

Returning a Pre-Approval Submitted by a Delegate

Receive a Chrome River Pre-Approval Request Email

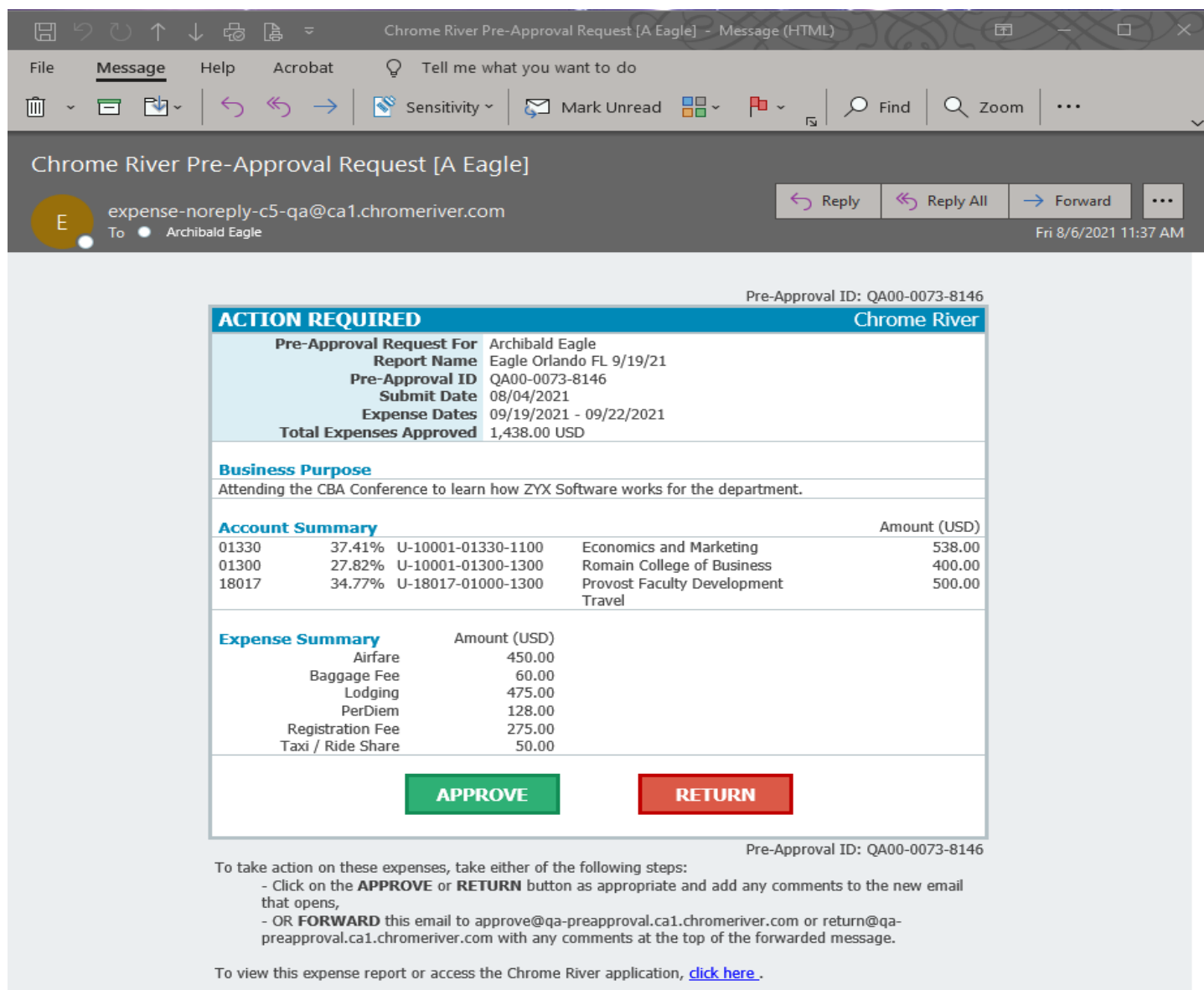
If you have a delegate create your trip Pre-Approval in Chrome River, once the delegate submits it, then you will receive an email from Chrome River requesting action by you (the traveler).

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 **Return** a Pre-Approval: [Through Email](#) and [Through Chrome River](#).

