Chrome River will email approvers expense reports requiring their approval. Approvers have the ability to **approve all** expenses or **return all** expenses to the expense owner via email. Approving or returning only specific line items within a report must be done in the application through the link at the bottom of the email. (See next section for more details of approving via the application.)

1. The approver will receive an email summary of the report, including details of each expense line and the ability to view receipts. To view all receipts, click the **View Receipts** link at the bottom of the summary.

2. Any compliance issues for line items will be noted with a Compliance Warning flag, as well as an explanation of the compliance issue and a response from the expense owner.

3. After reviewing all items, if you would like to approve the report, press the green **ACCEPT** button at the bottom of the email. This will open a new email window, and you will need to click **Send**. After submitting this email, the report will move forward in the approval queue.

   ![Accept Button](image)

If you would like to return the report, press the red **RETURN** button at the bottom of the email. This will open a new email window where you should enter an explanation of why you are returning the report. Hit **Send** and the report will return to the submitter for corrections.
CHROME RIVER QUICK GUIDE – APPROVING REPORTS

Approving in Chrome River Application

1. Log in to Chrome River or follow the link at the bottom of the approval email.

   ![Image of Chrome River login interface]

2. Any reports awaiting approval will be noted in the Approvals box on your Dashboard. Click on **Expense Reports** or **Pre-Approvals** to access the list of reports awaiting approval.

3. From the Approval List, select the report to review. Note that any reports submitted with compliance warnings will be noted with a red triangle icon on the line of the report.

4. Click on the report to review, and the report header will display in the window to the right, including a summary of expenses, funding sources, and all attached receipts.

   ![Image of report preview]

   From the report preview, you can perform the following functions via the buttons at the top of the preview:
   - **Open** – Opens the full report
   - **PDF** – Provides options for printing the report to PDF

   Similar to reports, approvers can perform several functions on individual expenses via the buttons at the top of the expense:
   - **Reassign** – While an approver can reassign an expense, this functionality should generally not be used. If you believe you have received a report to approve in error, please contact Accounts Payable.
   - **Adjust** – Adjust the approved amount (approvers can only adjust this down), business

   ![Image of expense detail]

5. We encourage approvers to **Open** the full report to review all individual expenses. To view details of an expense, click on the expense in the summary on the left and the details will display on the right, including any receipts.

   ![Image of expense detail]

   ![Image of expense detail]
purpose, Index (Allocation), or add a comment or attachment

- **Return** – Return an expense to the submitter

Note: The functions above will not occur until the approver hits the **Submit** button on the report, as described below.

6. After you have reviewed the report, made any applicable adjustments, and are ready to move the report forward, click the **Submit** button at the bottom of the expense report summary.

The submit confirmation screen will now appear. Again, click **Submit**.

A submit confirmation will be displayed. All approved expenses will move forward in the approval queue. Any reassigned or returned expenses will route accordingly.