HOW TO APPROVE EXPENSE REPORTS BY EMAIL

Chrome River will email you expenses that require your approval. From the email you may **approve all** expenses for payment or **return all** expenses to the expense owner with questions or comments simply by clicking the **ACCEPT** or **RETURN** button.

The email in your inbox will look like this: expense-noreply@chromefile.com with the Subject "Chrome River Expense Approval [Expense Owner's Name will appear here]"

Note: Email approvals may only be sent from your primary Chrome River account email address (JMU and Outlook needs to be set up as the Default Email).

Open the email. The email will look like this with all the line items and amount per line item individually shown. Any comments attached to individual line items will be displayed per the line item.

Expense Report for	Bonnie Knight
Report Name	Conference Nashville
Submit Date	06/02/2017
Expense Dates	05/16/2017 - 05/16/2017
Total Expenses	364.00 USD
Travel Start	05/14/2017
Travel End	05/16/2017
lbl_udf_BusinessDays	3
Report Purpose	Other
Report Type	Domestic
Type of Traveler	Employee

This area has the information about the trip and reason for the trip.

Account Summary   Amount (USD)
100432   -   ACCOUNTS PAYABLE   364.00

Expense Details
05/16/2017   Hotel   ACCOUNTS PAYABLE   500.00 USD
                                       100432
            Cost Code   CC1
            Receipts   View

Click here and all receipts attached for this expense will open up to review.

05/16/2017   Hotel Lodging / PerDiem   ACCOUNTS PAYABLE   364.00 USD
                                       100432   -
                    People   1
                    Merchant
                    Meal Type   null
                    Start Date   05/14/2017
                    End Date   05/16/2017
        lbl_udf_NumberOfNights   2
                    Location   Nashville / Tennessee (TN) / United States
            Number of Rooms   1
            Avg. Daily Rate   161.00
            Tot. Allowable   644.00
            Cost Code   128500
            Reason Assigned   Reports To

Name	Company	Guests	Total Cost	Per Person
Bonnie Knight	James Madison University	1	364.00	364.00 USD

!! Compliance Warning !!

Take note of any WARNING'S. They contain explanations to Chrome River rules that should be read before Approval.

Hotel Lodging / PerDiem   Amount spent exceeds lodging per diem
                    Response   Stayed at the conference hotel.

Financial Summary   Amount (USD)
            Total Expense Report   364.00
            Less Company Paid   0.00
            Amount Due Employee   364.00

Note amount due the employee.

Click here and all receipts attached to the report will open up to review.

ACCEPT   **RETURN**

> View Receipts   Report ID: 0100-1803-9216

There are **two** ways to route the expense by email:

1. Click **ACCEPT** and then **Send if all lines items are approved**. This is equivalent to clicking **SUBMIT** in the Chrome River application This instantly approves **all** line items on the report.
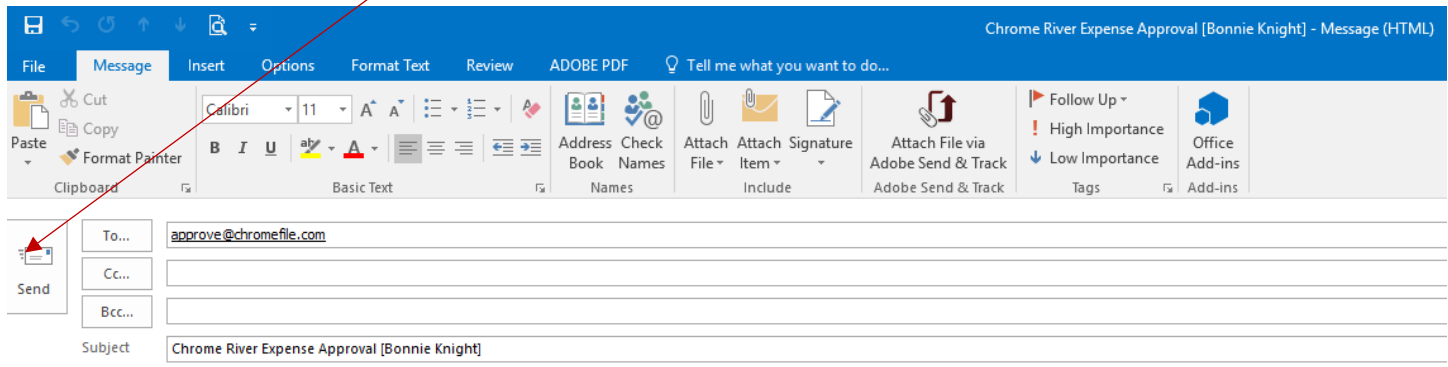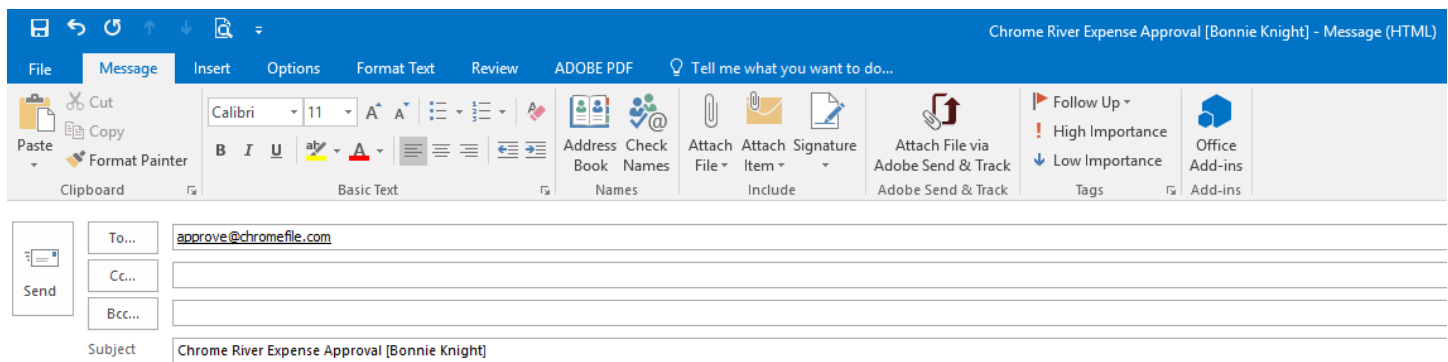

Before clicking Send, you can type in any notes here in the body of this email and it will appear for the next approver as well as on the expense report.

2. Click **RETURN** add a message and then **Send if there is a problem with the report**. This is equivalent to clicking **RETURN ALL** in the Chrome River application. This instantly rejects **all** line items on the report.

You **MUST** type a reason here in the body of this email why the expense report is being returned before you can click Send.
Then click Send.

Note: To approve or return only specific line items on a report, you will need to log into Chrome River.