- To Approve a Pre-Approval, view the guide [Approving a Pre-Approval Submitted by a Delegate](#).



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

File Message Help Acrobat Tell me what you want to do

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	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

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](#).

Return a Pre-Approval – Through Email

Review the Pre-Approval email, and if changes are needed, click **RETURN**.

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

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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18017	34.77%	U-18017-01000-1300	Provost Faculty Development Travel	500.00
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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

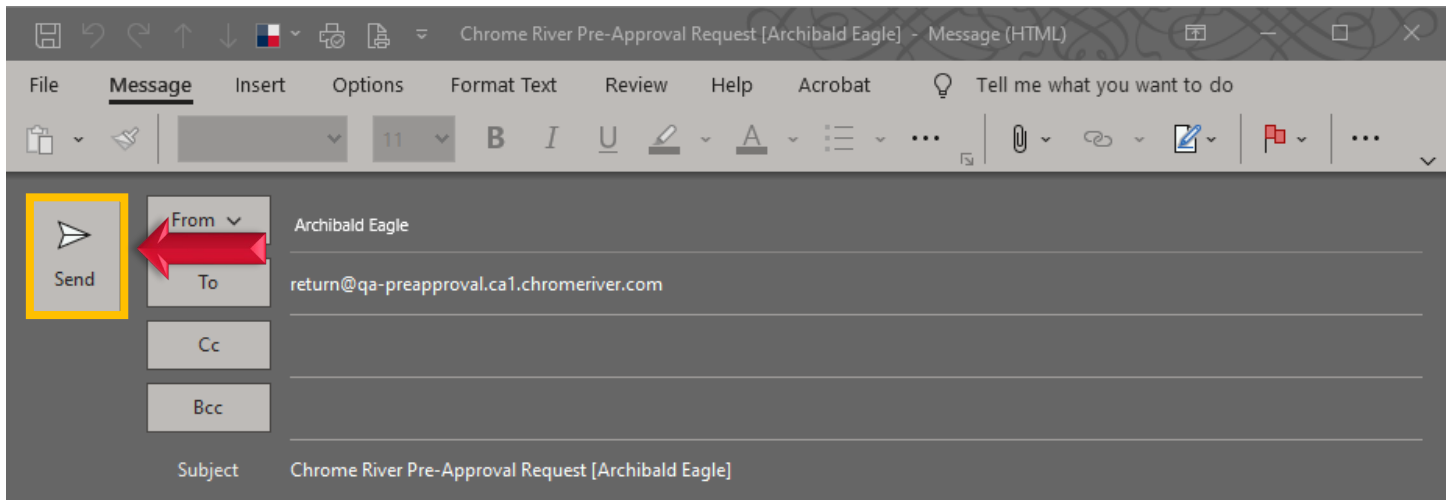
To take action on these expenses, take either of the following steps:

- 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. Enter comments to explain why the Pre-Approval is being returned. Click **Send**.

- You and the delegate will receive an email notification that the Pre-Approval was returned. The Subject of the email will be *Chrome River Pre-Approval Request Returned*.
- If you can't return via email, then view the guide [Fixing Issues with Approving/Returning via Email](#). You may also return the Pre-Approval by logging in to your Chrome River account.



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

File Message Insert Options Format Text Review Help Acrobat Tell me what you want to do

From: Archibald Eagle

To: return@qa-preapproval.ca1.chromeriver.com

Cc:

Bcc:

Subject: Chrome River Pre-Approval Request [Archibald Eagle]

Insert comments here

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.

