Approving a Pre-Approval Submitted by a Delegate

Receive a Chrome River Pre-Approval Request Email

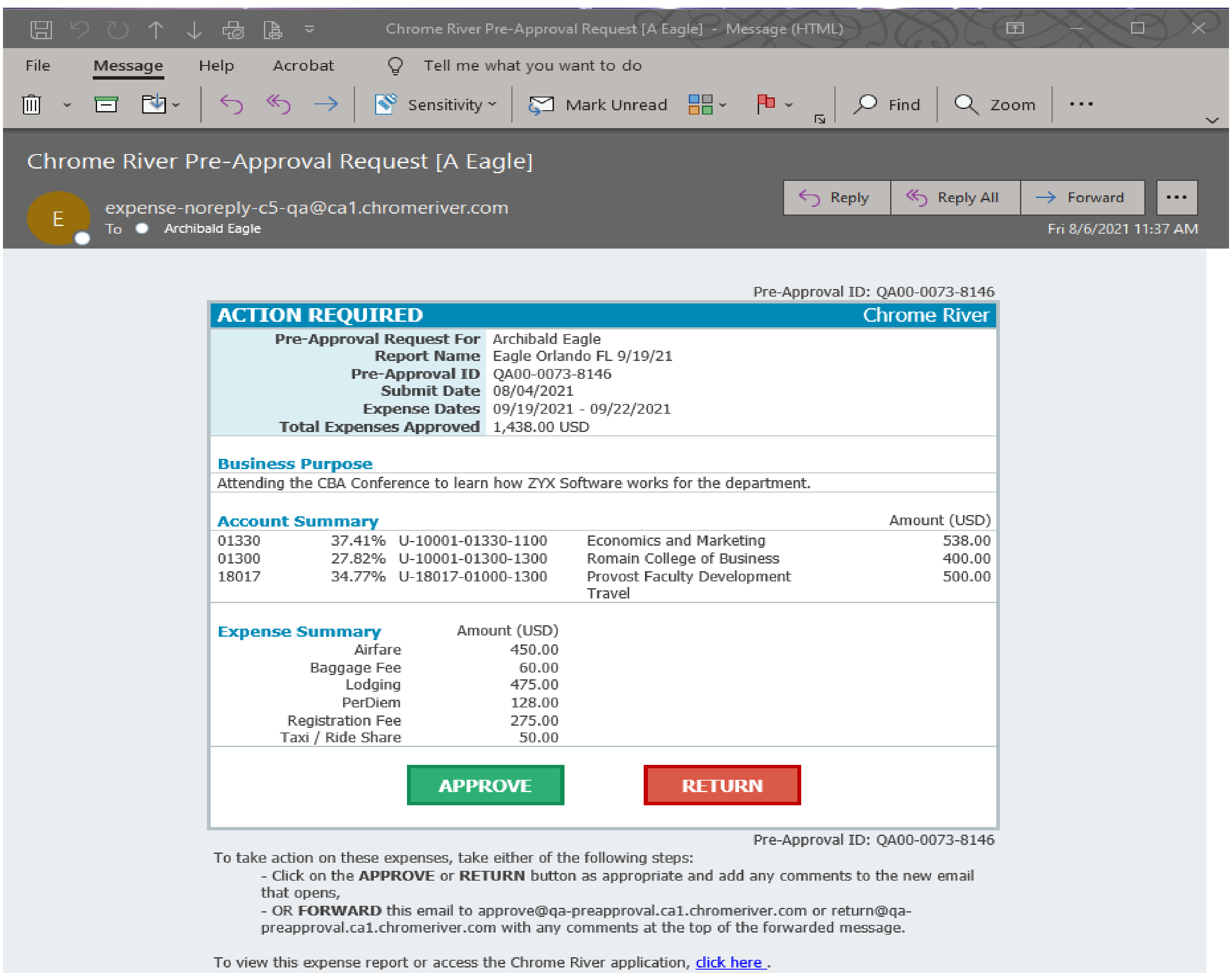
If you have a delegate create your trip Pre-Approval in Chrome River, then once the delegate submits it, you will receive an email from Chrome River requesting action by you (the traveler).

The email provides a brief overview of the Pre-Approval information.

- Comments and documents uploaded to the Pre-Approval are **not** included with the email. To view these items, log in to Chrome River.

