

Approving a Pre-Approval Submitted by a Delegate

Receive a Chrome River Pre-Approval Request Email

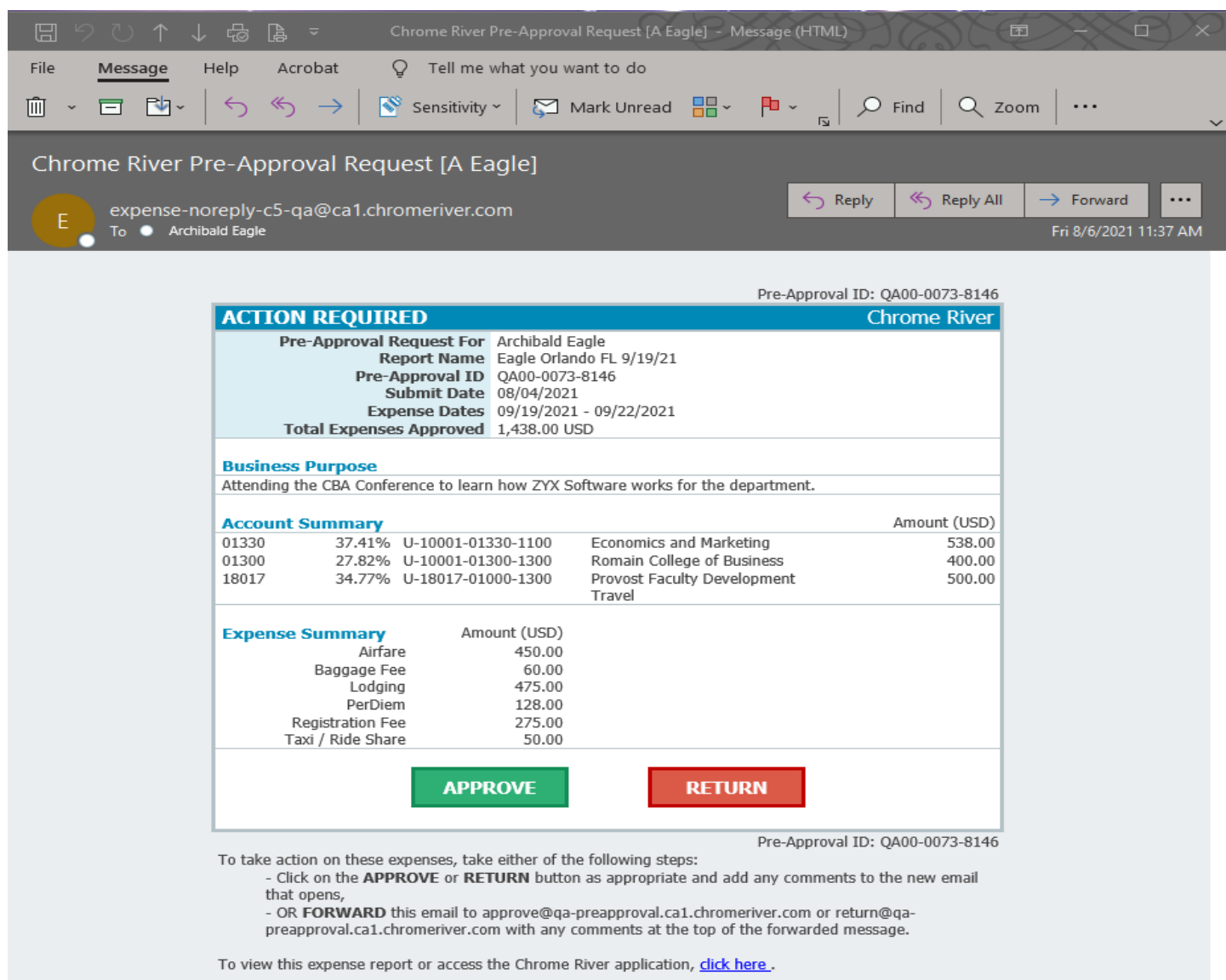
If you have a delegate create your trip Pre-Approval in Chrome River, then once the delegate submits it, you will receive an email from Chrome River requesting action by you (the traveler).

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](#).



