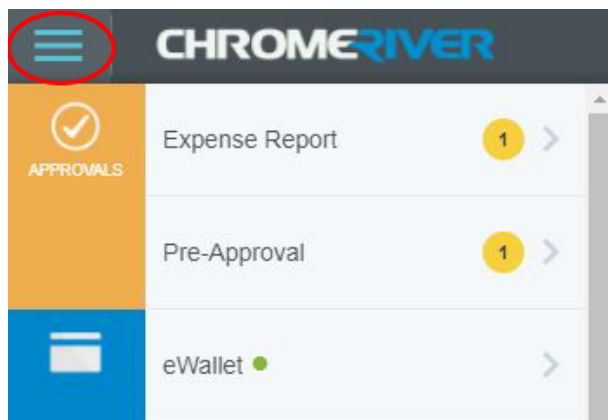
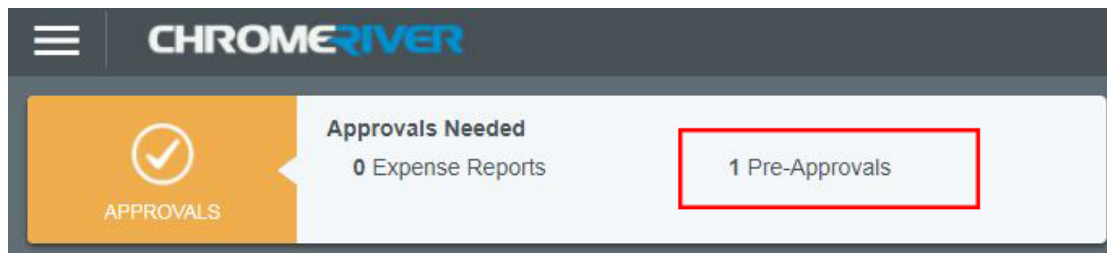


## How to approve a report in Chrome River

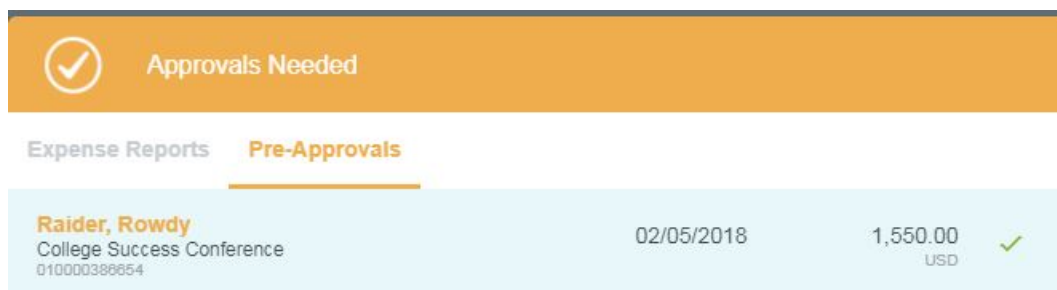
If you are required to approve an expense report either as the supervisor-approver, business manager, or as the expense owner whose delegate submitted your report, you can complete the approval within the Chrome River application or via email.

### To approve in the Chrome River application

Find the report to be approved by tapping on the appropriate report type on the yellow Approvals ribbon or using the drop down menu.



From the Approvals pane, click on the report you want to approve. This will bring up the report preview pane. If all items are satisfactory, the report can be approved from the preview pane by tapping the Approve button.



Open PDF Tracking Return **Approve**

### College Success Conference

Report Owner	Rowdy Raider
Created By	Nova Marie Lasky
Submit Date	02/05/2018
Pay Me Amount	1,550.00 USD
PA Report ID	010000386654
From Date	02/19/2018
To Date	02/23/2018
Business Purpose	Learn to how to be successful in college

#### Expense Summary

	AMOUNT (USD)
Hotel	600.00
Ground Travel	100.00
Airfare	400.00
Registration / Conference Fees	250.00

If you need to review or adjust details of specific line items, tap the Open button to access the expense report detail. Refer to online help materials for making adjustments to expense reports. If no changes are made, tap the back arrow to return to the report preview pane and approve or return the report.

← Expenses For Rowdy Raider

### College Success Conference

0 Comments 0 Attachments

DATE	EXPENSES	SPENT	APPROVED	
Mon 01/22/2018	Airfare	382.00 USD	382.00 USD	✓
Mon 01/22/2018	Registration / Conf...	250.00 USD	250.00 USD	✓
Mon 01/22/2018	Taxi / Shuttle	50.00 USD	50.00 USD	✓
▼ Fri 02/23/2018	Hotel	550.00 USD	550.00 USD	
Fri 01/26/2018	Lodging	550.00 USD	550.00 USD	✓

To approve by email

An email notification requesting approval will be sent to the approver's primary email. Open or view the body of the email to review the expenses listed on the report.

Report ID: 0100-2277-2424

ACTION REQUIRED		Chrome River
<div style="display: inline-block; background-color: #4CAF50; color: white; padding: 10px 20px; margin: 5px;">ACCEPT</div> <div style="display: inline-block; background-color: #F44336; color: white; padding: 10px 20px; margin: 5px; margin-left: 20px;">RETURN</div>		
<b>Expense Report for</b>	Rowdy Raider	
<b>Created by</b>	Nova Marie Lasky	
<b>Report Name</b>	College Success Conference	
<b>Submit Date</b>	02/05/2018	
<b>Expense Dates</b>	01/22/2018 - 01/26/2018	
<b>Total Expenses</b>	1,232.00 USD	
<b>Begin Date</b>	01/22/2018	
<b>End Date</b>	01/26/2018	
<b>Final Report</b>	Yes	
<b>Non-Business Travel</b>	No	
<b>Non-Business Travel Days</b>	0	
<b>Report Type</b>	Domestic Travel and Local Mileage	
<b>Reason for Assignment</b>		
All Expense Reports must be approved by the Expense Owner.		
<b>!! Compliance Warning !!</b>		
Compliance Response	Please attach a pre-approval	
Compliance Response	ok	
Compliance Response	Please attach a receipt to each line item.	
Compliance Response	ok	
<b>Account Summary</b>		Amount (USD)
*190000-215000-60005	Unallocated Current General Fund	1,232.00
	746800 Travel-in Country	1 - 1
<b>Expense Details</b>		
01/22/2018	Taxi/Shuttle	50.00 USD
	*190000-215000-60005	Unallocated Current General Fund
	746800 Travel-in Country	1 - 1
<b>Business Purpose</b>	college success	

The report can be accepted (approved) or returned by tapping the green Accept or red Return buttons at the top and bottom of the email. A new email message will open and the approver can add comments before sending the approval/return.

Send	To..	approve@chromefile.com
	Cc...	
	Bcc...	
Subject		Chrome River Expense Approval [Rowdy Raider]

This expense report is approved|

-----  
Enter any optional NOTES in the space above this line to have them added to this expense report, then SEND this message to the Chrome River automated processing system for your action to be completed.  
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Report ID: 0100-2277-2424

If the approver wishes to access the report in the Chrome River application to view more detail or make adjustments, the report can be opened by clicking the link at the bottom of the email message. The approver will then follow procedures for approving, adjusting, or returning the report within the Chrome River application.

**ACCEPT**

**RETURN**

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

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

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

