TEXAS TECH UNIVERSITY™
Office of Procurement Services

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Chrome River – E-mail Approvals

Chrome River will email you expenses that require your approval.

From the email you may **approve all** expenses for payment or **return all** expenses to the expense owner with questions or comments simply by clicking the **ACCEPT** or **RETURN** button (users who receive HTML-formatted emails) or forwarding the email (users who receive text-only emails).

- To approve or return only specific line items on a report, you will need to log into Chrome River to approve.
- Click the **VIEW RECEIPTS** link at the bottom of the email to be taken directly to the report in the Chrome River app.

Email approvals may only be sent from your primary Chrome River account email address, unless your organization has activated the ability to approve from any email address listed in your User Preferences.

Report ID: 0100-2234-9696

ACTION REQUIRED Chrome River

APPROVE RETURN

Expense Report for	**Charlene M Williams [Section Manager/ R00210341 /** charlene.williams@ttu.edu]
Created By	**Charlene M Williams**
Report Name	**Charlene PCard 05/03/2021**
Submit Date	**05/10/2021**
Expense Dates	**04/04/2021 - 05/03/2021**
Total Expenses	**164.89 USD**
Start Date	**01/04/2021**
End Date	**02/03/2021**
APPROVER	**R10804171 / Harper, Brandon K / Assistant Managing Director / Pro. Services**
Business Purpose	**Procurement Card Report**
Chart	**T**
Ethos Invoice	**N**
Expense Owner	**R00210341**
Fiscal Year	**FY21**
Report Type	**Procurement Card**
State Funds Used	**No**
Vacation Taken?	**No**

Reason for Assignment

Delegate Submits -> Expense Owner Approves (PCard) - PCard Expense Reports submitted by a delegate must be approved by the Expense Owner.

Account Summary

				Amount (USD)
T-21P564-B56228-200	FUND: Educating Engineering Undergraduate (FEDERAL)	ORGN: PI Timothy J Dallas /	PROG: Research Expense	164.89

Expense Details

02/01/2021	ST_Lab / Research Supplies	ORGN: PI Timothy J Dallas / PROG: Research Expense	164.89 USD
	T-21P564-B56228-200	FUND: Educating Engineering Undergraduate (FEDERAL)	

Business Purpose	Procurement Card Report
Description	Pelco tabs, pin mounts, gripper, tweezers
Location	REDDING, CA, USA, 96003
Traveler Type (E)	null
Trip Purpose (T)	null
Trip Purpose (S)	null
Last 4 of CC	5768
Trip Purpose (H)	null
Traveler Type (H)	null
ST_ACCT_ET_LabResSup	PartsForFurnishingEquipLab
Merchant	TED PELLA, INC.
Trip Purpose (E)	null
Received	Yes
Traveler Type (T)	null
Traveler Type (S)	null
Trip Type	null
ACCT_Code	7C0909
Reason Assigned	Delegate Submits -> Expense Owner Approves (PCard) - PCard Expense Reports submitted by a delegate must be approved by the Expense Owner.
Receipts	View

Financial Summary

	Amount (USD)
Total Expense Report	164.89
Less Company Paid	164.89
Amount Due Employee	0.00

APPROVE RETURN

> View Receipts

Report ID: 0100-2234-9696

To take action on these expenses, take either of the following steps:

- Click on the **APPROVE** 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.

To view this expense report or access the Chrome River application, click here

There are two ways to route the expense by email:

1. Click **APPROVE**. This creates a new email that must be sent for the change to be reflected in Chrome River. To add questions or comments, simply type them in the body of the email, above the forwarded text, then click **SEND**.

2. Alternatively, you may forward the approval email notification to approve@ca1.chromeriver.com.

Either of these is equivalent to clicking **SUBMIT** in Chrome River EXPENSE online and instantly approves **all** line items on the report.

1. Click **RETURN**. This creates a new email that must be sent for the change to be reflected in Chrome River. To add questions or comments, simply type them in the body of the email, above the forwarded text, then click **SEND**.

2. Alternatively, you may forward the email to return@ca1.chromeriver.com.

Either of these is equivalent to clicking **RETURN ALL** in Chrome River EXPENSE online and instantly rejects **all** line items on the report.

Note: Certain mobile devices may auto populate the email "From" field with the default email address for the device, rather than the email address to which the approval notification was sent. Be sure the "From" field contains your primary Chrome River account email address before you click **SEND** on your approval or return email.

Expense Report Approval Failure Notification

If you attempt to approve via email an expense that has since changed—for example, if the expense owner has recalled and resubmitted the report—you will receive an Expense Approval Failure Notification email alerting you to reattempt your approval via the most recent approval email notification for that report.

Watcher Approval Feature

Chrome River offers customers the ability to allow certain users to watch specific expense reports, line items or pre-approvals as they route through the approval process, even for items that are auto-approved. Based on criteria defined by your organization, certain users may be CCed on the approval email notifications. They receive the same notifications an approver receives, but for Watchers there are no APPROVE and RETURN buttons