

# Supplemental Approver Action Required Notification

1. As the Supplemental Approver, if an expense should fall outside of University policy, you will receive an email with the below Action Required screen.

**ACTION REQUIRED**
Chrome River

ACCEPT
RETURN

<b>Expense Report for</b>	Lise Atkins		
<b>Report Name</b>	SGO		
<b>Submit Date</b>	02/16/2017		
<b>Expense Dates</b>	01/02/2017 - 01/02/2017		
<b>Total Expenses</b>	540.40 USD		
<b>Prior Approvers</b>	Dolores Hildebrand [02/16/2017 GMT] Carol Harouff [02/16/2017 GMT]		
<b>Travel End</b>	01/03/2017		
<b>Travel Start</b>	01/02/2017		
<b>Report Type</b>	Domestic		
<b>Ibl_udf_Purpose</b>	Conference/Training		
<b>Destination</b>	Breckenridge		

**Reason for Assignment**  
As the Supplemental Approver, I certify expenses which are exceptions to policy are reasonable, necessary, and support the mission of the University.

!! Compliance Warning !!

Compliance: 30 Day Rule  
Response: I have been traveling back to back trips

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

Expense Details			
01/02/2017	Airfare	MB-Procurement Services-Task 1	540.40 USD
	101472-101	SG00025	
	20055 FI-Procurement and Supplier Diversity Services		
Merchant:	Paa Airlines		
Ibl_udf_BonaFideBusinessReason	null		
Ibl_udf_WorkOrder	Coach/Economy		
Air Class	AA		
Airline	No		
Companion Travel	As the Supplemental Approver, I certify expenses which are exceptions to policy are reasonable, necessary, and support the mission of the University.		
Reason Assigned			
Receipts	<a href="#">View</a>		

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: 0100-1640-3376

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](mailto:approve@chromefile.com) or [return@chromefile.com](mailto: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 “are reasonable, necessary, and support the mission of the University”.
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 on the email that will appear in the system along with your 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.