Supervisor Approval of Chrome River Expense Reports Job Aid

Expense reports submitted in Chrome River will first route for approval based on the employee’s official supervisor, per their HR appointment. After supervisor approval, the expense report will route for financial approval based on the DeptID used in the allocation string. Approvers will receive an email from expense-noreply@chromefile.com with the subject header “Chrome River Expense Approval.” The report can be approved from the email or within Chrome River.

Supervisors should be reviewing the expense report to ensure the following:

- Employee is approved to incur the expense(s) on the report for the purposes they state in their business purpose
- The expenses are approved to be charged to the budget designated by the allocation string
  - If the Supervisor is not the budget owner, they should forward the email to the budget owner and obtain their approval via email reply. When the Supervisor receives that reply, they can approve (accept) the expense report in their email from Chrome River and attach a PDF printed version of the approval email from the budget owner.

Approve Report Via Email
1. Review Action Required section.
   a. Who is the report for?
   b. What is the total amount being claimed?
   c. What were the trip/expense dates?
   d. What was the destination?
   e. Was this employee approved to incur these expenses?

2. Review Account Summary section.
   a. What allocation is being charged?
b. Are you the budget owner for that allocation? If so, do you approve this expense on your budget? If not, forward on to budget owner and request their approval or denial.

<table>
<thead>
<tr>
<th>Account Summary</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-11735-20231 NONSP FamMed Family Medicine Admin - Department Academic Admin</td>
<td>450.00</td>
</tr>
<tr>
<td>720322-Conf/Mtg Reg</td>
<td></td>
</tr>
<tr>
<td>1000-11735-20231 NONSP FamMed Family Medicine Admin - Department Academic Admin</td>
<td>745.89</td>
</tr>
<tr>
<td>720602-Travel Domestic</td>
<td></td>
</tr>
</tbody>
</table>

3. Click <Accept> or <Return> in the email. A new email will pop up. You can add approval or denial comments and attach any documentation you’d like; this is where you will attach the email from the budget owner, if that is not you. Send the email.

Note: If returned, the employee will receive an email message indicating the report has been returned and will include your denial comments. They may modify the report and re-submit for approval.

**Approve Report Via Chrome River**

1. Click at bottom of email to open Chrome River in a new browser window.

To view this expense report or access the Chrome River application, [click here](#).

2. Click <Expense Reports> to find the report.
3. Click on an expense line to select the report that needs to be reviewed.

4. Click <Open> to view all expenses associated with the report

5. Once the Expense Report opens, on the left panel all of the expense lines will populate. On the right panel the header information will display. Review the header information:
   a. Who is the report for?
   b. What is the total amount being claimed?
   c. What were the trip/expense dates?
   d. What was the destination?
   e. Was this employee approved to incur these expenses?
   f. What allocation is being charged?
   g. Are you the budget owner for that allocation? If so, do you approve this expense on your budget? If not, forward the email you received to budget owner and request their approval or denial.
5. If you are not the budget owner and need to attach their approval or denial email, scroll to the bottom of the right pane and click the <Add Attachments> to attach their email.

6. Click <Return> or <Submit>.

7. If you are returning the expense report, add comments & click <Return>.

Note: The employee will receive an email message indicating the report has been returned and will include your denial comments. They may modify the report and re-submit for approval.