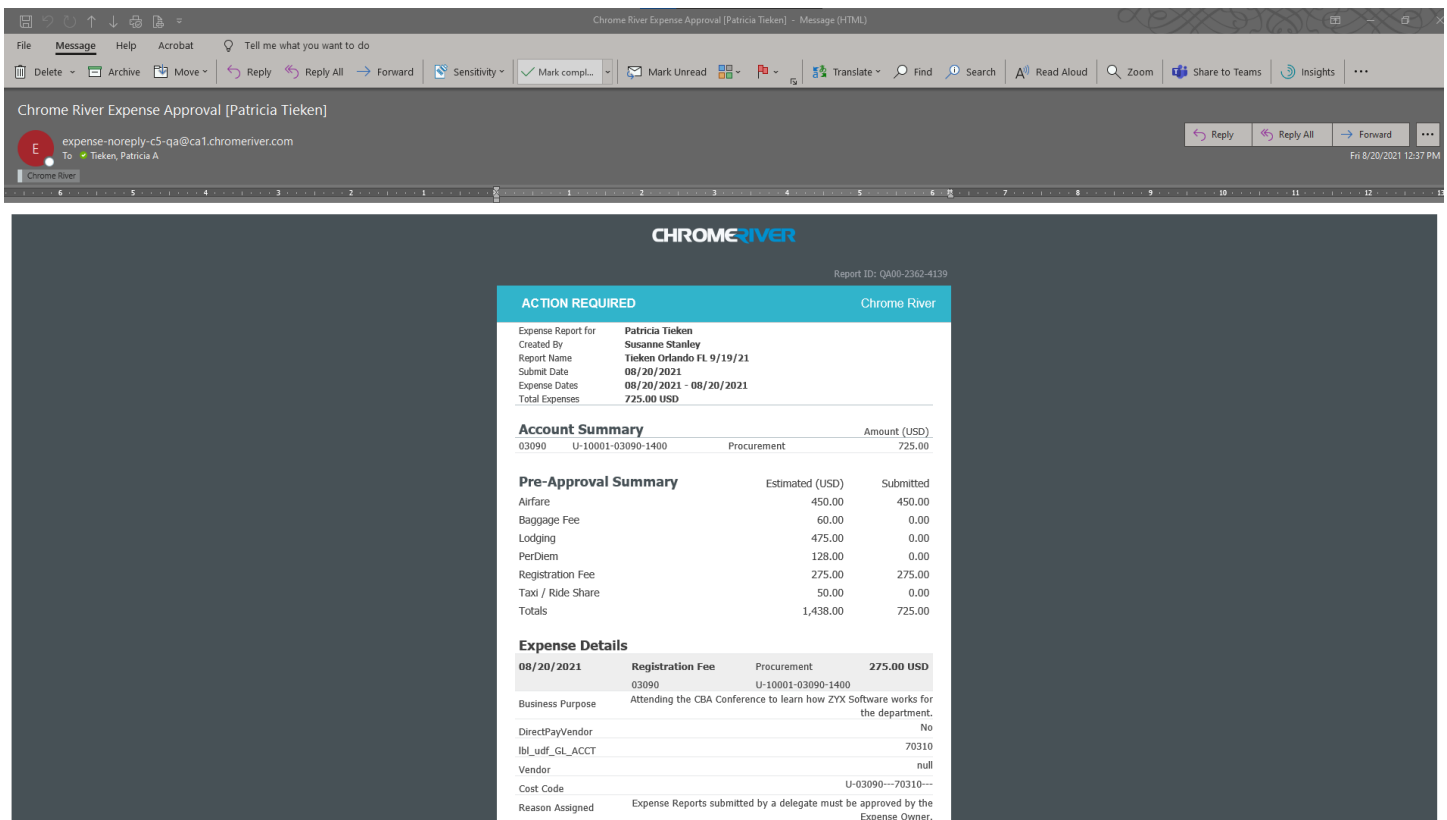
If you have a delegate create your trip Expense Report in Chrome River, then once the delegate submits it, you will receive an email from Chrome River requesting action by you (the traveler).

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

- **Tip:** To Approve an Expense Report, view the guide [Approving an Expense Report Submitted by a Delegate](#).



