



## Chrome River Approvals

[Approving From E-Mail](#)

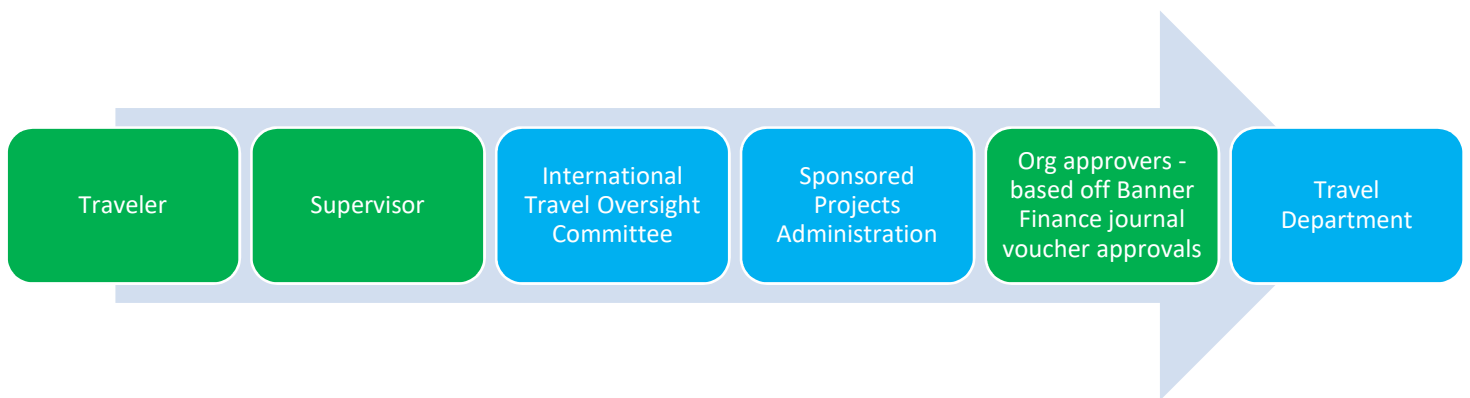
[Approving in Chrome River](#)

[Setting Substitute Approvers \(Approval Delegates/Proxies\)](#)

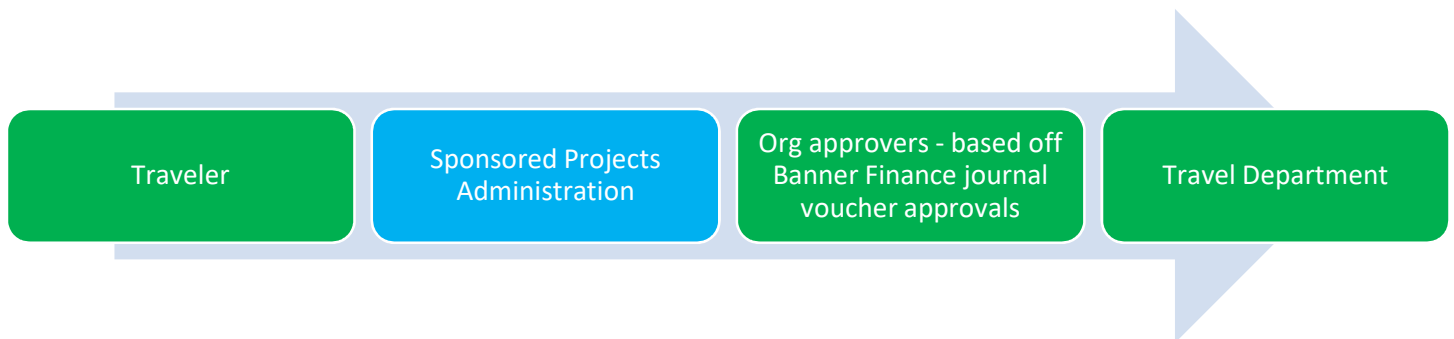
[What is Pending My Approval?](#)

[What Have I Already Approved?](#)

The routing for pre-approvals is (always approves, approves if applicable):



The routing for expense reports is (always approves, approves if applicable):



Sponsored Projects Administration approvers are invoked only if travel is on a grant FOAPAL.

## Approving From E-Mail




When a Chrome River expense report or pre-approval is pending your approval, you will receive an e-mail from [expense-noreply@chrome.com](mailto:expense-noreply@chrome.com). The e-mail will appear as below, and the subject line will indicate either **Pre-Approval Request** or **Expense Approval**.

