



CHROME RIVER USER GUIDE

Approving a Pre-Approval Submitted by a Delegate

Receiving a Chrome River Pre-Approval Request Email

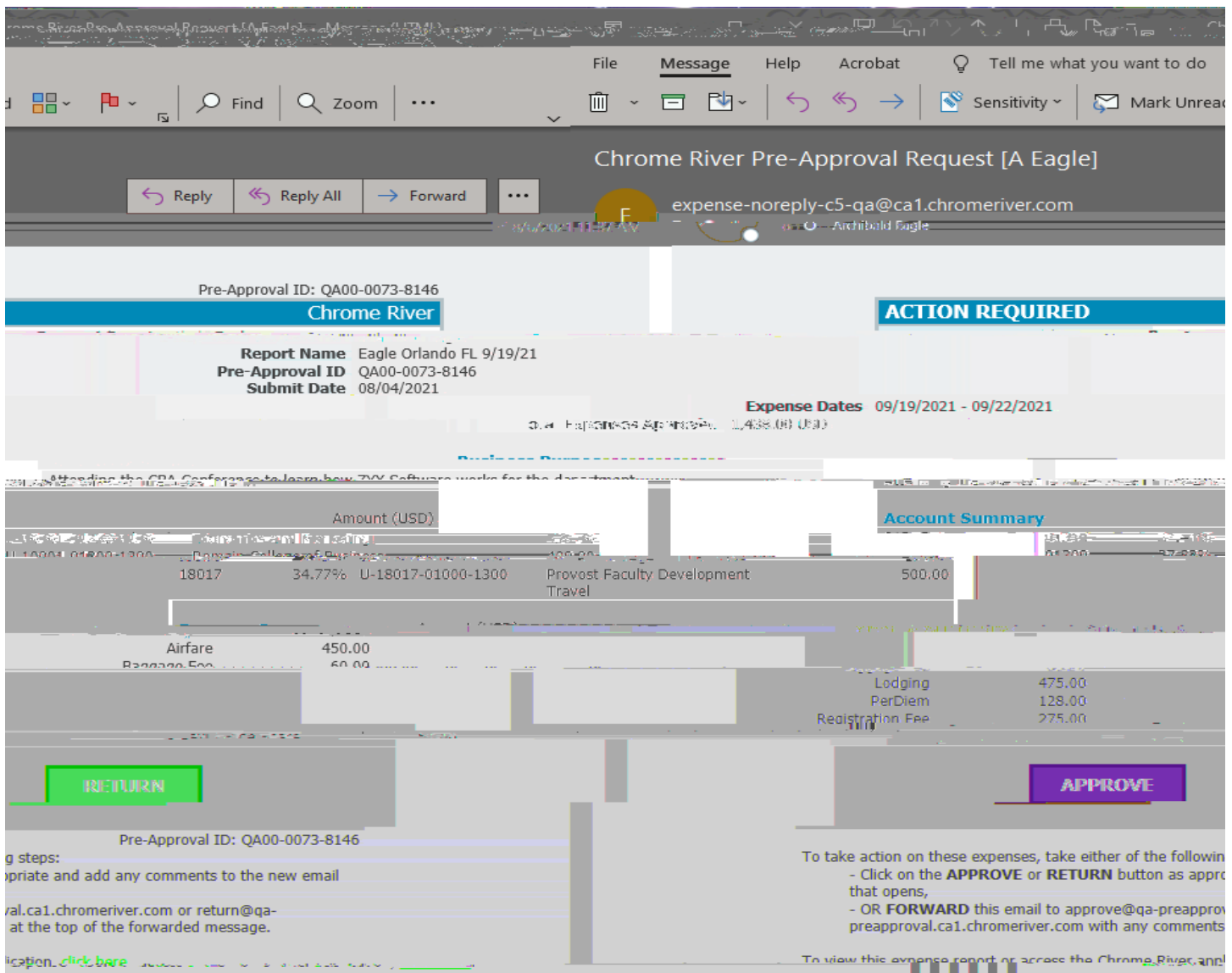
If you have a delegate create your trip Pre-Approval in Chrome River, then once the delegate submits it, you will receive an email from Chrome River requesting action by you (the traveler).

The email provides a brief overview of the Pre-Approval information.

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

You must either Approve or Return the Pre-Approval. This guide will review the two ways to Approve a Pre-Approval: [Through Email](#) and [Through Chrome River](#).

- To Return a Pre-Approval, so changes can be made, view the guide [Returning a Pre-Approval Submitted by a Delegate](#)



