



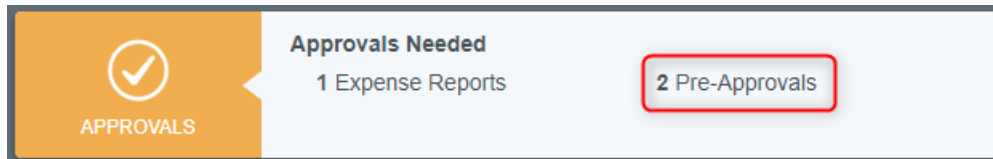
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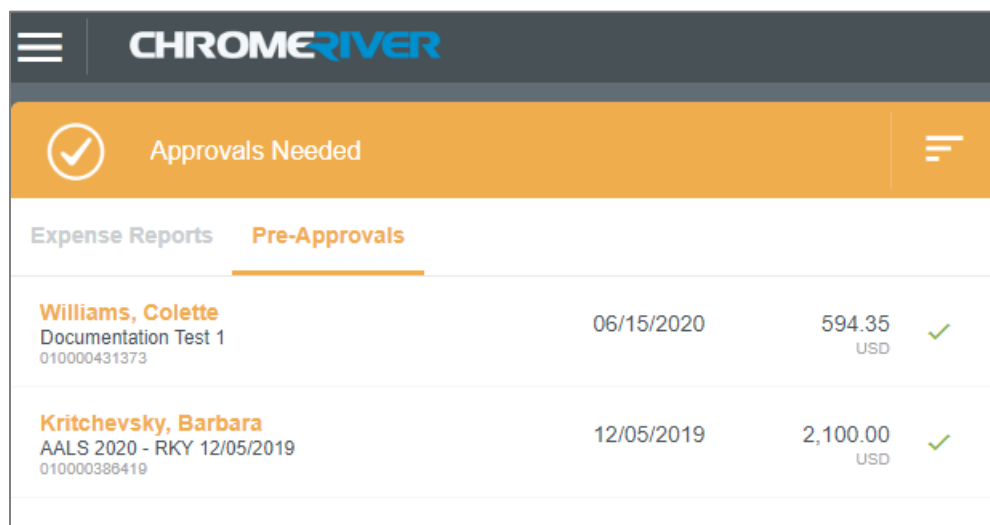
Approving Pre-Approvals

Approving a Pre-approval inside Chrome River

If you are part of the approval process and have items awaiting your approval, you will see an orange notification bar for **Approvals Needed** at the top of the Dashboard.



Tap on **Pre-Approvals**. The **Approvals Needed** list displays all the pre-approvals awaiting your approval.



