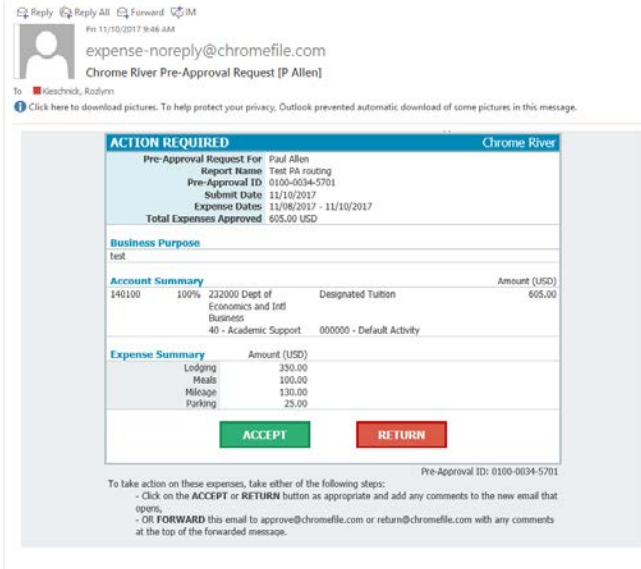
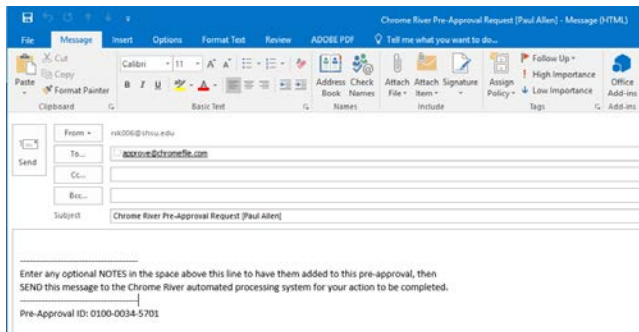


# CHROME RIVER - Approving Reports via Email

Email from: [Expense-noreply@chromefile.com](mailto: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, when a delegate submits the report for the traveler.



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.