Pre-Approval:

Pre-Approval ID: 0100-0053-3944	
<b>ACTION REQUIRED</b> Chrome River	
Pre-Approval Request For	Test Traveler
Report Name	10/17/18 - 10/19/18 Las Vegas
Pre-Approval ID	0100-0053-3944
Submit Date	10/17/2018
Expense Dates	10/17/2018 - 10/19/2018
Total Expenses Approved	662.25 USD
<b>Business Purpose</b>	
attending a conference	
<b>Account Summary</b> Amount (USD)	
240099-100 2001-	1
172160 .00	662.25
%	
ADCLRV	
<b>Expense Summary</b> Amount (USD)	
Airfare	300.00
Hotel	300.00
Personal Mileage - Set Rates	62.25
<div><div>ACCEPT</div><div>RETURN</div></div>	
Pre-Approval ID: 0100-0053-3944	
To take action on these expenses, take either of the following steps:	
- Click on the <b>ACCEPT</b> or <b>RETURN</b> button as appropriate and add any comments to the new email that opens,	
- OR <b>FORWARD</b> this email to <a href="mailto:approve@chrome.com">approve@chrome.com</a> or <a href="mailto:return@chrome.com">return@chrome.com</a> with any comments at the top of the forwarded message.	

## Expense Report:

Report ID: 0100-2295-0113

ACTION REQUIRED				Chrome River
<b>Expense Report for</b>	Test Traveler			
<b>Created by</b>	BSU Travel			
<b>Report Name</b>	6/1/18 - 6/4/18 San Francisco			
<b>Submit Date</b>	02/13/2018			
<b>Expense Dates</b>	06/01/2018 - 06/01/2018			
<b>Total Expenses</b>	547.25 USD			
<b>Prior Approvers</b>	Test Traveler [02/13/2018 GMT]			
<b>!! Compliance Warning !!</b>				
	Compliance Response	Overnight trip without lodging lodging paid for with conference registration		
<b>Account Summary</b>				Amount (USD)
255320-800020	2006-	1	547.25	
<b>Pre-Approval Summary</b>				
		Estimated (USD)	Submitted	Description
	Airfare	325.00	485.00	
	Hotel	725.00	0.00	
	Totals	1,050.00	485.00	
<b>Expense Details</b>				
06/01/2018	Personal Mileage - Set Rates		1	62.25 USD
	255320-800020		2006-	
	lbl_udf_PersonalMileage Indianapolis (Airport) - 150			
	Rate 0.415			
	Cost Code CC1			
	Reason Assigned If EO has BSUTravel role -> Report to (Supervisor)			
06/01/2018	Airfare		1	485.00 USD
	255320-800020		2006-	
	Return Date 06/03/2018			
	lbl_udf_EgenciaPaymentMethod No			
	Airline AA			
	Departure Date 06/01/2018			
	lbl_udf_ClassofFare Economy			
	Cost Code 738090			
	Reason Assigned If EO has BSUTravel role -> Report to (Supervisor)			
<b>!! Compliance Warning !!</b>				
	Airfare Response	Airfare, Hotel, or Rail - Item Not Purchased Through Egencia - Please Explain. Flew with spouse - cannot book both in Egencia per University Travel Policy		
<b>Financial Summary</b>				
		Amount (USD)		
	Total Expense Report	547.25		
	Less Company Paid	0.00		
	Amount Due Employee	547.25		
	<div style="background-color: #008000; color: white; padding: 5px; display: inline-block;">ACCEPT</div>		<div style="background-color: #C00000; color: white; padding: 5px; display: inline-block;">RETURN</div>	
>> <a href="#">View Receipts</a>				

Report ID: 0100-2295-0113

To take action on these expenses, take either of the following steps:

- Click on the **ACCEPT** or **RETURN** button as appropriate and add any comments to the new email that opens,
- OR **FORWARD** this email to approve@chrome.com or return@chrome.com with any comments at the top of the forwarded message.

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

The e-mail groups the totals by FOAPAL under Account Summary, and by expense type under Expense Details.


Compliance Warning means that there was a potential Travel Policy violation, but the submitter entered an explanation. The e-mail includes both the warning and the response.

The Amount Due Employee (for expense reports) is the amount the employee will be reimbursed if the document is fully approved.

Click View Receipts (for expense reports) to see what receipts were attached to the report, and click the link at the bottom of the e-mail to view the request in Chrome River.

When you are ready to act after you've reviewed the report, click either Accept or Return. Your default e-mail client should open a new e-mail to either [approve@preapproval.us.chromeriver.com](mailto:approve@preapproval.us.chromeriver.com) or [return@preapproval.us.chromeriver.com](mailto:return@preapproval.us.chromeriver.com) (for pre-approvals) and [approve@expense.us.chromeriver.com](mailto:approve@expense.us.chromeriver.com) or [return@expense.us.chromeriver.com](mailto:return@expense.us.chromeriver.com) (for expense reports). You have the option to enter comments in the e-mail, and these comments will be visible in Chrome River:

#### APPROVAL:

 Send	From ▼	srowe@bsu.edu
	To...	<a href="mailto:approve@expense.us.chromeriver.com">approve@expense.us.chromeriver.com</a>
	Cc...	
	Bcc...	
Subject		Chrome River Expense Approval [Test Traveler]

- 
1. Please VERIFY [from] e-mail address. Please use e-mail address associated to your Chrome River account.
  2. Enter any optional NOTES in the space above this line to have them added to this expense report.
  3. SEND this message to the Chrome River automated processing system for your action to be completed.
- 