The screenshot shows an email interface with a Chrome River expense report approval page embedded. The email header includes the sender 'expense-noreply-c5-qa@ca1.chromeriver.com' and the recipient 'Tieken, Patricia A'. The embedded page is titled 'CHROME RIVER' and 'Report ID: QA00-2362-4139'. It contains the following sections:

ACTION REQUIRED Chrome River

Expense Report for Patricia Tieken
 Created By Susanne Stanley
 Report Name Tieken 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

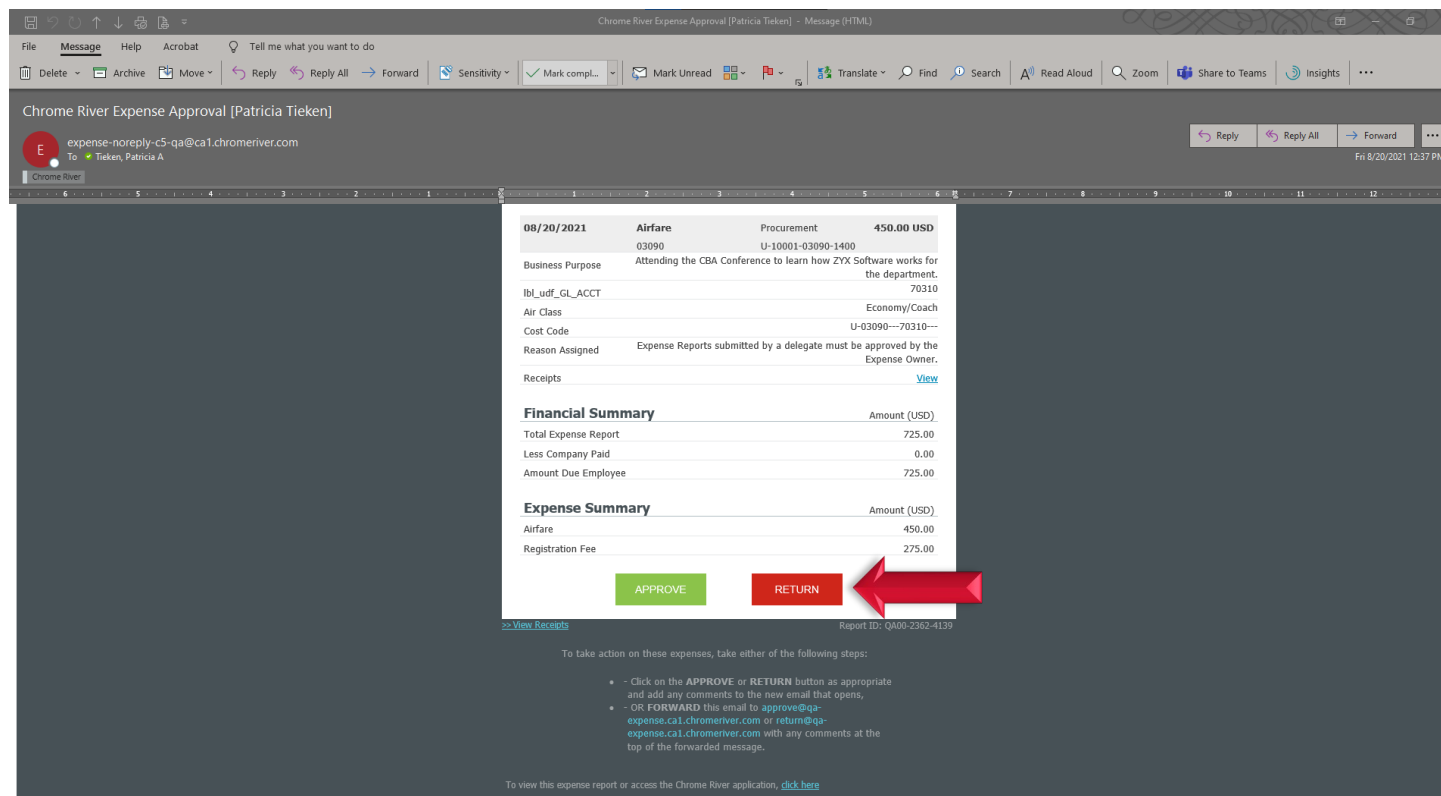
	Estimated (USD)	Submitted
Airfare	450.00	450.00
Baggage Fee	60.00	0.00
Lodging	475.00	0.00
PerDiem	128.00	0.00
Registration Fee	275.00	275.00
Taxi / Ride Share	50.00	0.00
Totals	1,438.00	725.00

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_udf_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.		

