

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

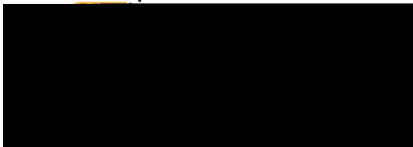
FROM	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Pre-Approval Request [S Hernandez]

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

Chrome River User Manual



Chrome River User Manual

Expense Adjustment

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

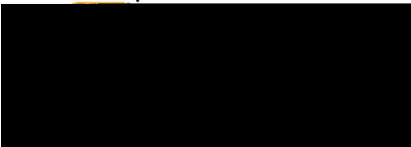
NO FURTHER ACTION REQUIRED Chrome River

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

Expense Report for Report Name	Wu Shock 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 code.



Chrome River User Manual

Expense Report Returned

ad@ca1.chromeriver.com Chrome River Expense Returned Items expense-norenly-c5-pr

ACTION REQUIRED Chrome River

One or more expenses from the following expense report have been returned to you for further information processing.

Expense Report for [Redacted]

Expense	Train / Rail
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

Report Notes

06/24/2019 Sarah Hunt Please provide additional justification.

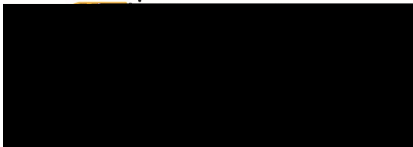
Item Notes

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

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



Chrome River User Manual



Chrome River User Manual

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

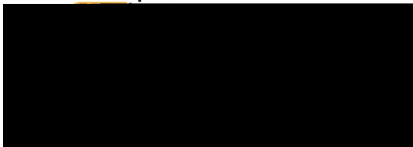
FROM | SUBJECT

...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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Chrome River User Manual

Unused Pcard (Firm Paid) items

FROM [redacted] SUBJECT [redacted]

Chrome River

ACTION REQUIRED

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](#)