Report ID: 0100-5583-1504 Email UID: 51896A02-E228-E64F-C7B9-C5BBE5AF364A

#### RETURN:

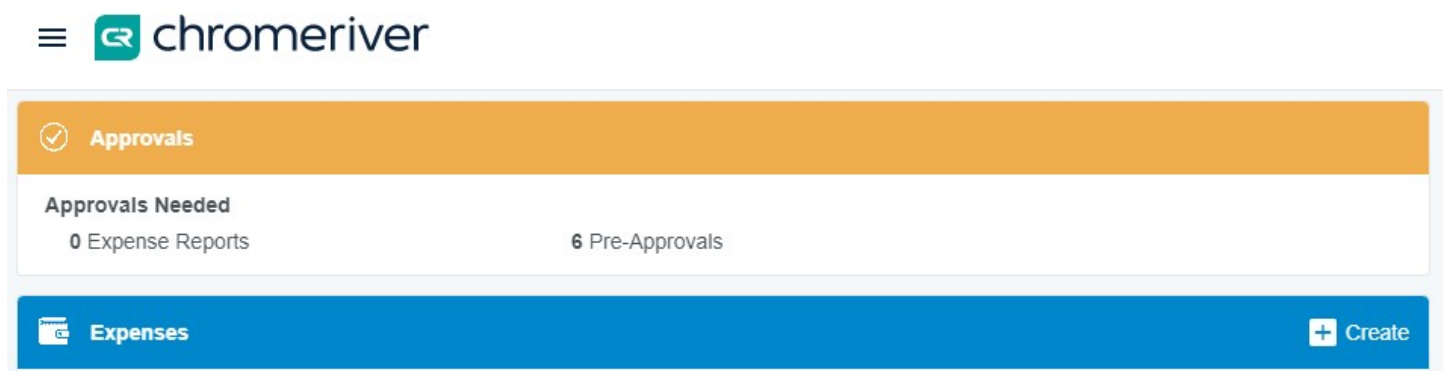
 Send	From ▼	srowe@bsu.edu
	To...	<input type="radio"/> <a href="mailto:return@expense.us.chromeriver.com">return@expense.us.chromeriver.com</a>
	Cc...	
	Bcc...	
Subject		Chrome River Expense Approval [Test Traveler]

- 
1. Please VERIFY [from] e-mail address. Please use e-mail address associated to your Chrome River account.
  2. Enter any optional NOTES in the space above this line to have them added to this expense report.
  3. SEND this message to the Chrome River automated processing system for your action to be completed.
- 

Report ID: 0100-5583-1504 Email UID: 51896A02-E228-E64F-C7B9-C5BBE5AF364A

## Approving in Chrome River



The Approvals ribbon will appear on your home screen if you have documents pending your approval:

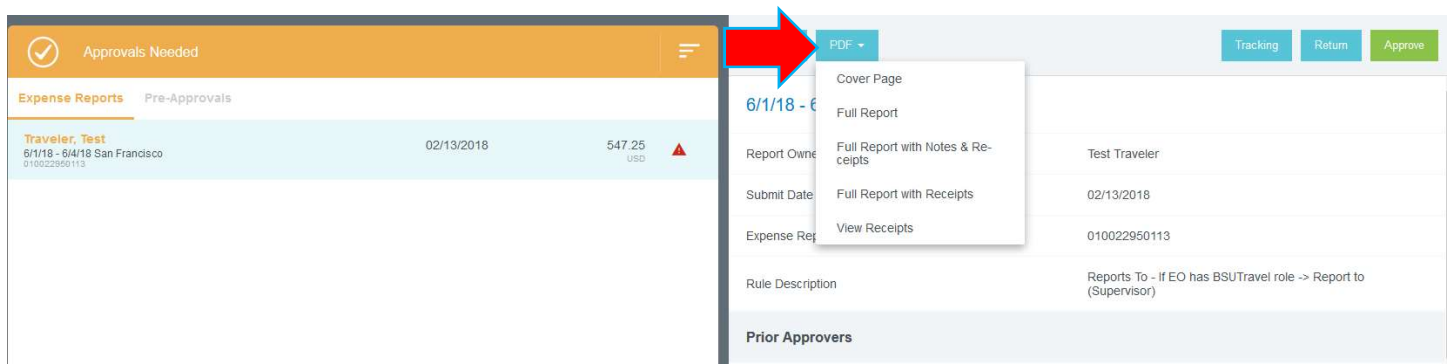


In the case above, the user has 6 pre-approvals to approve but no expense reports to approve. To see a list of documents pending your approval, click either the Expense Reports or Pre-Approvals hyperlinks in the Approvals ribbon (see above).

