CHROME RIVER QUICK STEPS

Entering a Pre-Approval/Expense Report on Behalf of a Traveler

Select the Traveler's Profile

Click your name in the top right-hand corner of the page.

A drop-down menu will open showing your name listed first with a person icon to the left of it. This means you are currently active in your Chrome River account.

Below your name is a list containing the traveler(s) for which you have delegate status – meaning you may enter Pre-Approvals and Expense Reports on

Click on the traveler's name for whom you want to create/edit/view a Pre-Approval or Expense Report.

Notice that your name has been replaced by the traveler's name you selected. This indicates you are now in his/her Chrome River account (delegate mode).

You may now proceed with creating/editing/viewing the selected traveler's Pre-Approval or Expense Report. Refer to the below guides, or other Chrome River guides, as needed.

Creating and Submitting a Pre-Approval
Creating and Submitting an Expense Report

Return to Your Profile

To return to your profile, click on the name of the traveler.

Select your name from the top of the drop-down menu.

Notice that your name has replaced the traveler's name. This indicates you are in your profile and no longer in delegate mode.