Chrome River Pre-Approval Request [A Eagle]

expense-noreply-c5-qa@ca1.chromeriver.com
To: Archibald Eagle

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	500.00
				Travel
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

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](#).

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

Message: Chrome River Pre-Approval Request [A Eagle]

From: 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			
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Pre-Approval ID: QA00-0073-8146

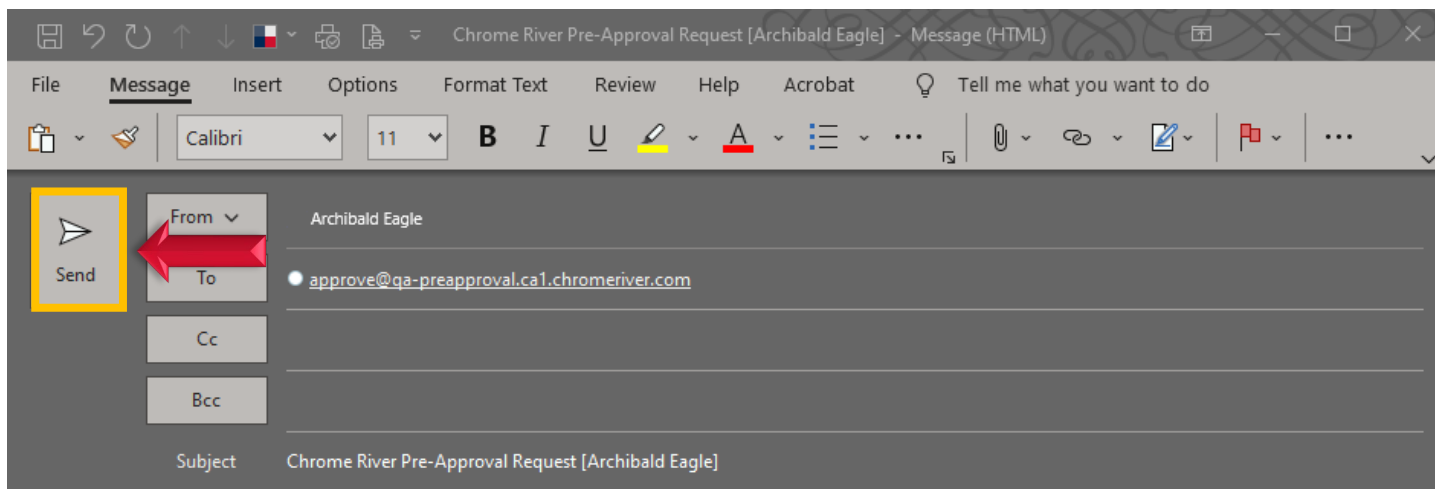
To take action on these expenses, take either of the following steps:

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- 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 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.

