



Return



CHROME RIVER USER GUIDE

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

Expense Dates 09/19/2021 - 09/22/2021

Account Summary	Amount (USD)
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

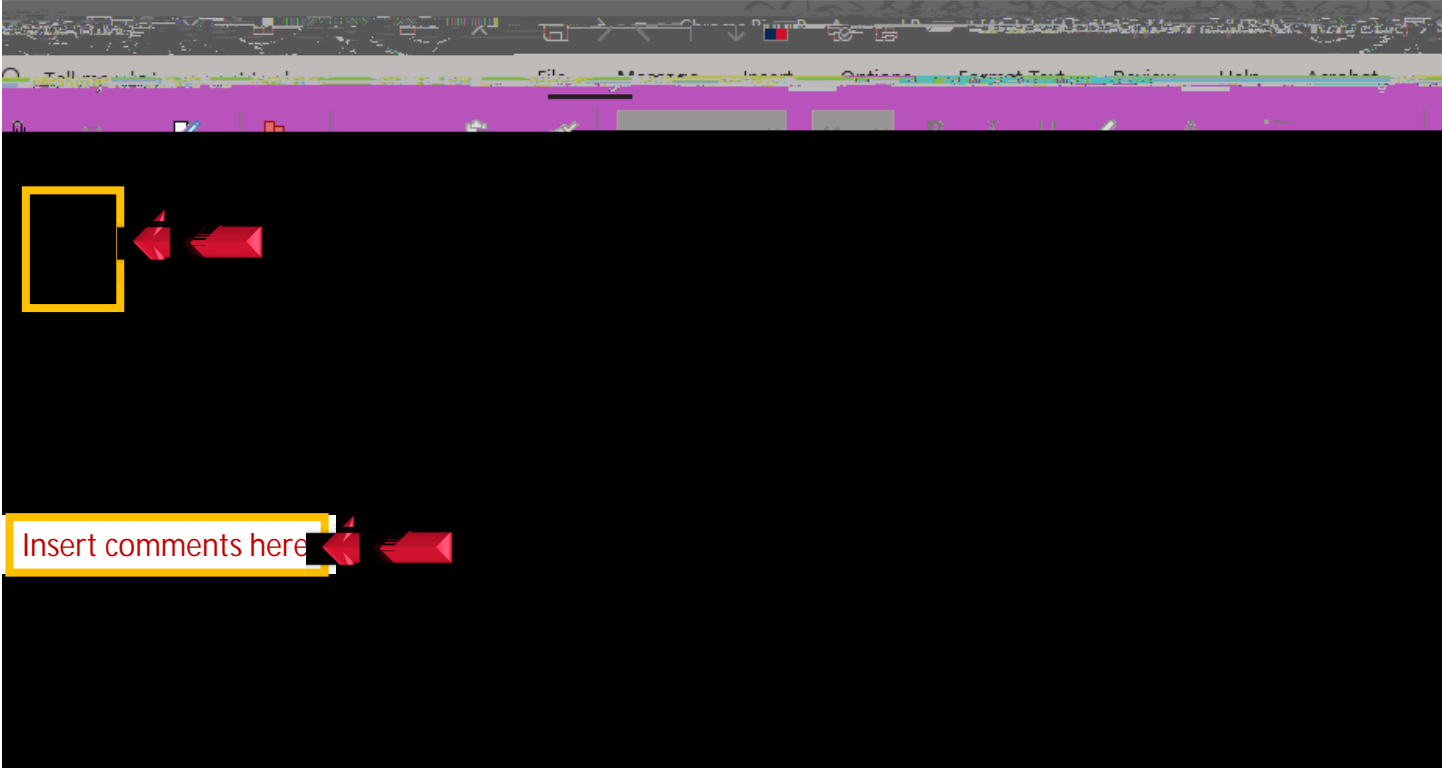


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A new email reply message will open. Enter comments to explain why the Pre-Approval is being returned. Click **Send**.

You and the delegate will receive an email notification that the Pre-Approval 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 **must** 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](#).

Click thPre



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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, -



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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 **must** approve the amended Pre-Approval (through Email or through Chrome River).