

# Expense Approver Action Required Notification Email

1. As the Expense Approver, when a Fiscal Approver approves an expense report, you will receive an email with the below Action Required screen.

**ACTION REQUIRED**
Chrome River

ACCEPT
RETURN

<b>Expense Report for</b>	Lisa 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 Approver</b>	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>Ibi_udf_Purpose</b>	Conference/Training		
<b>Destination</b>	Brecknridge		

**Reason for Assignment**  
As the Expense Approver, I certify the expenses incurred are reasonable, necessary, and within budget of the PTAO used.

!! Compliance Warning !!

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

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

**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:	Pse Airlines		
Ibi_udf_BonaFideBusinessReason	null		
Ibi_udf_WorkOrder			
Air Class	Coach/Economy		
Airline	AA		
Companion Travel	No		
Reason Assigned	As the Expense Approver, I certify the expenses incurred are reasonable, necessary, and within budget of the PTAO used.		
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 within budget of the PTAO used”.
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 Procurement and Supplier Diversity Services auditor 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.