## 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: <u>expense-noreply@chromefile.com</u> 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.

ACTION REQU	IRED					Chrome Rive
Expense Re S Exp	e Report for Bonnie Knig eport Name Conference ubmit Date 06/02/2017 ense Dates 05/16/2017	yht Nashville 7 - 05/16/2017				1
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Expense Details	5					
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		will open up to re	eview.			
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ick here and all rece tached to the repor- pen up to review.	eipts t will <u>AC</u>	<u>CEPT</u>		<u>RETURN</u>		
> View Receipts					Report I	D: 0100-1803-921

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

1. Click <u>ACCEPT</u> 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.

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Report ID: 0100-1803-9216					Be th	Before clicking Send, you can type in any notes here in the body of this email and it will appear for the next									

2. Click **<u>RETURN</u>** 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.

approver as well as on the expense report.

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File Message Insert Options Format Text Review ADOBE PDF ${\mathbb Q}$ Tell me what you want to do
Calibri       Image: Calib
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Seita
BCC
Subject Chrome River Expense Approval [Bonnie Knight]
Enter any optional NOTES in the space above this line to have them added to this expense report, then
SEND this message to the Chrome River automated processing system for your action to be completed.
Report ID: 0100-1803-9216 You <b>MUST</b> 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 <u>log into</u> <u>Chrome River</u>.