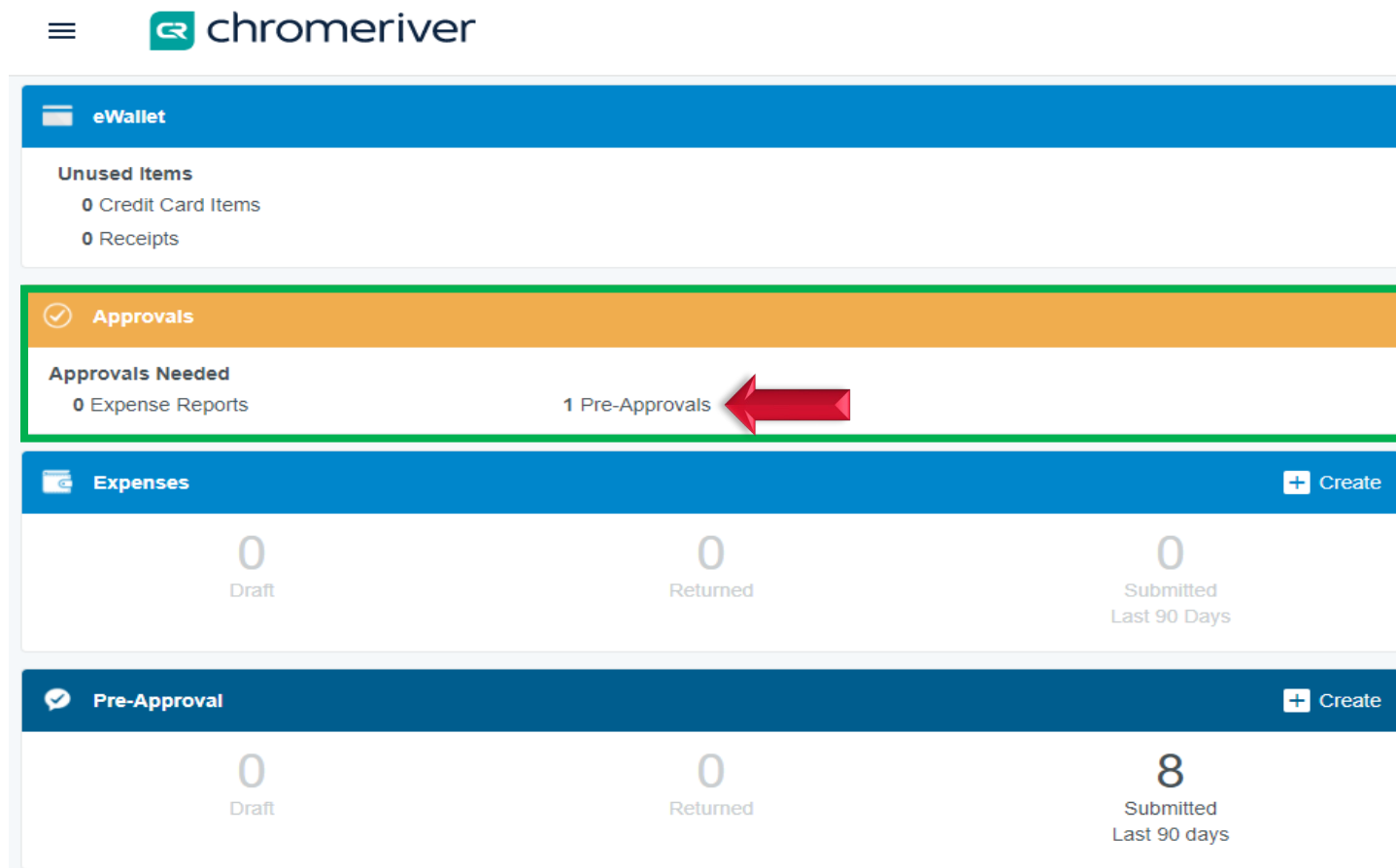


Enter any optional NOTES in the space above this line to have them added to this pre-approval, then SEND this message to the Chrome River automated processing system for your action to be completed.

Pre-Approval ID:QA00-0073-8146

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**.

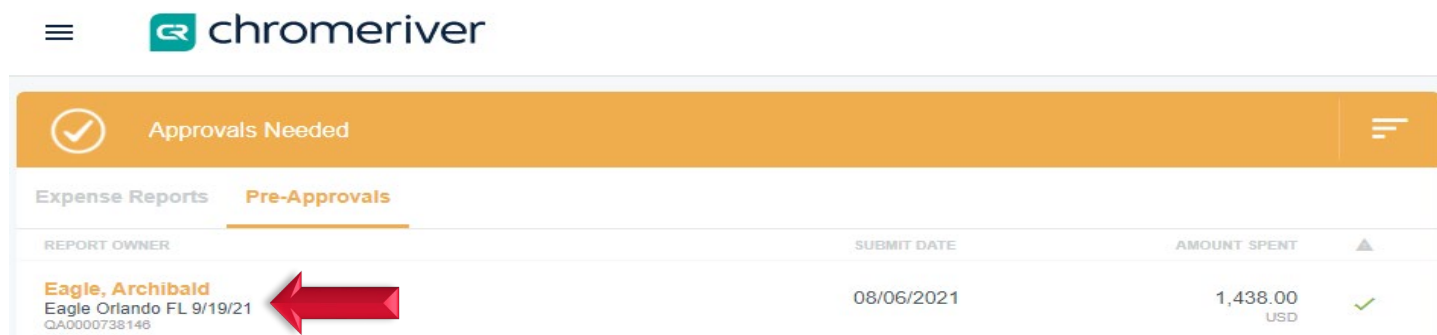


The screenshot shows the Chrome River Home Screen. The 'Approvals' ribbon is highlighted in orange. Under 'Approvals Needed', it shows '0 Expense Reports' and '1 Pre-Approvals'. A red arrow points to the '1 Pre-Approvals' count. Below this, there are sections for 'Expenses' and 'Pre-Approval', each with counts for Draft, Returned, and Submitted Last 90 Days.