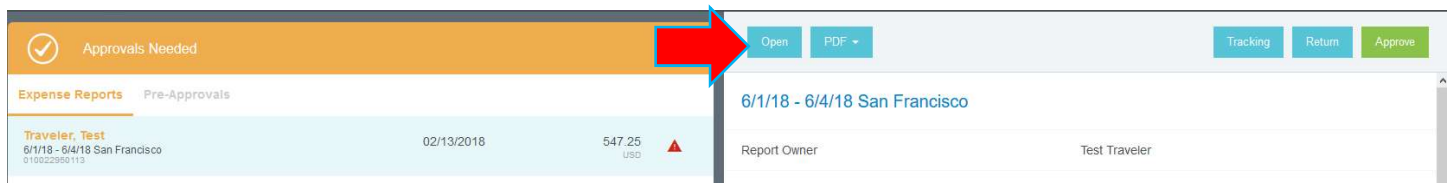


Click the document you wish to review. Click PDF and then View Receipts. A PDF will be available to download which contains all receipts attached to the document.

If you have several reports pending your approval, but you know of only one which you need to approve, you can click the  icon (see above) to be able to sort the documents. You may also click the  icon to search for specific reports (search available for expense reports only at this time).



Next, click Open.



Approvals Needed

Expense Reports Pre-Approvals

Traveler: Test  
6/1/18 - 6/4/18 San Francisco  
010022950113


02/13/2018 547.25 USD

Open PDF

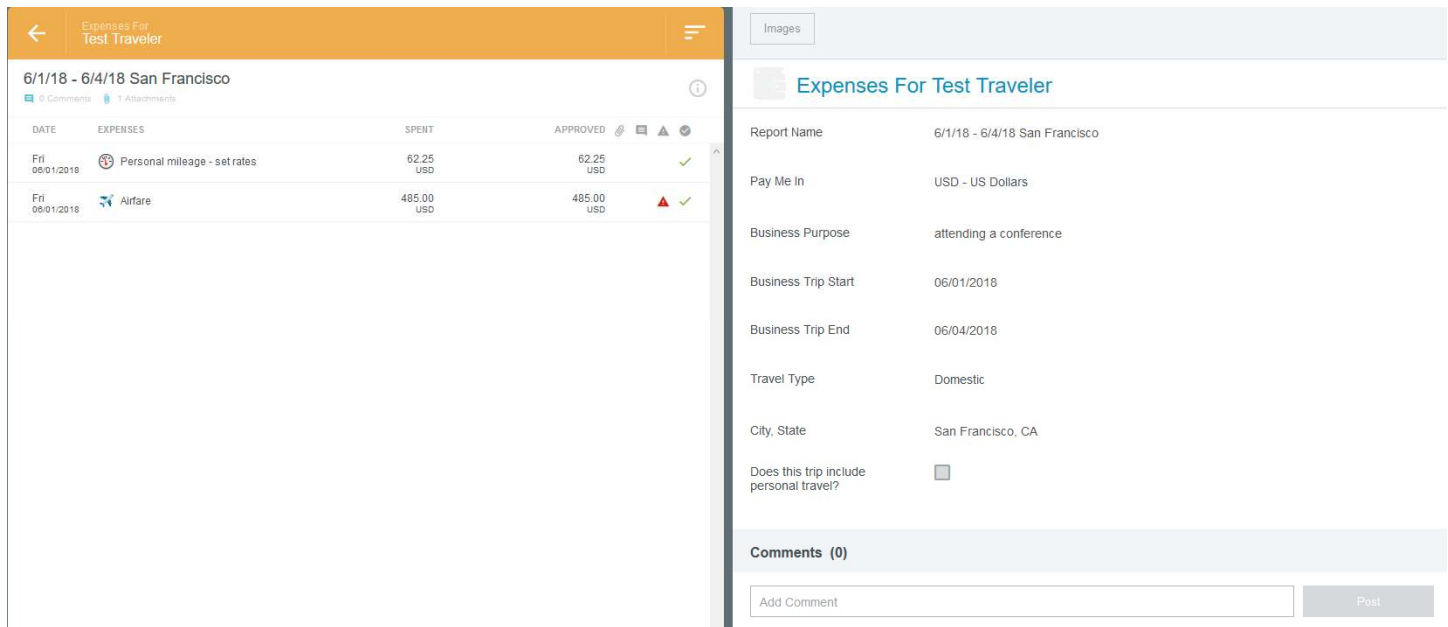
Tracking Return Approve

6/1/18 - 6/4/18 San Francisco

Report Owner Test Traveler

In this case, the report is displaying the  icon, which means there was a compliance warning. This means there was a potential Travel Policy violation, but the document submitter entered an explanation.

After clicking Open, you will see the report header at the right and the expense items on the left. The header contains the business purpose, dates, and destination of travel.



Expenses For Test Traveler

6/1/18 - 6/4/18 San Francisco

0 Comments 1 Attachments

DATE	EXPENSES	SPENT	APPROVED
Fri 06/01/2018	Personal mileage - set rates	62.25 USD	62.25 USD
Fri 06/01/2018	Airfare	485.00 USD	485.00 USD