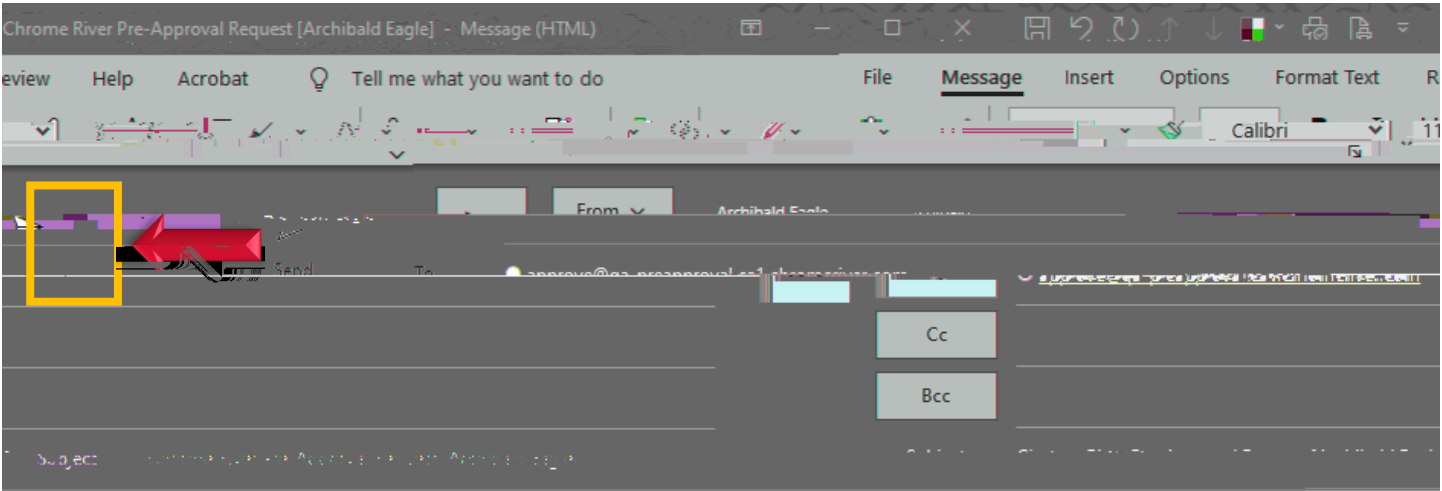




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A new email reply message will open. Click *Send* Comments may be entered but are not necessary.

- If you cannot approve through email, then view the guide [Fixing Issues with Approving/Returning via Email](#). You may also approve the Pre-Approval by logging in to your Chrome River account.

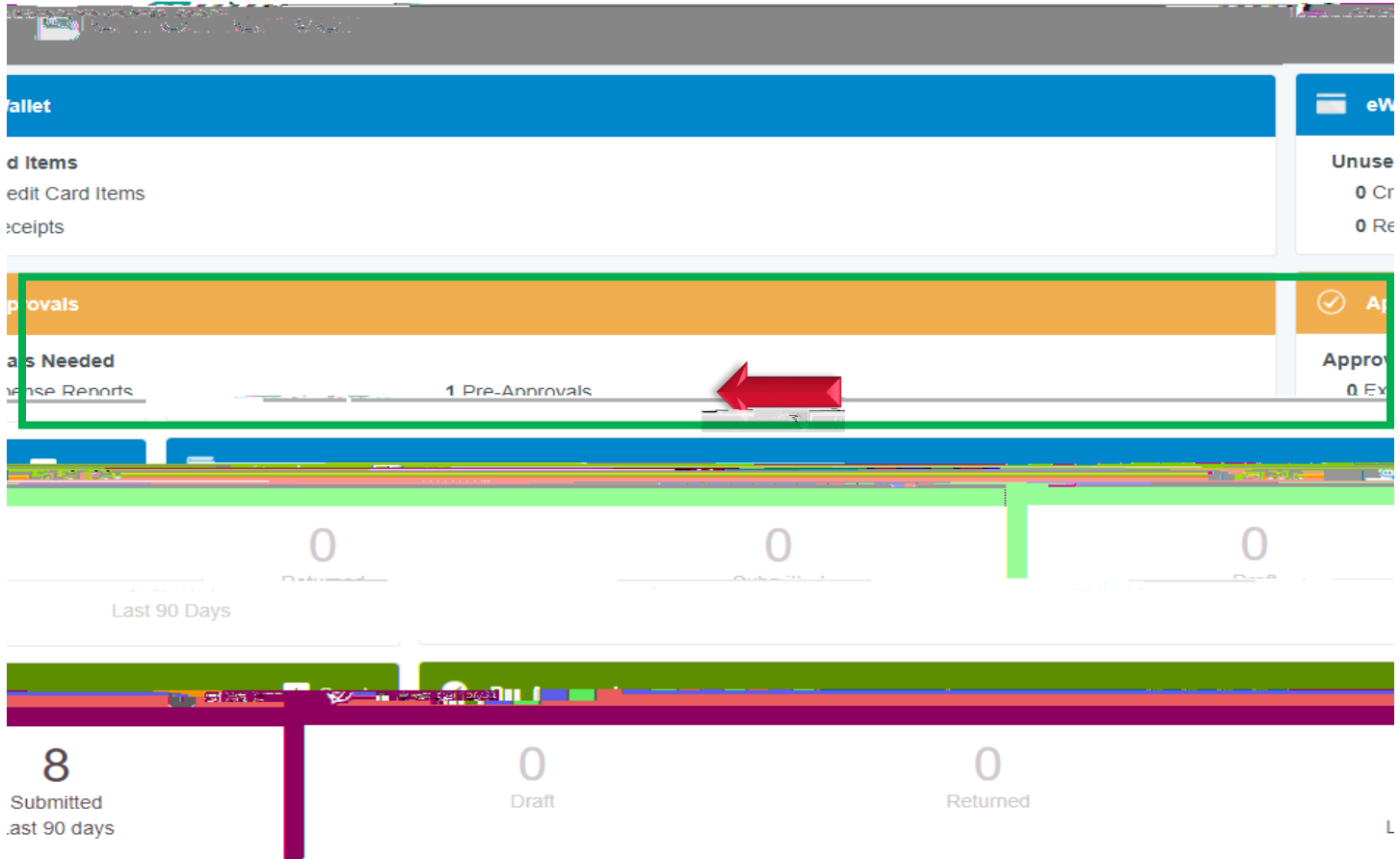




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Approve a PreApproval Through Chrome River

The Approvals ribbon appears on the Home Screen, in Chrome River, if a document is pending approval. To see the list of Pre-Approval documents that are pending approval, click *PreApprovals*



Click the Pre-Approval document that needs to be reviewed.

- In the header description should be the traveler's last name, destination, and trip departure date.

