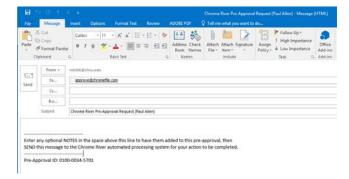
## **CHROME RIVER - Approving Reports via Email**

Email from: <u>Expense-noreply@chromefile.com</u> to take action on request (**Pre-Approval and Expense Reports**). Employee (traveler) is the first step in the approval process and **MUST** approve all reports, when a delegate submits the report for the traveler.

|  |                     | val Reque   | st [P Alle  | n   |                             |
|--|---------------------|---|-------------|---|-----------------------------|
| zlynn  |                     | 1   |             |   |                             |
| vnload picture   | es. To help prote   | ect your priva  | cy, Outlook | prevented automatic download of   | f some pictures in this mes |
| ACTION   | NDEOUID             | ED  |             |   | Chrome River                |
| ACTION REQUIRED<br>Pre-Approval Request For Paul Allen |                     |   |             |   | Chrome River                |
| 1.00   | Re                  | port Name   | Test PA ro  |   |                             |
|  |                     | pproval ID<br>ubmit Date                              |             |   |                             |
|  | Exp<br>otal Expense |   |             | 7 - 11/10/2017  |                             |
|  | otal Expense        | s Approved  | 000.00 05   |   |                             |
| Busines  | s Purpose           |   |             |   |                             |
| test   |                     |   |             |   |                             |
|  | Summary             |   |             |   | Amount (USD)                |
| 140100   | E                   | 100% 232000 Dept of<br>Economics and Inti<br>Business |             | Designated Tuition  | 605.00                      |
|  | 4                   | 10 - Academic   | Support     | 000000 - Default Activity   |                             |
| Expense  | Summary             | Amo   | unt (USD)   |   |                             |
| -  | Lodgin              |   | 350.00      |   |                             |
|  | Mileag              |   | 130.00      |   |                             |
|  | Parkin              | g   | 25.00       |   |                             |
|  |                     | 10000   |             | and the second se |                             |
|  |                     | ACC   | EPT         | RETURN  |                             |
| _  |                     | 10  |             | 12 (A.  |                             |
|  |                     | manual data   | allow of th | re-Ap   | proval ID: 0100-0034-5701   |

An additional email from Chrome River with action requested will pop-up once action selected. User will need to select the send button for action to apply to report. Comment is not required in the email. Simply select SEND.



A final notification email is sent to the traveler and submitter when all approvals are complete.