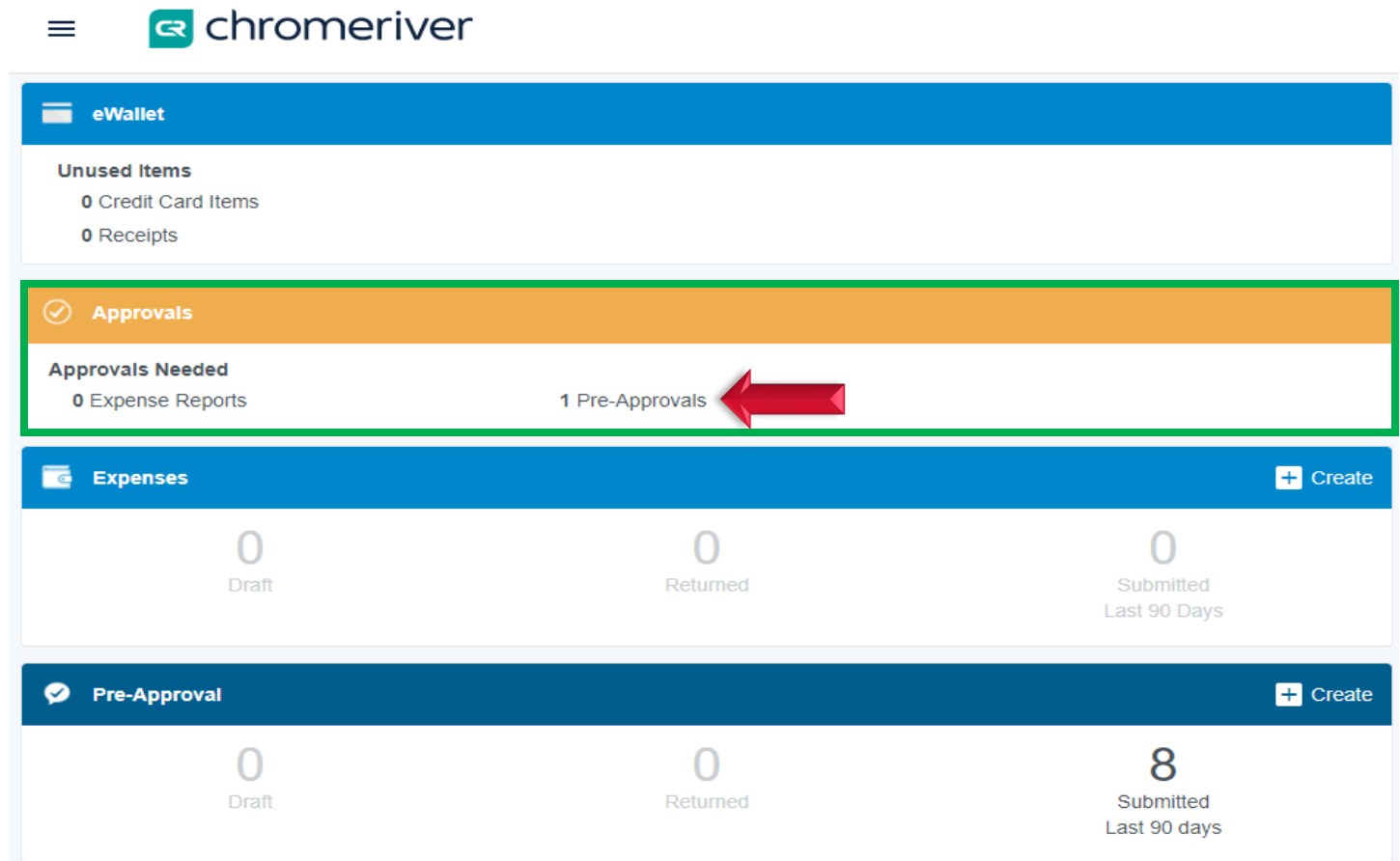
Pre-Approval ID:QA00-0073-8146

IMPORTANT:

Either the traveler, or the delegate, need to log in to Chrome River, make the necessary changes, and then resubmit the amended Pre-Approval. Regardless of who makes the changes, traveler or delegate, the traveler **must** still approve the amended Pre-Approval (through Email or through Chrome River).

