



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	
Pre-Approval ID	0100-0031-0551	
Submit Date	03/04/2019	
Expense Dates	03/25/2019 - 03/28/2019	
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 Warning

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

Pre-Approval ID: 0100-0031-0551



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Pre-Approval Returned

FROM ▲	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Pre-Approval Request Returned

ACTION REQUIRED		Chrome River
<p>The following Pre-Approval has been returned with comments. You will need to review these comments and resubmit this Pre-Approval Request if you still need these expenses pre-approved.</p>		
Pre-Approval Request for	Kristie Courtney	
Report Name	Travel to California	
Pre-Approval ID	0100-0030-8912	
Submit Date	02/26/2019	
Expense Dates	02/22/2019 - 02/28/2019	
Total Expenses	646.75 USD	
Notes		
02/26/2019	Sonya Emmart	Travel return



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Pre-Approval Approved

FROM ▲	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Pre-Approval Request Approved

NO ACTION REQUIRED		Chrome River
The following Pre-Approval Request has been approved.		
Pre-Approval Request for Report Name	Wu Shock Testing	
Pre-Approval ID	0100-0031-5784	
Submit Date	04/01/2019	
Expense Dates	04/01/2019 - 04/01/2019	
Total Expenses	5.00 USD	

Receipt Confirmation

FROM ▲	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Receipt Confirmation

RECEIPT RECEIVED		Chrome River
Your receipt has been received, processed and is ready to be expensed.		
Amount	269.00 USD	
Date	05/03/2019	
Expense Type	Air	
Merchant	American Airlines	
Description	Kristie Courtney	
If a receipt image was attached, the data has also been extracted by Chrome River and will make it easier for you to quickly create an expense item. All data can be changed when the expense item is created within the app.		



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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.		
Expense Report for	Wu Shock	
Report Name	Orlando 05/08/2019-05/13/2019	
Submit Date	05/29/2019	
Report ID	0100-1914-9732	
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 code.	



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Expense Report Returned

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

ACTION REQUIRED		Chrome River
One or more expenses from the following expense report have been returned to you for further information prior to processing.		
Expense Report for	Wu Shock	
Report Name	Testing	
Submit Date	06/24/2019	
Report ID	0100-1924-4938	
Created By	Kristie Courtney	
Report Notes		
06/24/2019	Sarah Hunt	Please provide additional justification.
Item Notes		
Expense	Train / Rail	
Date	06/03/2019	
Amount	5.00 USD	
<p>To view this expense report or access the Chrome River application, click here.</p>		



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Expense Report Needing Approval

FROM ▲	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Expense Approval [Wu Shock]

Report ID: 0100-1928-8991

ACTION REQUIRED		Chrome River
Expense Report for	Wu Shock	
Created by	Kristie Courtney	
Report Name	TMA Conference 6/15/2019-6/16/2019	
Submit Date	07/05/2019	
Expense Dates	06/15/2019 - 06/15/2019	
Total Expenses	4.25 USD	
Prior Approvers	Kristie Courtney [07/05/2019 GMT]	
!! Compliance Warning !!		
Compliance Response	Aged Unapplied Corporate Card Transactions Thank you	
Account Summary		Amount (USD)
D10252-101510-01620	D10252: RU Controller's Office 101510: Financial Operations	4.25
	2591-Employee In-State Miscellaneous	
Expense Summary		Amount (USD)
	Parking	4.25
<input type="button" value="ACCEPT"/> <input type="button" value="RETURN"/>		
<p>To take action on these expenses, take either of the following steps:</p> <ul style="list-style-type: none"> - Click on the ACCEPT or RETURN button as appropriate and add any comments to the new email that opens, - OR FORWARD this email to approve@expense.ca1.chromeriver.com or return@expense.ca1.chromeriver.com with any comments at the top of the forwarded message. <p>To view this expense report or access the Chrome River application, click here.</p>		



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Assigned as an Approval Delegate

FROM ▲	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	You have been assigned as an Approval Delegate

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
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Unapproved Items (Firm Wide)

ACTION REQUIRED			Chrome River
The following 1 expense reports are awaiting your approval.			
Unapproved Expense Items			
Owner	Report	Created	Amount
Wu Shock	Testing new Link in ER Approval Email	08/28/2019	5.00 USD



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Unused Pcard (Firm Paid) items

FROM SUBJECT
 expense-noreply-c5-prod@ca1.chromeriver.com Chrome River Expense Unused Firm Paid Items for Wu Shock

ACTION REQUIRED
Chrome River

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

91+ Days

Owner	Report	Description	Amount
Shock Wu	Pcard 4/10/19-5/9/19	(05/16/19)	579.27 USD
Shock Wu	Pcard 4/10/19-5/9/19	(05/13/19)	200.00 USD

Total Unused Firm Paid Items
 12,752.33 USD

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