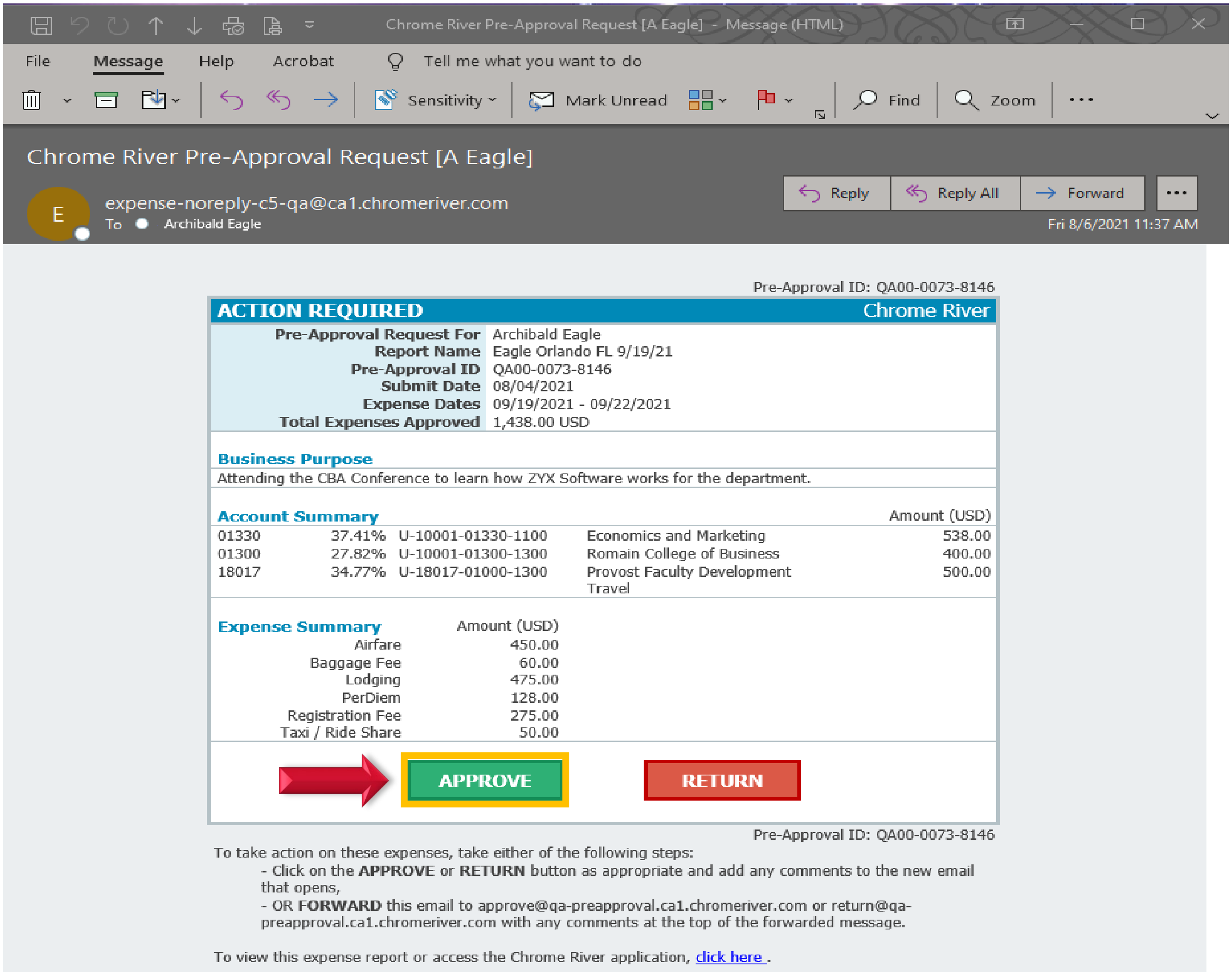
You must either Approve or Return the Pre-Approval. This guide will review the two ways to **Approve** a Pre-Approval: Through Email and Through Chrome River.

- To Return a Pre-Approval, so changes can be made, view the guide *Returning a Pre-Approval Submitted by a Delegate*.



Approve a Pre-Approval – Through Email

Review the Pre-Approval email and click **APPROVE**.


