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.

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.