PCard Expense Reports will show up in the Approvals swim lane. This swim lane is also used for Travel Expense Reports and PreApprovals, so this is why it is important to properly name your reports so that the individual performing approvals can see what it is they have for approval.

If you click on the number of Expense Reports pending approval you will see a screen like the one below listing all of the pending approvals for your action.
Select the report you wish to approve and click on it to review in more detail. Choose the Open tab to open the entire report for detail viewing.

If you choose to Return the report, the system will ask for a comment that will let the orginator know why it was returned for non-approval or corrections.

If you choose to Approve the report you will select the Approve Button on the top right.
If you do choose Approve, the system will ask you to confirm by clicking Approve on the statement “I hereby approve this report”, so remember it’s a two-step process.

APPROVING P-CARD EXPENSE REPORTS VIA EMAIL

NOTE: THIS SECTION IS FROM THE CHROME RIVER TRAVEL FAQ. THE PROCESS FOR APPROVAL BY EMAIL IS THE SAME FOR BOTH THE P-CARD AND TRAVEL CARD.

Email from: Expense-noreply@chromefile.com 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.

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.