Chrome River Pre-Approval Request [A Eagle] - Message (HTML)

File Message Help Acrobat Tell me what you want to do

Sensitivity Mark Unread Find Zoom

Chrome River Pre-Approval Request [A Eagle]

expense-noreply-c5-qa@ca1.chromeriver.com

To Archibald Eagle

Reply Reply All Forward

Fri 8/6/2021 11:37 AM

Pre-Approval ID: QA00-0073-8146

ACTION REQUIRED Chrome River

Pre-Approval Request For	Archibald Eagle
Report Name	Eagle Orlando FL 9/19/21
Pre-Approval ID	QA00-0073-8146
Submit Date	08/04/2021
Expense Dates	09/19/2021 - 09/22/2021
Total Expenses Approved	1,438.00 USD

Business Purpose

Attending the CBA Conference to learn how ZYX Software works for the department.

Account Summary				Amount (USD)
01330	37.41%	U-10001-01330-1100	Economics and Marketing	538.00
01300	27.82%	U-10001-01300-1300	Romain College of Business	400.00
18017	34.77%	U-18017-01000-1300	Provost Faculty Development Travel	500.00

Expense Summary	Amount (USD)
Airfare	450.00
Baggage Fee	60.00
Lodging	475.00
PerDiem	128.00
Registration Fee	275.00
Taxi / Ride Share	50.00

APPROVE RETURN

Pre-Approval ID: QA00-0073-8146

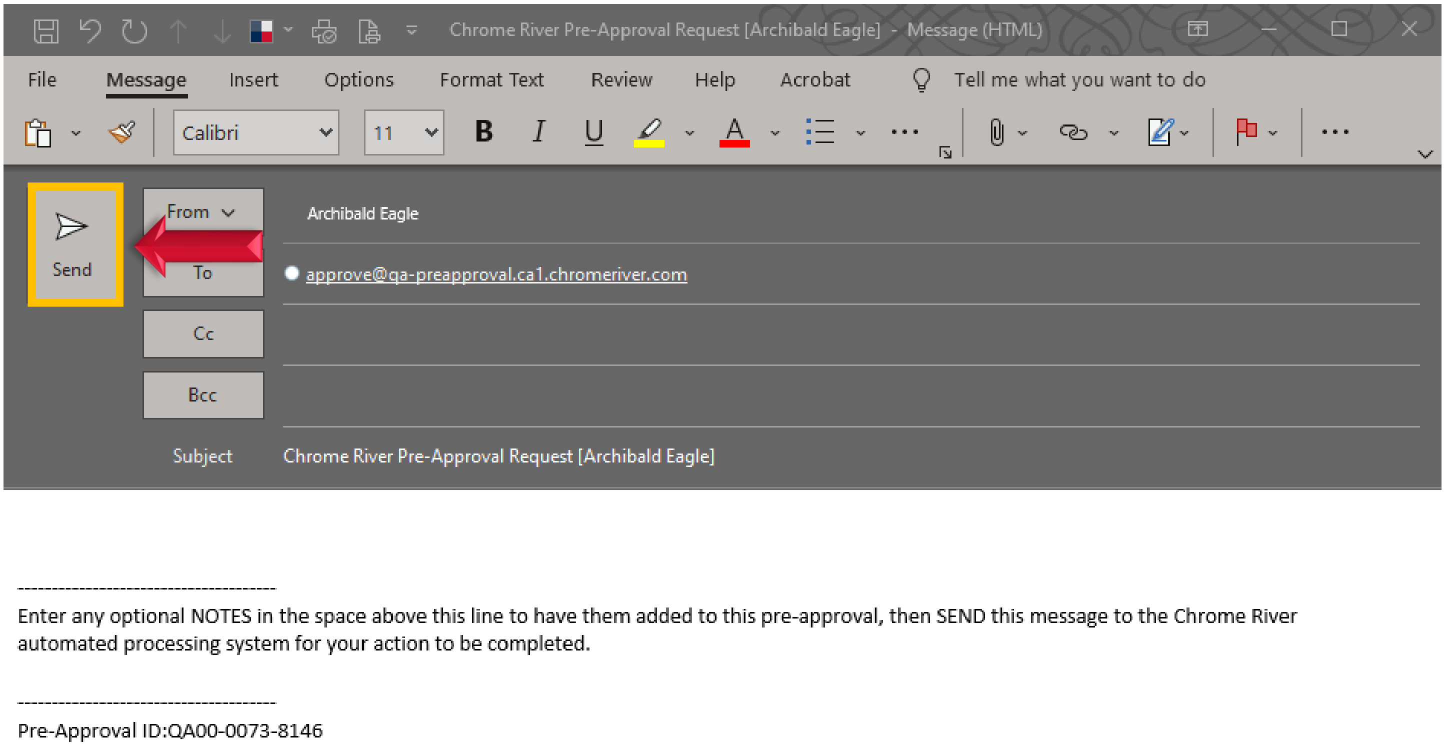
To take action on these expenses, take either of the following steps:

