

Chrome River User Manual

EMAIL NOTIFICATIONS

Chrome River sends various emails to system users. Following are examples of common email messages users may receive.

Pre-Approval Notification to Supervisor

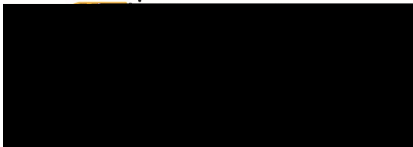
FROM	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Pre-Approval Request [S Hernandez]

Pre-Approval ID: 0100-0031-0551	
ACTION REQUIRED Chrome River	
Pre-Approval Request For	Shanda Hernandez [shanda.hernandez1234@wichita.edu]
Report Name	Hernandez, Shanda 3/25/19-3/28/19 Orlando, FL
Date	03/04/2019
Total Expenses Approved	876.00 USD
What is the destination?	Orlando, FL
Traveler Type	Employee
Travel Type	Out of State
Personal Time End Date	Mar 04, 2019
Personal Time Start Date	Mar 04, 2019
Duty Of Care Location	TBD
Report Type	Travel

Expense Details	
676.00 USD	Airfare
	To Be Paid By
200.00 USD	Car Rental
	To Be Paid By

Pre-Approval ID: 0100-0031-0551

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Expense Adjustment

FROM ▲	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Expense Adjusted Items

NO FURTHER ACTION REQUIRED Chrome River

One or more expenses from the following expense report have been adjusted while processing.

Report Name	Orlando 05/08/2019-05/13/2019
Adjusted By	Sarah Hunt

Item Details	
Expense	Hotel - Taxes / Fees
Date	05/08/2019
Pay Me	0.00 USD
Approved	5.00 USD
Notes	[Sarah Hunt 05/30/2019] Change of account



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Expense Report Returned

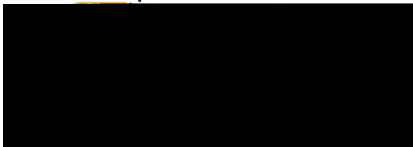
The screenshot shows a notification titled "ACTION REQUIRED" from Chrome River. The message states: "One or more expenses from the following expense report have been returned to you for further information processing." Below this, a table lists returned items. One item is highlighted in yellow, with a pop-up window titled "Item Notes" showing details for an expense of 5.00 USD on 06/03/2019, categorized as "Train / Rail". At the bottom, a link is provided to view the expense report or access the Chrome River application.

Expense	Train / Rail
Date	06/03/2019
Amount	5.00 USD

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



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Assigned as an Approval Delegate

FROM | SUBJECT

NO FURTHER ACTION REQUIRED Chrome River

Wu Shock has assigned you to be their approval delegate between the following dates:

Start Date	07/29/2019
End Date	08/03/2019

Unapproved Expense items

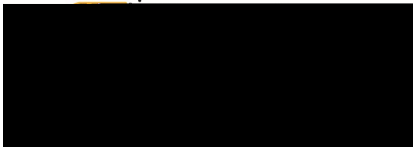
FROM | SUBJECT

...ing your approval.

The following 1 expense reports are awaiting your approval:

Unapproved Expense Items

5.00 USD	Wu Shock	Testing new Link in ER Approval Email	08/28/2019
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Unused Pcard (Firm Paid) items

FROM [redacted] | SUBJECT Chrome River Unused Firm Paid Items for Wu Shock

ACTION REQUIRED Chrome River

Unused Firm Paid Items
 The following firm paid items are currently unsubmitted.

Description	Amount	Owner	Report
(05/16/19)	579.27 USD	Shock Wu	Pcard 4/10/19-5/9/19

91+ Days

Total Unused Firm Paid Items
752.33 USD

view the firm paid item(s) or access the Chrome River application. [click here](#)