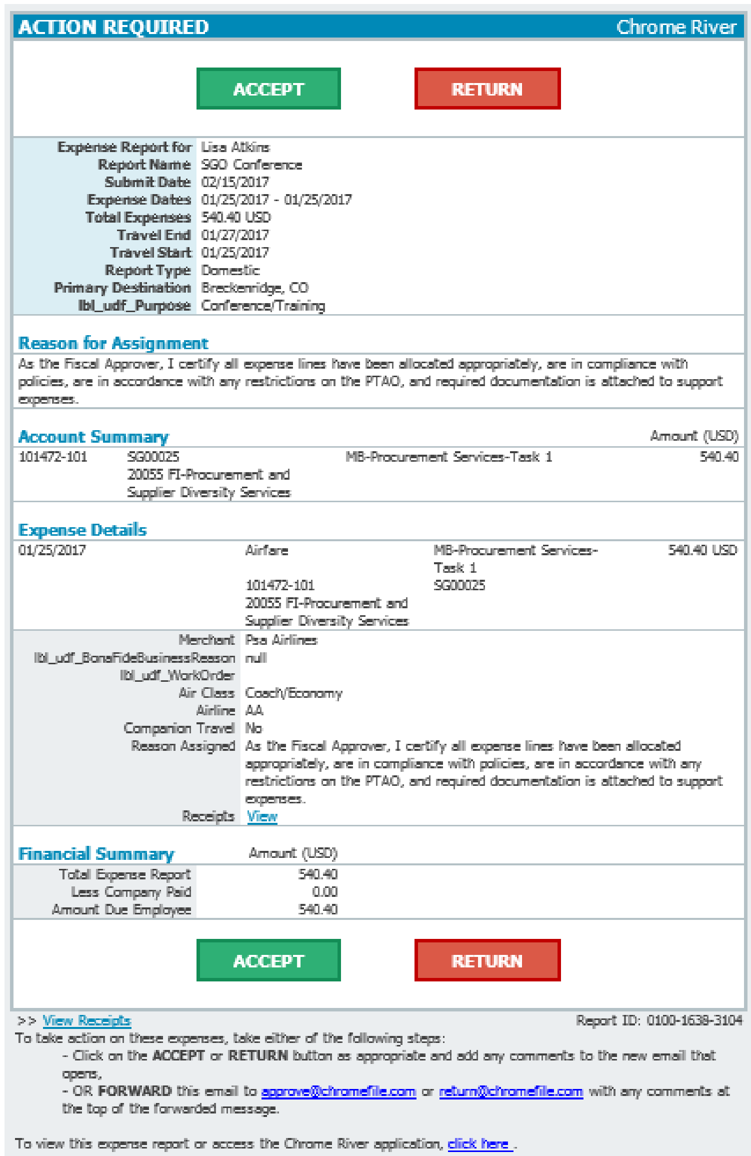
UVAFinance

Fiscal Approver Action Required Notification

1. As the Fiscal Approver, when an Expense Owner / Delegate submits an expense report, you will receive an email with the below Action Required screen.



ACTION REQUIRED Chrome River

ACCEPT RETURN

Expense Report for	Lisa Atkins
Report Name	SGO Conference
Submit Date	02/15/2017
Expense Dates	01/25/2017 - 01/25/2017
Total Expenses	540.40 USD
Travel End	01/27/2017
Travel Start	01/25/2017
Report Type	Domestic
Primary Destination	Breckenridge, CO
lbl_udf_Purpose	Conference/Training

Reason for Assignment

As the Fiscal Approver, I certify all expense lines have been allocated appropriately, are in compliance with policies, are in accordance with any restrictions on the PTAO, and required documentation is attached to support expenses.

Account Summary			Amount (USD)
101472-101	SG00025 20055 FI-Procurement and Supplier Diversity Services	MB-Procurement Services-Task 1	540.40

Expense Details

01/25/2017	Airfare 101472-101 20055 FI-Procurement and Supplier Diversity Services	MB-Procurement Services-Task 1 SG00025	540.40 USD

Merchant	Psa Airlines
lbl_udf_BonaFideBusinessReason	null
lbl_udf_WorkOrder	
Air Class	Coach/Economy
Airline	AA
Companion Travel	No
Reason Assigned	As the Fiscal Approver, I certify all expense lines have been allocated appropriately, are in compliance with policies, are in accordance with any restrictions on the PTAO, and required documentation is attached to support expenses.
Receipts	View

Financial Summary	Amount (USD)
Total Expense Report	540.40
Less Company Paid	0.00
Amount Due Employee	540.40

ACCEPT RETURN

>> View Receipts Report ID: 0100-1638-3104

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

- 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@chromefile.com or return@chromefile.com with any comments at the top of the forwarded message.

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

2. Review the given information in order to certify that the expenses "have been allocated appropriately, are in compliance with policies, are in accordance with any restrictions on the PTAO, and required documentation is attached to support expenses".
3. To view receipts, click the View button.
4. To view the report in more detail, you have the option of viewing it in the Chrome River application by clicking on the link at the bottom of the page.
5. If you approve, click the ACCEPT button. You will have the option of making comments for the Expense Approver on the email that will appear upon approval.
6. If you don't approve, click the RETURN button. You will have the option of making comments for the Expense Owner on the email that will appear upon returning.