- Click on the **APPROVE** or **RETURN** button as appropriate and add any comments to the new email that opens,
- OR **FORWARD** this email to approve@qa-preapproval.ca1.chromeriver.com or return@qa-preapproval.ca1.chromeriver.com with any comments at the top of the forwarded message.

To view this expense report or access the Chrome River application, click here .

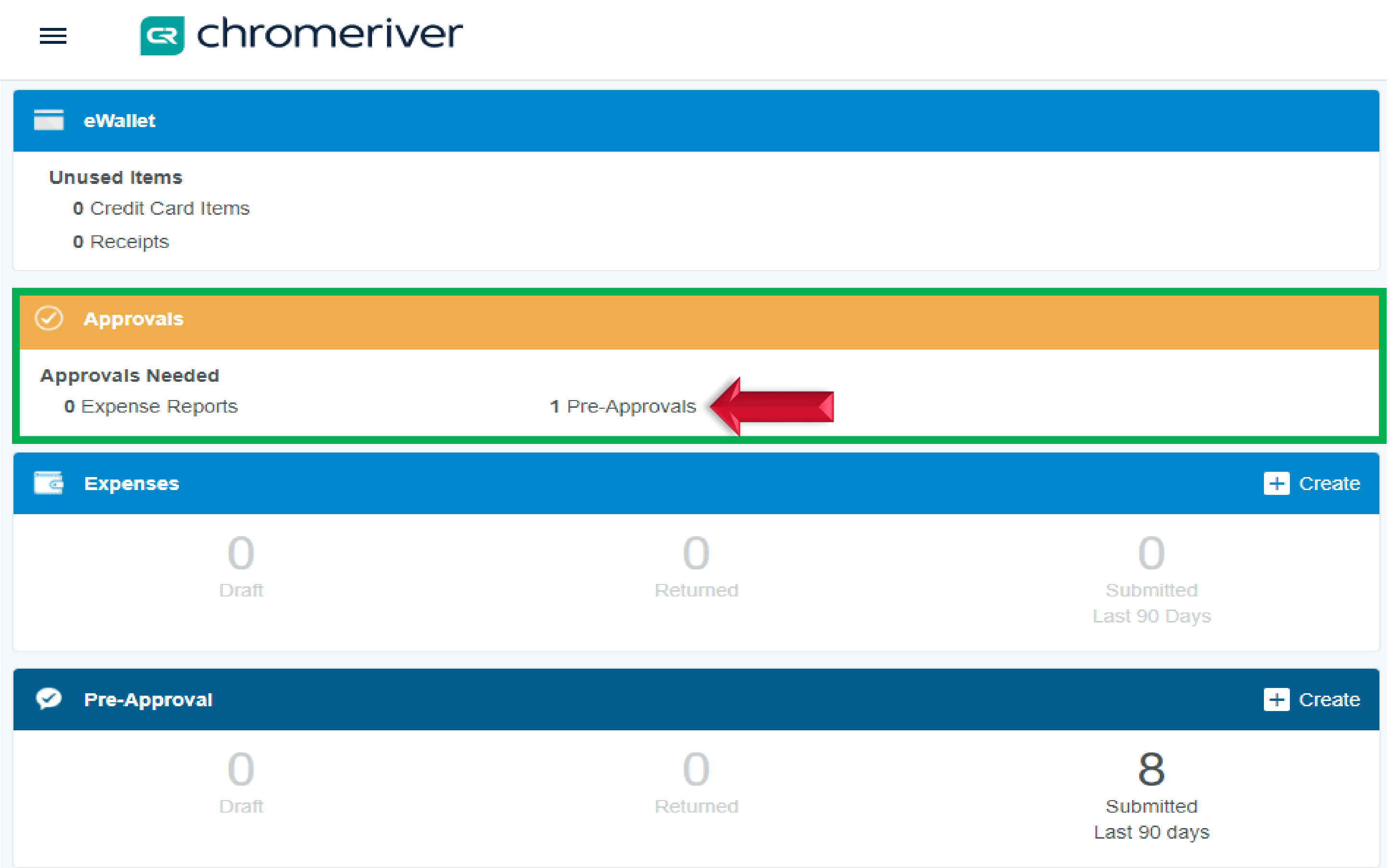
A new email reply message will open. Click **Send**. Comments may be entered but are is not necessary.

