

Returning -Approval in Chrome River will receive an email from Chrome River requesting action fronyou

The email provides a brief overview of the PreApproval information

Note: Comments and documents uploaded to the Pre-Approval are <u>not</u> 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: <u>Through Email</u> and <u>Through Chrome River</u>.

Note: To Approve a Pre-Approval, view the guide Approving a Pre-Approval Submitted by a Delegate.

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Return a Pre-Approval – Through Email

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

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CHROME RIVER USER GUIDE

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.



IMPORTANT:

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



Return a Pre-Approval – Through Chrome River

If a document is pending approval, then the Approvals ribbon appears on the Chrome River home screen. To see the list of pending approval documents, click **Pre-Approvals**.

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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**.

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

Review the Pre-Approval,



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*. You or the delegate must log in to Chrome River, make the necessary adjustments to the Pre-Approval, and resubmit it.

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