



CHROME RIVER USER GUIDE

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

Chrome River Pre-Approval Request [A Eagle]

Pre-Approval ID: QA00-0073-8146

Chrome River **ACTION REQUIRED**

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

Account	Amount (USD)
18017 34.77% U-18017-01000-1300 Provost Faculty Development Travel	500.00
Airfare	450.00
Lodging	475.00
PerDiem	128.00
Registration Fee	275.00

RETURN **APPROVE**

Pre-Approval ID: QA00-0073-8146

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

- Click on the **APPROVE** or **RETURN** button as appropriate.
- OR **FORWARD** this email to approve@qa-preapproval.ca1.chromeriver.com with any comments



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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]

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

Pre-Approval ID: QA00-0073-8146

Chrome River **ACTION REQUIRED**

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
Airfare	450.00
Lodging	475.00
PerDiem	128.00
Registration Fee	275.00

RETURN **APPROVE**

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 with any comments



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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

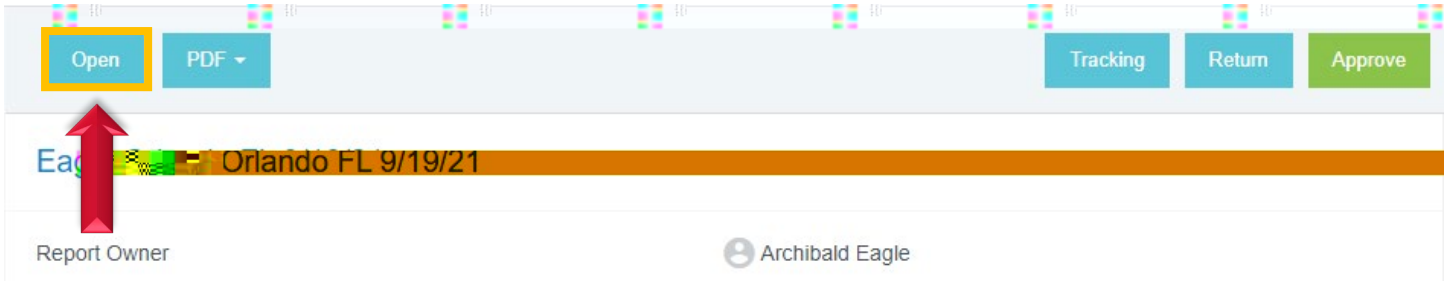




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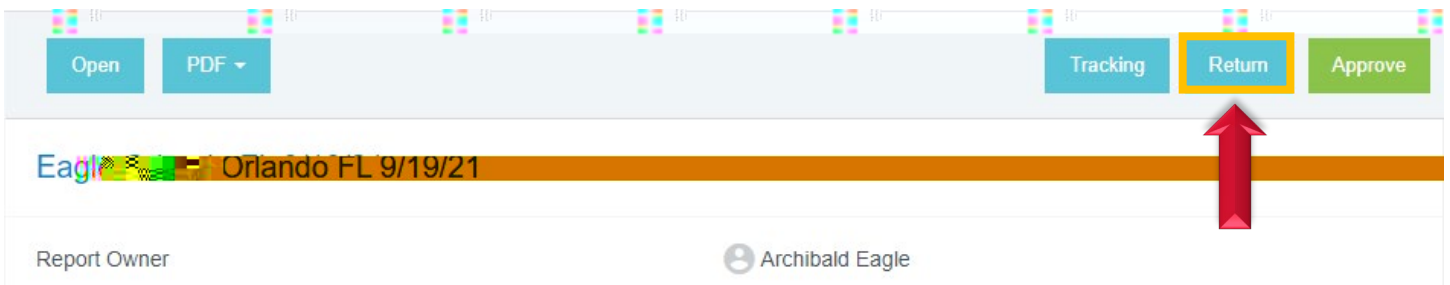
The Pre-Approval Header opens at the right for review. **Scroll down** to review the summary of the **Trip Information, Comments and Attachments**.

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



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.



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.





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You and the delegate will receive an email notification that the Pre-Approval was returned. The Subject of the email will be . 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).