Section	Draft	Returned	Submitted Last 90 Days
Expenses	0	0	0
Pre-Approval	0	0	8

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.

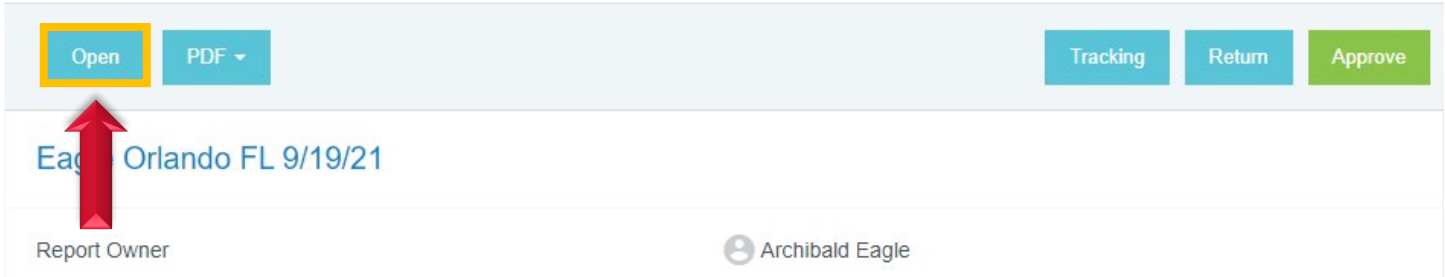


The screenshot shows the Chrome River Pre-Approvals list. The 'Pre-Approvals' tab is selected. The list has columns for Report Owner, Submit Date, Amount Spent, and a status icon. A red arrow points to the first entry.

REPORT OWNER	SUBMIT DATE	AMOUNT SPENT	
Eagle, Archibald Eagle Orlando FL 9/19/21 QA0000738146	08/06/2021	1,438.00 USD	✓

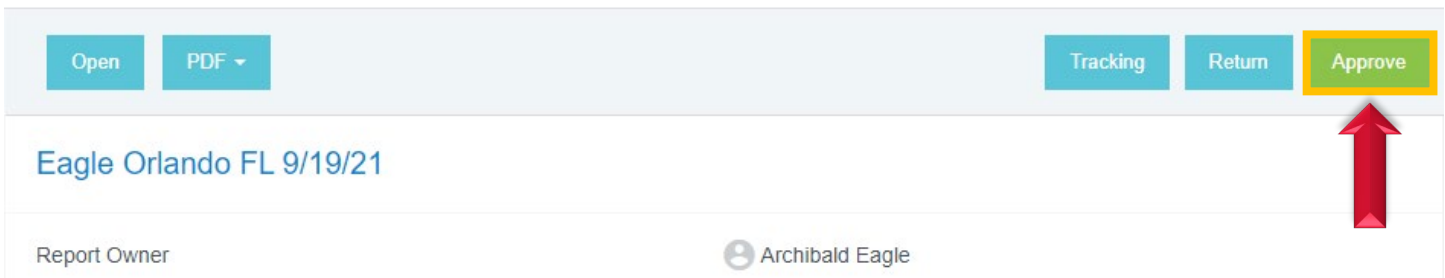
The Pre-Approval Header opens at the right for review. **Scroll down** to review the summary of the **Trip Information, Comments** and **Attachments**.

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



The screenshot shows the top section of a report header. At the top, there is a light blue bar containing several buttons: 'Open' (highlighted with a red arrow), 'PDF' with a dropdown arrow, 'Tracking', 'Return', and 'Approve'. Below this bar, the title 'Eagle Orlando FL 9/19/21' is displayed in blue. Underneath the title, the roles 'Report Owner' and 'Archibald Eagle' (with a user icon) are listed.

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



This screenshot is identical to the one above, showing the same report header for 'Eagle Orlando FL 9/19/21'. In this instance, the 'Approve' button in the top bar is highlighted with a red arrow, indicating the next step in the process.