



## Approving a PreApproval Submitted by a Delegate

### Receiving a Chrome River PreApproval Request Email

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If you have a delegate create your trip PreApproval in Chrome River, then once the delegate submits it, you will receive an email from Chrome River requesting action by you (the traveler).

The email provides a brief overview of the PreApproval information.

- x Comments and documents uploaded to the PreApproval are not included with the email. To view these items, log in to Chrome River.

You must either Approve or Return the PreApproval. This guide will review the two ways to Approve PreApproval: Through Email and Through Chrome River.

- x To Return a Pre