Report Name 6/1/18 - 6/4/18 San Francisco

Pay Me In USD - US Dollars

Business Purpose attending a conference

Business Trip Start 06/01/2018

Business Trip End 06/04/2018


Travel Type Domestic

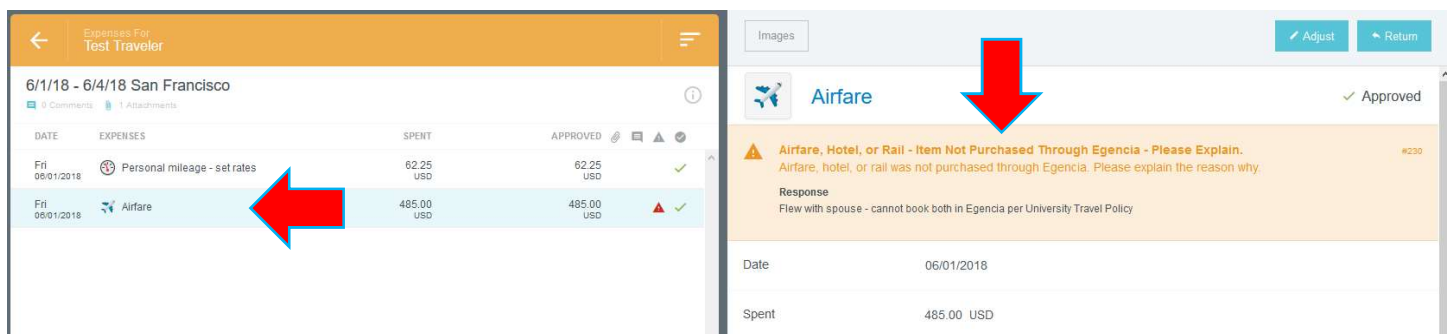
City, State San Francisco, CA

Does this trip include personal travel? ☐

Comments (0)

Add Comment Post

Click on the expense items on the left to see what was entered for those items. Click the expense item which has the  icon to see the Travel Policy warning(s) and explanation(s).



Expenses For Test Traveler

6/1/18 - 6/4/18 San Francisco

0 Comments 1 Attachments

DATE	EXPENSES	SPENT	APPROVED
Fri 06/01/2018	Personal mileage - set rates	62.25 USD	62.25 USD
Fri 06/01/2018	Airfare	485.00 USD	485.00 USD

Airfare

Approved

Airfare, Hotel, or Rail - Item Not Purchased Through Egencia - Please Explain.  
Airfare, hotel, or rail was not purchased through Egencia. Please explain the reason why.

Response  
Flew with spouse - cannot book both in Egencia per University Travel Policy

Date 06/01/2018

Spent 485.00 USD

Do not click Return on the expense line item for correction. You will need to return the entire report at the header level and not the expense level, detailed below. Chrome River will only submit expenses for payment if all expenses have been approved, so the entire report, and not individual expenses, would need to be returned. The delegate can then update or remove the offending expense and re-submit.

Comments can be added at the report level or at the line level. To enter comments at the header, click the report name on the left pane, indicated above. Once you see header information on the right, enter a comment in the field indicated below:

**Expenses For Test Traveler**

6/1/18 - 6/4/18 San Francisco

DATE	EXPENSES	SPENT	APPROVED
Fri 06/01/2018	Personal mileage - set rates	62.25 USD	62.25 USD
Fri 06/01/2018	Airfare	485.00 USD	485.00 USD

**Expenses For Test Traveler**

Report Name: 6/1/18 - 6/4/18 San Francisco

Pay Me In: USD - US Dollars

Business Purpose: attending a conference

Business Trip Start: 06/01/2018

Business Trip End: 06/04/2018

Travel Type: Domestic

City, State: San Francisco, CA

Does this trip include personal travel? ☐

**Comments (0)**

Add Comment

**Attachments (7)**

Total Approved Amount **547.25 USD**

For comments at the line level, click the appropriate expense on the left pane and insert your comment for that expense on the right pane.

When you have finished reviewing:

1. Return to the header by clicking the report name, indicated by the yellow arrow below:

**Expenses For Test Traveler**

6/1/18 - 6/4/18 San Francisco

DATE	EXPENSES	SPENT	APPROVED
Fri 06/01/2018	Personal mileage - set rates	62.25 USD	62.25 USD
Fri 06/01/2018	Airfare	485.00 USD	485.00 USD

**Airfare** Approved

**Airfare, Hotel, or Rail - Item Not Purchased Through Egencia - Please Explain.**

Airfare, hotel, or rail was not purchased through Egencia. Please explain the reason why.

**Response**

Flew with spouse - cannot book both in Egencia per University Travel Policy

Date: 06/01/2018

Spent: 485.00 USD

Approved: 485.00 USD

Departure Date: 06/01/2018

Return Date: 06/03/2018

Airline: American

Air Class Flown: Economy

Was this reserved through Egencia? No

Receipt Attached ☒

**Allocation**

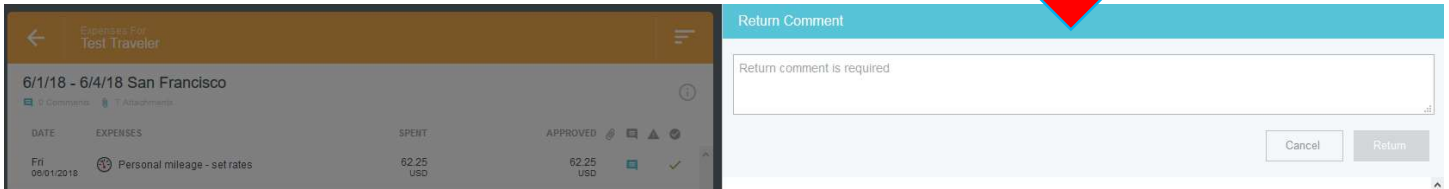
[Previous](#) 2 of 2

Total Approved Amount **547.25 USD**

2. You can then either Return for correction or Submit your approval.



If returning, you are required to enter a comment prior to returning:



Return Comment

Return comment is required

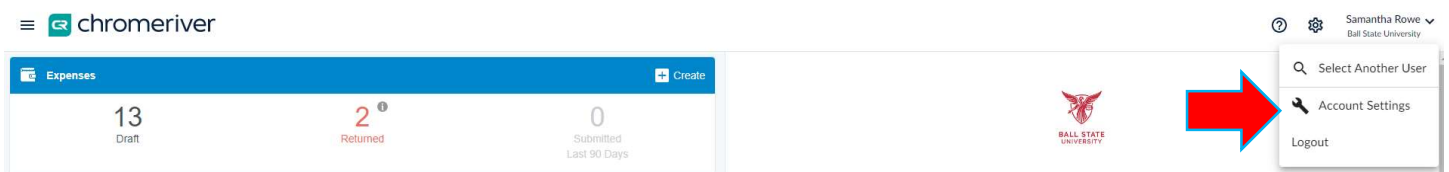
Cancel Return

## Setting Substitute Approvers (Approval Delegates/Proxies)

An approver can establish approval delegates/proxies for a specific period. Traveler approval is always required, so travelers will not be able to have an approval delegate. Approval delegates can be used for all other workflow steps.

If setting an approval delegate, the approval delegate will receive approval e-mails in your absence, and only that person will be able to approve your documents for the time period you specify, below.

Click your name in the corner of the page and then click Account Settings.