Return a Pre-Approval – Through Chrome River

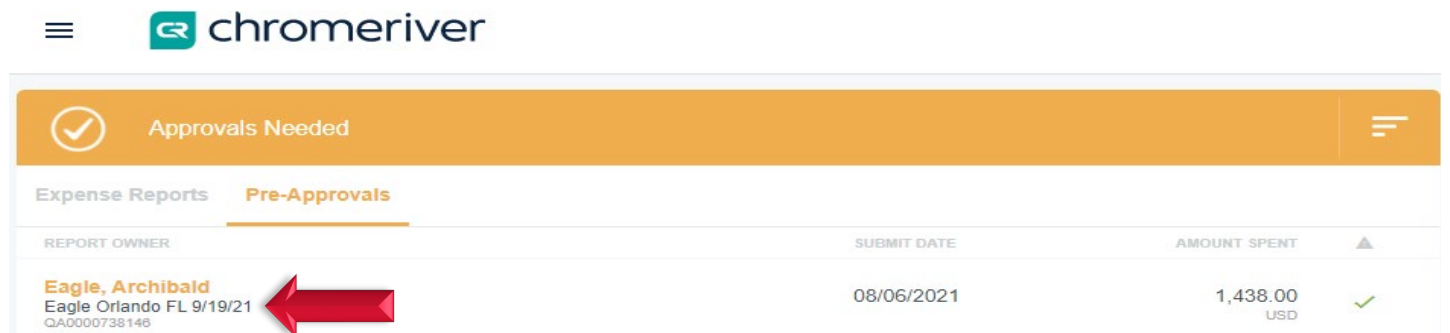
The Approvals ribbon appears on the Home Screen, in Chrome River, if a document is pending approval. To see the list of Pre-Approval documents that are pending approval, click **Pre-Approvals**.



The Chrome River Home Screen displays various sections. The 'Approvals' section is highlighted with a green border and contains a red arrow pointing to '1 Pre-Approvals'.

Section	Item	Count
eWallet	Unused Items	0
	Credit Card Items	0
Approvals	Expense Reports	0
	Pre-Approvals	1
Expenses	Draft	0
	Returned	0
	Submitted Last 90 Days	0
Pre-Approval	Draft	0
	Returned	0
	Submitted Last 90 days	8

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

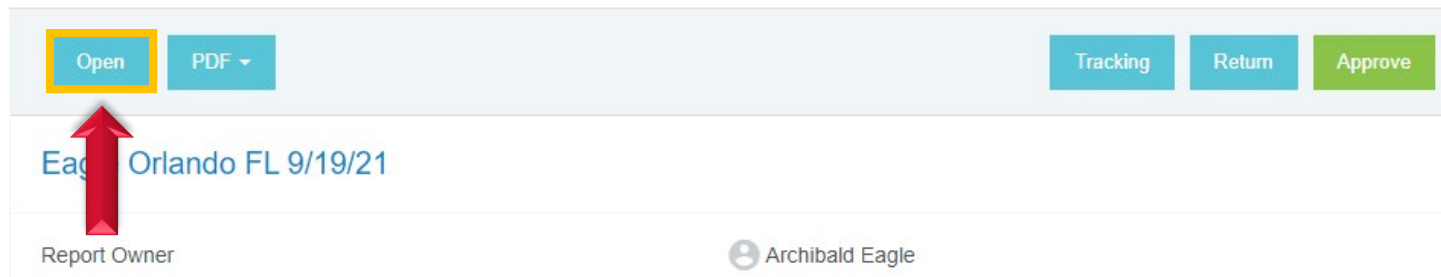


The 'Approvals Needed' screen shows a list of documents. A red arrow points to the 'Eagle, Archibald' document.

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**.

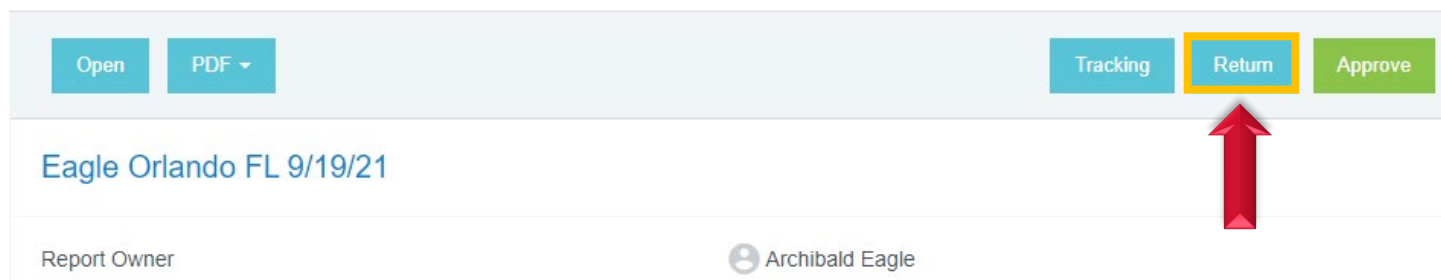
- Click **OPEN** to see the Pre-Approval Report, which provides more details of each expense estimate.