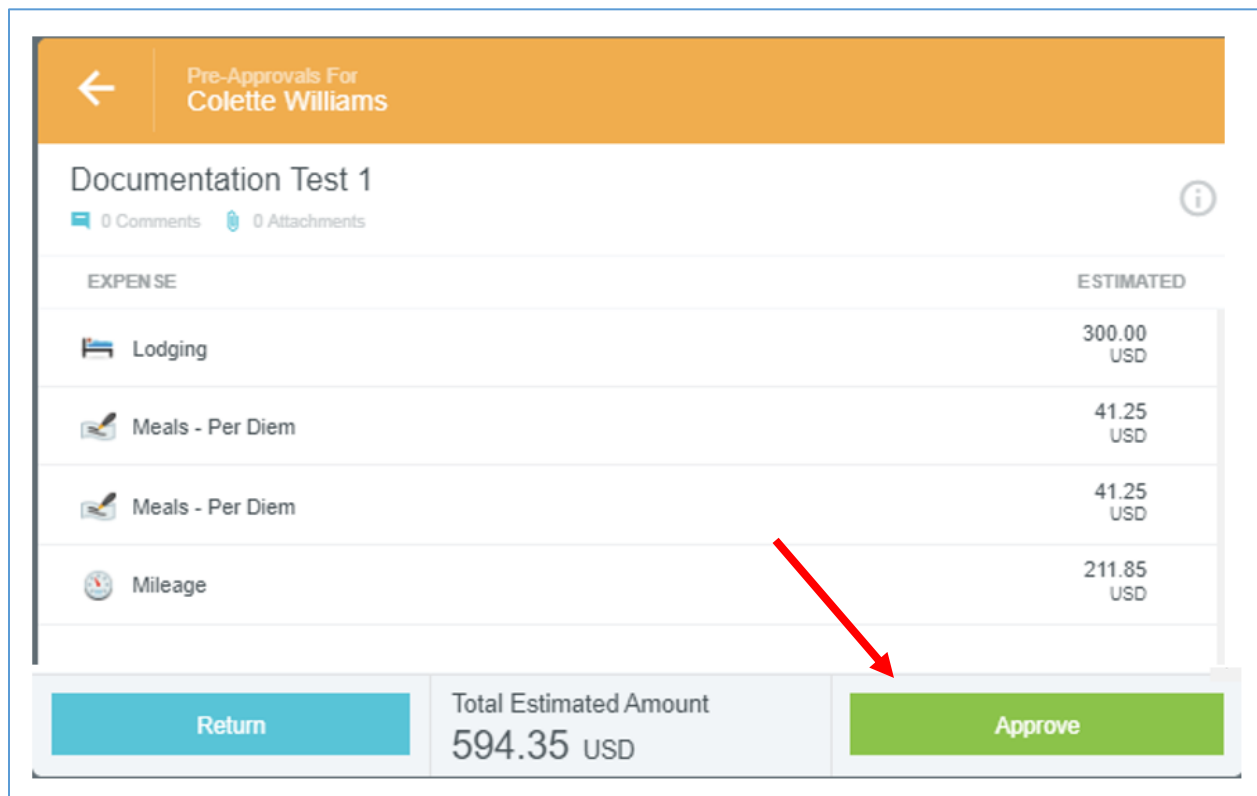
CHROMERIVER			
Approvals Needed			
Expense Reports	Pre-Approvals		
Williams, Colette Documentation Test 1 010000431373	06/15/2020	594.35 USD	✓
Kritchevsky, Barbara AALS 2020 - RKY 12/05/2019 010000388419	12/05/2019	2,100.00 USD	✓

Tap on the pre-approval you wish to view, and a preview will open on the right.

Double tap on the report to open.

To approve a pre-approval, once you have reviewed all the line items, click on the **Approve** button.

If you do not wish to approve at this time, click on the **Chrome River logo** on the top left to return to your dashboard. If there is a discrepancy to be adjusted, request the expense owner perform a **Recall** action, make adjustments, and resubmit.



Pre-Approvals For
Colette Williams

Documentation Test 1

0 Comments 0 Attachments

EXPENSE	ESTIMATED
Lodging	300.00 USD
Meals - Per Diem	41.25 USD
Meals - Per Diem	41.25 USD
Mileage	211.85 USD

Total Estimated Amount
594.35 USD

Return Approve

On the **Approval Confirmation** window, click **Approve**.

Approval Confirmation

I hereby certify that the Pre-Approval/Expense Report items have been reviewed and approved as necessary for the business of the University of Memphis. A Financial Manager's approval of a Pre-Approval authorizes the issuance/use of a travel card for the noted expenses and confirms available budget.

Cancel Approve

Approving a Pre-approval By Email

Chrome River will email approvers reports requiring their approval. The email approvers received includes most of the details of the report including any documents. At the bottom of the email, approvers can **APPROVE** and **RETURN** buttons.

You can approve the expenses or return them to the requester with questions or comments by tapping the **APPROVE** or **RETURN** buttons in the email itself.

