

# 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	
<b>ACTION REQUIRED</b> Chrome River	
<b>Pre-Approval Request For</b>	Shanda Hernandez [shanda.hernandez1234@wichita.edu]
<b>Report Name</b>	Hernandez, Shanda 3/25/19-3/28/19 Orlando, FL

Date: 03/04/2019

<b>Total Expenses Approved</b>	876.00 USD
<b>What is the destination?</b>	Orlando, FL
<b>Traveler Type</b>	Employee
<b>Travel Type</b>	Out of State
<b>Personal Time End Date</b>	Mar 04, 2019
<b>Personal Time Start Date</b>	Mar 04, 2019
<b>Duty Of Care Location</b>	TBD
<b>Report Type</b>	Travel

<b>Expense Details</b>	
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.

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

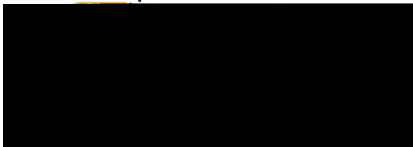
Item Details	
Expense	Hotel - Taxes / Fees
Date	05/08/2019
Pay Me	0.00 USD
Approved	5.00 USD
Notes	[Sarah Hunt 05/30/2019] Change of account





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## Assigned as an Approval Delegate

FROM | SUBJECT

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**NO FURTHER ACTION REQUIRED** Chrome River

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

<b>Start Date</b>	07/29/2019
<b>End Date</b>	08/03/2019

## Unapproved Expense items

FROM | SUBJECT

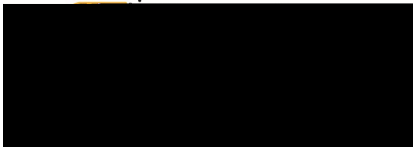
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...ing your approval.

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 [redacted]

Chrome River System - Unused Firm Paid Items for Mr Shock Wu

**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](#)