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.

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.