- If you cannot approve through email, then view the guide *Fixing Issues with Approving/Returning via Email*. You may also approve the Pre-Approval by logging in to your Chrome River account.



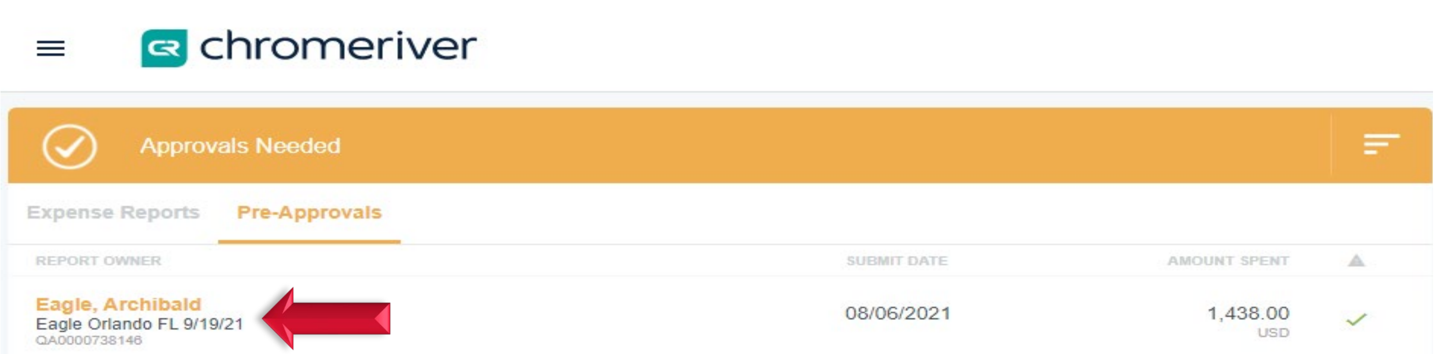
Approve a Pre-Approval – Through Chrome River

The Approvals ribbon appears on the Home Screen, in Chrome River, if a document is pending approval. To see the list of Pre-Approval documents that are pending approval, click **Pre-Approvals**.



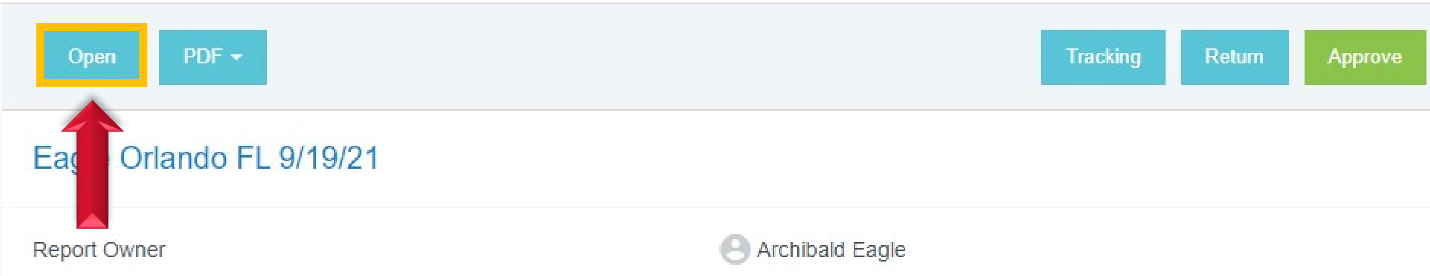
Click the Pre-Approval document that needs to be reviewed.

- In the header description should be the traveler's last name, destination, and trip departure date.



The Pre-Approval Header opens at the right for review. **Scroll down** to review the summary of the **Trip Information**, **Comments** and **Attachments**.

- Click **OPEN** to see the Pre-Approval Report, which provides more details of each expense estimate.



Click **Approve**, if no changes are needed.