







# CHROME RIVER USER GUIDE

If returning the Pre-Approval, then a comment is required. After the comment is entered, click **Return**.

- Comments may give direction on items that need to be provided/changed, such as the Fund Org selected, a change (increase/decrease) in funding amount entered, uploading of documentation, etc.
- A notification email will be sent to the traveler regarding the returned Pre-Approval.
- After the traveler has made the requested change(s) and the report re-submitted by the traveler, the Pre-Approval will route back to the financial manager for review/approval.