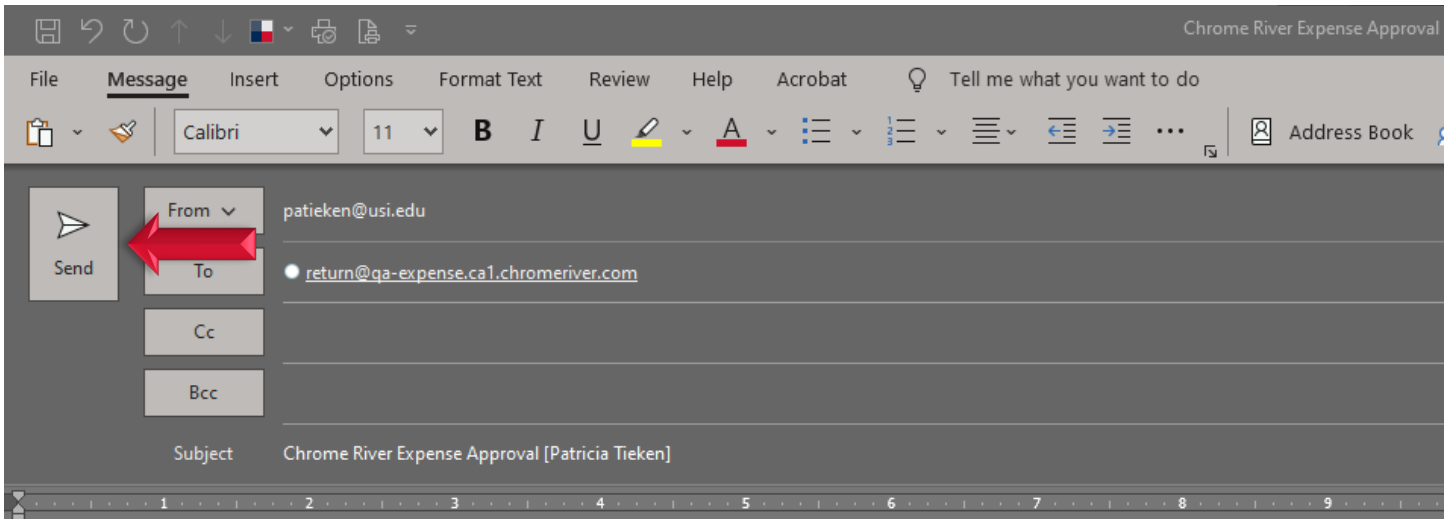
Returning an Expense Report – Through Email

Review the Expense Report email and if changes or additions are needed, click **Return**.



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

- **Tip: ALL** Expense Report return emails go to the traveler, not the delegate. Add the delegate’s email to the CC line of the return email so he/she knows the Expense Report needs to be revised and resubmitted.
- **Tip:** If you cannot return through email, then view the guide [Fixing Issues with Approving/Returning via Email](#).



<<INSERT COMMENTS HERE>>

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

The traveler or the delegate may log in to Chrome River and make the necessary changes or additions and then resubmit the amended Expense Report. Regardless of who makes the changes, traveler or delegate, the traveler still must approve the amended Expense Report (through email or through Chrome River).

Returning 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 the list of Expense Report documents that are pending approval, click **Expense Reports**.

Approvals

Approvals Needed
 1 Expense Reports 0 Pre-Approvals

Expenses + Create

5 Draft	0 Returned	6 Submitted Last 90 Days
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Pre-Approval + Create

0 Draft	0 Returned	14 Submitted Last 90 days
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Click the **Expense Report** document that needs to be reviewed.

Approvals Needed

Expense Reports Pre-Approvals

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

Expense Report summary opens at the right for review.

Review the Expense Report and if changes or additions are needed, then click **Return**.

- *Tip:* All Expense Reports **must** be Returned if a change or addition is needed. The traveler may only edit an Expense Report created by a delegate, after it is returned.

When returning an Expense Report, a comment is required. Enter a comment to document why the Expense Report is returned. 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 funding amount entered, etc.

After the comment is entered, click **Return**.

- *Tip:* Comments are visible to anyone accessing the report. Once a comment is posted, it cannot be deleted.

Important:

You and the delegate will receive an email notification that the Expense Report was returned. You or the delegate may make the necessary adjustments to the Expense Report, and resubmit it, by logging in to Chrome River.

Regardless of who makes the change, traveler or delegate, the traveler still **must** approve the amended Expense Report (through email or through Chrome River). For guidance on what the traveler needs to do when an Expense Report is returned, contact Accounts Payable.