



Approving an Expense Report Submitted by a Delegate

Receive a Chrome River Expense Approval Email

If you have a delegate create your trip Expense Report in Chrome River, then once the delegate submits it, you will receive an email from Chrome River requestingm Rteox o eox y (R (t, (n)2 (n)DE. (R)4)SE. (R)4iv)6)2m)1a)G_



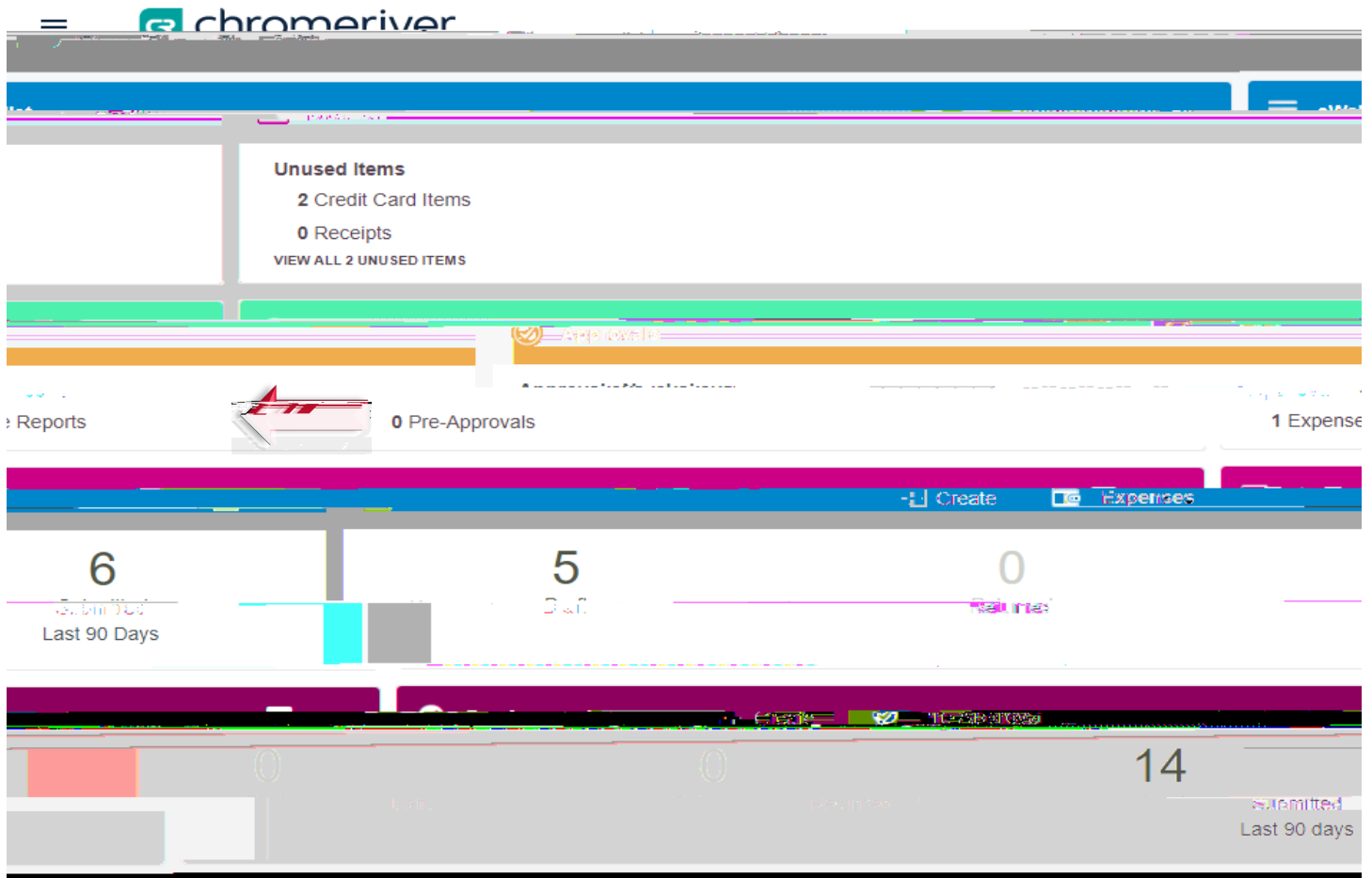


CHROME RIVER USER GUIDE

Approving an Expense Report – Through Chrome River

Log in to Chrome River.

The Approvals ribbon appears on the Home Screen if a document is pending approval. To see your Expense Report, click **Expense Reports**.



Click the Expense Report document that needs to be reviewed.

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