ACTION REQUIRED		Chrome River
Pre-Approval Request For Report Name	Shruti Bapat [Business Process Analyst, sbapat@memphis.edu]	
Pre-Approval ID	0100-0072-7246	
Submit Date	07/29/2022	
Expense Dates	08/01/2022 - 08/05/2022	
Total Expenses Approved	10.00 USD	
TravelRiskRating	2	
Business Purpose	test	
Location	In State	
End Date	Aug 05, 2022	
Start Date	Aug 01, 2022	
LocationRiskRatings	United States	
TravelCardRequest	I do not need a travel card	
Report Type	Individual Travel	
Affiliation	Staff	
Business Purpose		
test		
Reason for Assignment		
Review/Approve		
Account Summary		
		Amount (USD)
265210	100.00%	University Process Improvement
		University Process Improvement 10.00
Expense Details		
Miscellaneous / Other		10.00 USD
Description test		
APPROVE		RETURN

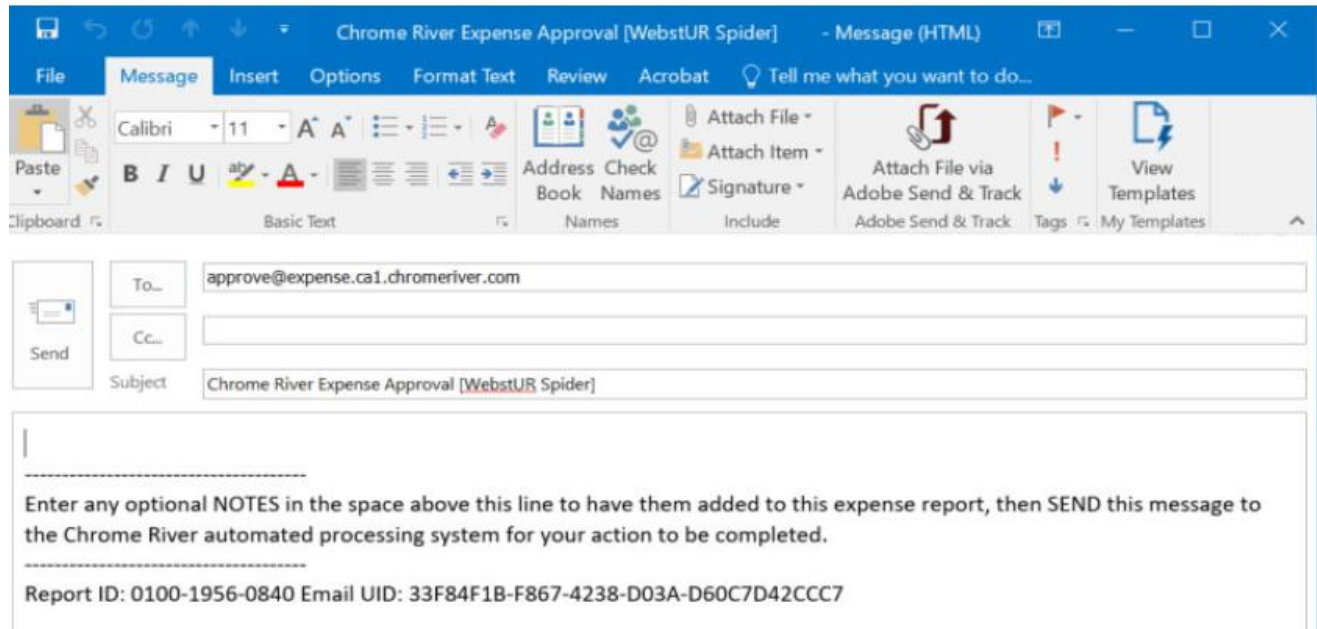
Pre-Approval ID: 0100-0072-7246

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@preapproval.ca1.chromeriver.com or return@preapproval.ca1.chromeriver.com with any comments at the top of the forwarded message.

To view this expense report or access the Chrome River application, [click here](#).

To approve a report by email, click the **APPROVE** button. This will bring up a new email window that you will need to **SEND**. If you have any comments you would like to include on the report, you can type them into the body of the email before sending, and they will be added to the report. (This is optional). Once you hit send, the system will be notified of your approval, and the report will move forward in the approval queue.



Return for Correction

To return the report, click the **RETURN** button. This will also bring up a new email window that you will need to **SEND**. You can enter an explanation for why you are returning the report that will be provided to the report submitter. Once you hit send, the system will return the report to the submitter for corrections. If an approver returns a report, the resubmitted report will route back to the same approver and will not require additional approval from previous approvers, if applicable.