

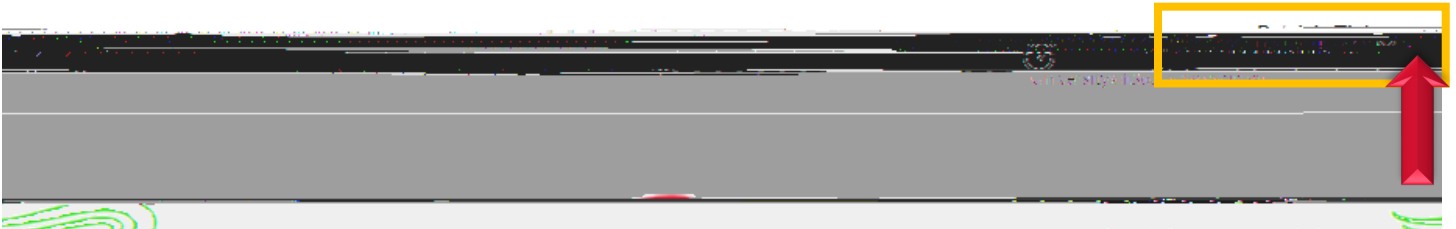


CHROME RIVER USER GUIDE

Entering a PreApproval/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 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 PreApprovals and Expense Reports on his/her behalf.

- x Tip: If you do not see a traveler listed for whom you need/want to be a delegate, request the traveler to add you as a delegate on his/her profile. Refer them to the guide [Adding or Removing a Delegate](#)

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





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Notice that your name has been replaced by the traveler's name you selected.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 PA Approval or Expense Report. Refer to the below guides, or other Chrome River guides, as needed.

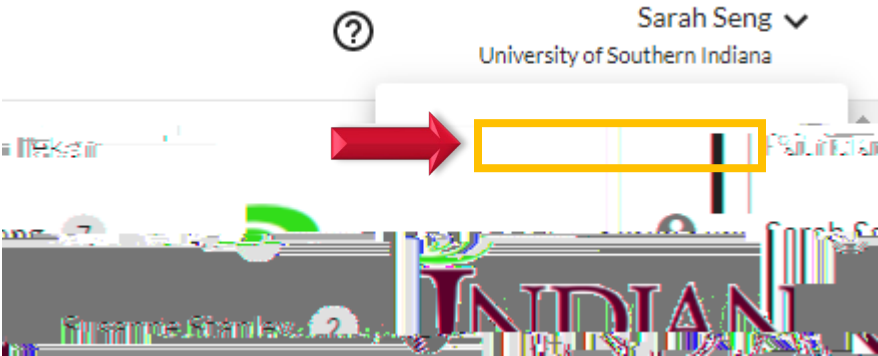
- x [Creating and Submitting a PA Approval](#)
- x [Creating and Submitting an Expense Report](#)

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.





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