The screenshot shows the top navigation bar with buttons: 'Open' (highlighted with a red arrow), 'PDF', 'Tracking', 'Return', and 'Approve'. Below the bar, the report title 'Eagle Orlando FL 9/19/21' is visible, followed by the 'Report Owner' field showing 'Archibald Eagle'.

Review the Pre-Approval and if changes or additions are needed, click **Return**.

- All Pre-Approvals **must** be returned if a change or addition is needed. The traveler may only edit a Pre-Approval, created by a delegate, after it is returned.

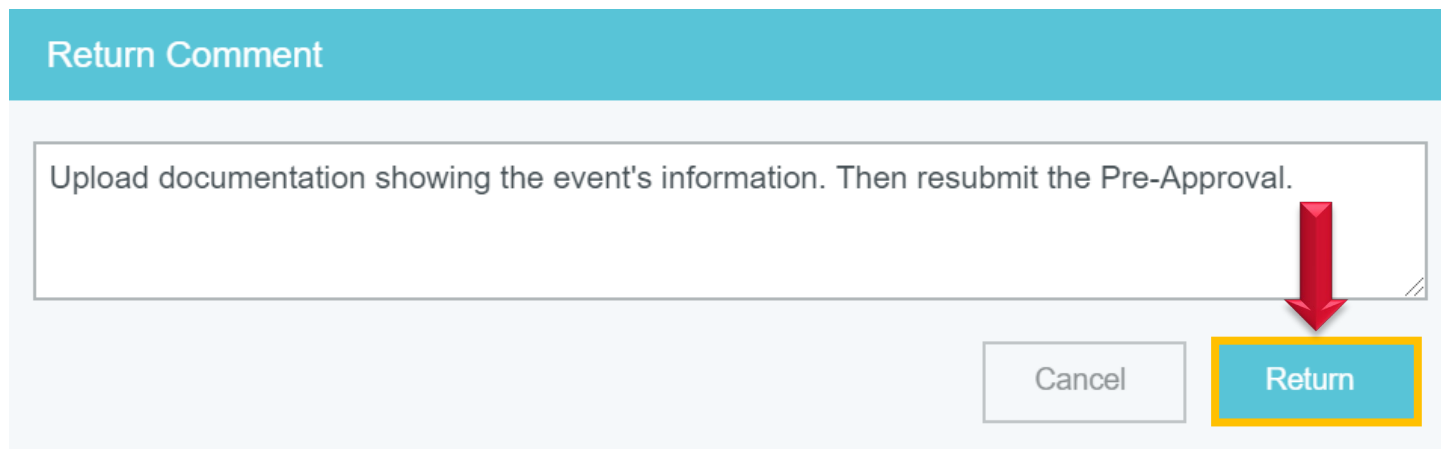


The screenshot shows the top navigation bar with buttons: 'Open', 'PDF', 'Tracking', 'Return' (highlighted with a red arrow), and 'Approve'. Below the bar, the report title 'Eagle Orlando FL 9/19/21' is visible, followed by the 'Report Owner' field showing 'Archibald Eagle'.

When returning a Pre-Approval, a comment is required. Enter a comment to document why the Pre-Approval is returned. After the comment is entered, click **Return**.

Comments are visible to anyone accessing the report. Once a comment is posted, it cannot be deleted.

- Comments may give direction on additional items that need to be provided or changed, such as a change in the Fund Org selected, a change (increase/decrease) in funding amount entered, etc. An email will be sent to you notifying you that your Pre-Approval has been returned.



The screenshot shows the 'Return Comment' form. It has a text area with the placeholder text 'Upload documentation showing the event's information. Then resubmit the Pre-Approval.' Below the text area are two buttons: 'Cancel' and 'Return' (highlighted with a red arrow).

IMPORTANT:

You and the delegate will receive an email notification that the Pre-Approval was returned. The Subject of the email will be *Chrome River Pre-Approval Request Returned*. Either you, or the delegate, need to make the necessary adjustments to the Pre-Approval, and resubmit it, by logging in to Chrome River.

Regardless of who makes the changes, traveler or delegate, the traveler still **must** approve the amended Pre-Approval (through Email or through Chrome River).