chromeriver

Expenses 13 Draft 2 Returned 0 Submitted Last 90 Days

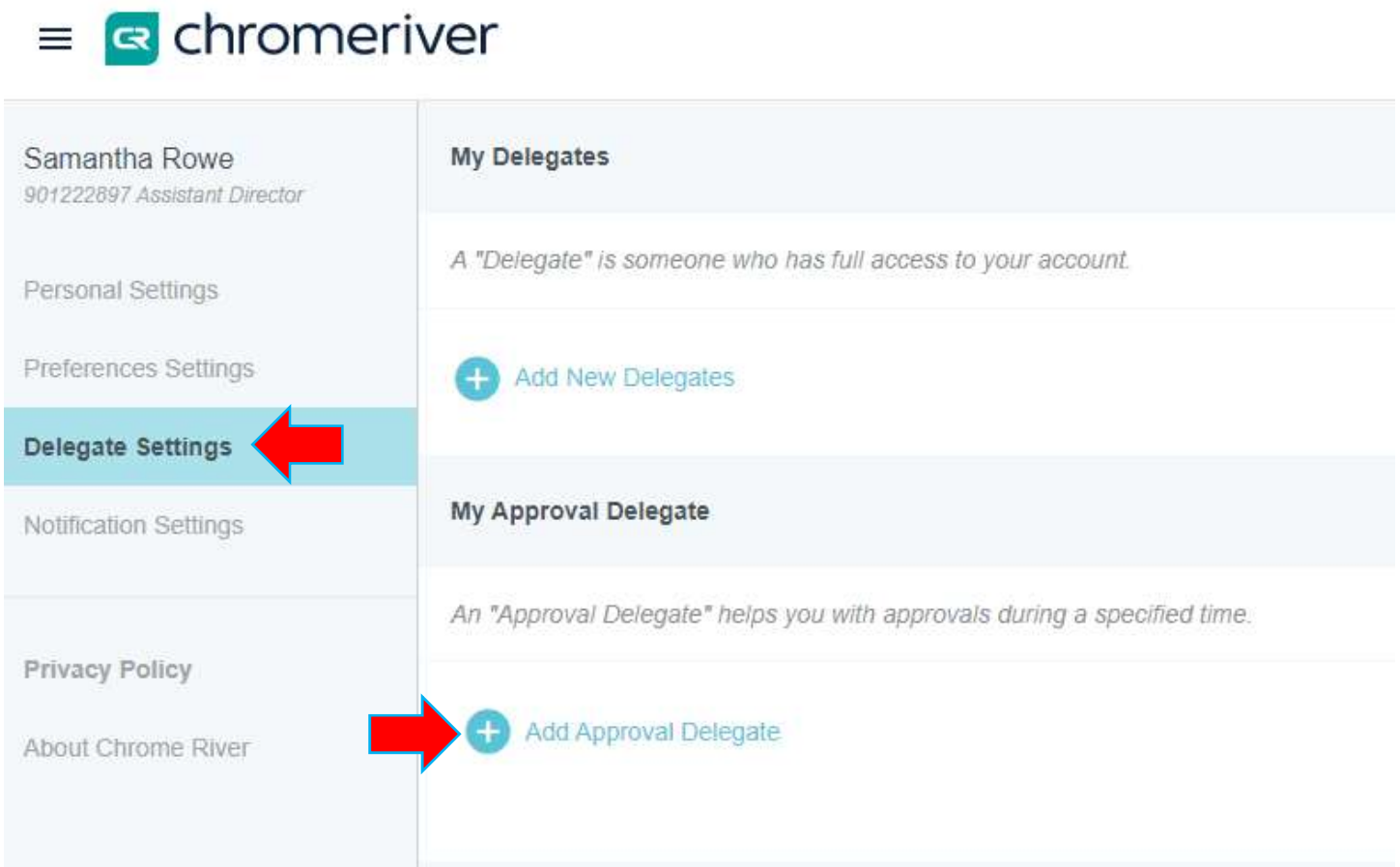
Samantha Rowe Ball State University

Select Another User

Account Settings

Logout

Click Delegate Settings and then Add Approval Delegate:



chromeriver

Samantha Rowe  
901222897 Assistant Director

Personal Settings

Preferences Settings

**Delegate Settings**

Notification Settings

Privacy Policy

About Chrome River

**My Delegates**

A "Delegate" is someone who has full access to your account.

+ Add New Delegates

**My Approval Delegate**

An "Approval Delegate" helps you with approvals during a specified time.

+ Add Approval Delegate



Select your substitute approver, the date range that person will be approving, and click Save:

**chromeriver**

Samantha Rowe  
901222897 Assistant Director

Personal Settings

Preferences Settings

**Delegate Settings**

Notification Settings

Privacy Policy

About Chrome River

**My Delegates**

A "Delegate" is someone who has full access to your account.

+ Add New Delegates

**My Approval Delegate**

An "Approval Delegate" helps you with approvals during a specified time.

Select a User: Ellen Botkin

Start Date: 03/13/2023

End Date: 04/01/2023

Save Cancel

To delete the schedule, click X. To edit the schedule, click the icon:

**My Approval Delegate**

An "Approval Delegate" helps you with approvals during a specified time.

X Test Delegate(02/21/2018-02/22/2018)

### What is Pending My Approval?

Aside from the initial approval e-mail request you receive when something is now pending your approval, you will receive approval reminder e-mails each Sunday detailing the pre-approvals or expense reports that still require action on your part.

To see what is still pending from the Chrome River module itself, sign-in to the application from my.bsu.edu. The Approvals ribbon will appear on your home screen if you have documents pending your approval:

