# How to Approve/Return a Report

**Approve via Email -** *Chrome River will email you pre-approvals and expense reports that require your approval (see example below):*

Click **ACCEPT** or forward the email to [approve@chromefile.com](mailto:approve@chromefile.com). This will approve <u>all</u> line items on the report.

Click on **RETURN** or forward the email to [return@chromefile.com](mailto:return@chromefile.com). This will reject all line

**Approve/Return in Chrome River**

1) You can also see your approvals by logging into Chrome River. Since you are a part of the approval process, you will see a yellow notification bar at the top of the dashboard.
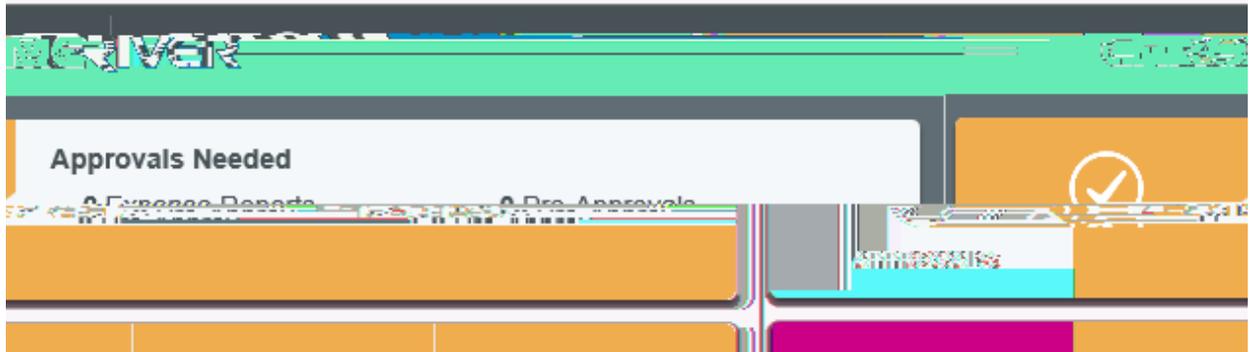


You can also access your approvals by clicking on the **MENU** button in the upper left corner. The yellow circle shows the number of approvals waiting for you.



2) Click on Pre-Approvals or Expense Reports to access your reports. You can click on the **SORT** button on the right-hand corner to Sort your list.
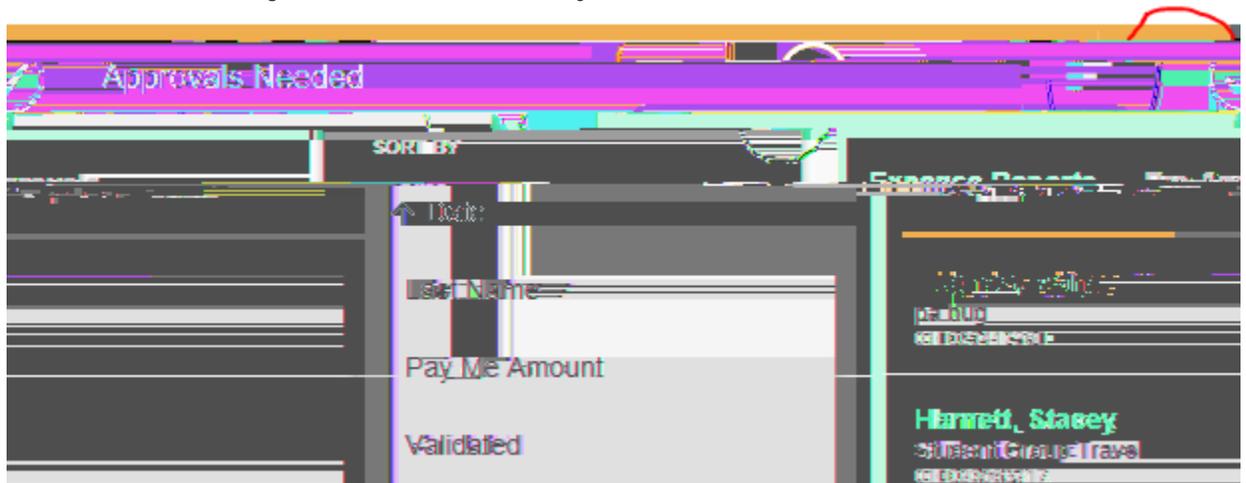


3) Click on the specific report you would like to view. The preview will appear on the right. From the preview, you have the ability to do the following:

**APPROVE**: Clicking on approve will immediately approve <u>all</u> line items on the report. Once the approver has confirmed the approval and clicked on the second approve button, the entire report will move the next step of the approval process. The expense owner will also receive email notification that the report has been approved.

**RETURN**: Clicking on return will reject <u>all</u> lines items on the report. Once the approver has entered the required note and clicked on return, the report will be sent back to the expense owner.

**OPEN**: Open the report to approve or return individual line items. Unless they have compliance warnings, line items are marked as approved by default. You will see a green check mark on the line item in the list, as well as an "Approve" check mark in the line item preview. If the line item has been returned or reassigned, you will see it noted in the same places.idual line items.

5) You may click on individual line items to mark them as adjusted or returned, but **none of your actions will take effect** until you have clicked on the **RETURN** or **SUBMIT** button at the bottom of the line item list.

NOTE: If you return a report, it will be sent back to the traveler's Chrome River dashboard and