

Internal Guests

Internal guests are those who are Chrome River EXPENSE users at the University.

Tapping the **Guests** field opens the Guest Selection pane. Recently selected guests will be listed at the top. As you begin to type a name into the search bar, a list of all guests will appear in the lower half of the screen. Use the scroll bar to navigate through the list, if necessary. Then tap the desired name to select it.

Guests					
Internal	x	Jack Jensen <i>University of Virginia</i>	<table border="1"><tr><td>100 %</td><td>0.00</td></tr></table>	100 %	0.00
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Inte... ▼	Search for Name or Job Title
	🕒 Carol Harouff
	🕒 Jack Jensen
	🕒 Lisa Atkins