

Approving PreApproval Submitted by a Delegate

Receive Chrome Rer PreApproval 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 <u>not</u>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* Pre-Approval: <u>Through Email</u> and <u>Through Chrome River</u>.

• To Return a Pre-Approval, so changes can be made, view the guide Returning a PreApproval Submitted by a Delegate

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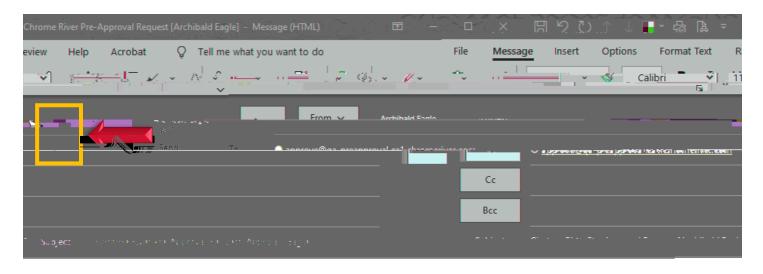




CHROME RIVER USER GUIDE

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

• If you cannot approve through email, then view the guide Fixinglssues with Approving/Returning Email.You may also approve the Pre-Approval by logging in to your Chrome River account.





CHROME RIVER USER GUIDE

Approve a PrApproval 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 *Pre-Approvals*

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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.

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