**chromeriver**

✓ Approvals

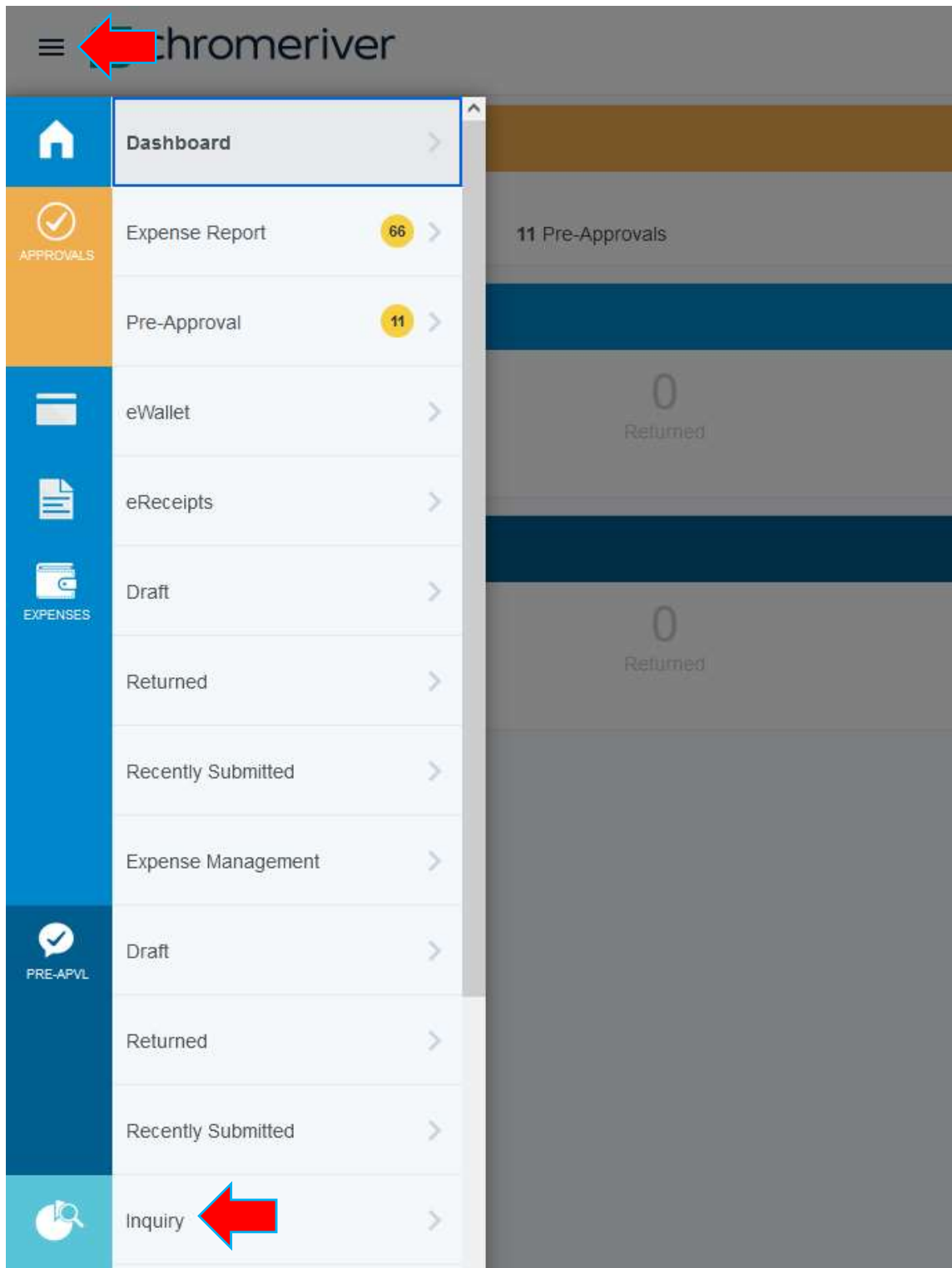
Approvals Needed: 66 Expense Reports

10 Pre-Approvals

In the case above, the user has several expense reports to approve and pre-approvals to approve. To see a list of documents pending your approval, click either the Expense Reports or Pre-Approvals hyperlinks in the Approvals ribbon (see above).

### What Have I Already Approved?

Click the icon in the upper left corner of the page and then choose Inquiry.



Choose either My Expense Approval Items for expense reports or My Pre-Approval Approvals for pre-approvals.

chromeriver

Travel Dept  
Ball State University

Action Date: Mar 1, 2023 – Mar 31, 2023 Export

Inquiry

Expense

- Cash Advance  
Cash advance details
- My Expense Approval Items**  
Expenses in approval process with each item's information
- My Expense Calendar  
Listing of expenses
- My Expense Items  
Listing of your itemized expenses within a specified date range. Sorted by: Transaction Date, Expense Type, and Amount.
- My Expense Pre-Approvals  
List of your Pre-Approvals.
- My Expense Reports  
Listing of your expense reports created within a specified date range. Sorted by: Create Date, Name, and Amount.
- My Firm Paid Items  
Expenses that are marked as firm paid
- My Paid Expenses  
My Paid Expenses
- My Pre-Approval Approvals  
Pre-Approvals in approval process.

Drag a column header and drop it here to group by that column

Owner Name	Expense Type	Matter	Client Name	Matter Name	Report ID	Report Name	Submit Date	Action Date	Action	Approved
Morrisette, Cassandra	Cash Advance	320650-1...	2009-	1	010057412677	3/5-12/2023 Casey Morrisette, MAC/Spring Br.	02/27/2023	03/01/2023	Approved	
Comar, William	Cash Advance	320650-1...	2009-	1	010057416175	3/4-12/2023 Dill Comar, S Break, MAC, Housing	02/27/2023	03/01/2023	Approved	
Maloney, Alex	Cash Advance	320650-1...	2009-	1	010057420043	BB - AM CA ExRep (Spg Brk 3/2-8/23)	02/27/2023	03/01/2023	Approved	
Tancock, Susan	Parking	100100-8...	2004-	1	010057236314	Ball State Day at the State House 2023	02/16/2023	03/01/2023	Approved	
Tzucker, Emily	Hotel - Lodging	150250-6...	2001-	1	010057290770	Tzucker, Emily May 7-12, 2023	02/20/2023	03/01/2023	Approved	
Tzucker, Emily	Airfare	150250-6...	2001-	1	010057290770	Tzucker, Emily May 7-12, 2023	02/20/2023	03/01/2023	Approved	

Choose your action date in the upper right corner, and scroll to the right to see the Action (approved, pending, etc.) and the Action Date. You can also export your results for further filtering.

Export

Action Date: Feb 1, 2018 – Feb 28, 2018

column

Matter	Client Name	Matter Name	Report ID	Report Name	Submit Date	Action Date	Action	Approved
200138	2002	TEST	010022949850	3/1/18 - 3/4/18 Chicago	02/13/2018	02/13/2018	Approved	13.0
200138	2002	TEST	010022949850	3/1/18 - 3/4/18 Chicago	02/13/2018	02/13/2018	Approved	94.1
200138	2002	TEST	010022949850	3/1/18 - 3/4/18 Chicago	02/13/2018	02/13/2018	Approved	90.0
255320-8...	2006-	1	010022950113	6/1/18 - 6/4/18 San Francisco	02/13/2018		Pending	485.0
255320-8...	2006-	1	010022950113	6/1/18 - 6/4/18 San Francisco	02/13/2018		Pending	62.2