

# Review and Approve Most Expense Reports From Your Inbox

Emails for Approval will come from this address



Chrome River Expense Approval [Robert Boehler]  
[boehler.rob@cs.gsu.edu@chromeriver.com](mailto:boehler.rob@cs.gsu.edu@chromeriver.com)

System will highlight any compliance issues detected. [Note: Please review all expenses thoroughly, as the system is not a replacement for compliance review.]

Account Summary will list all of the activity budgets used in the report and how much is being charged to each of them.

Each Expense will be listed for you to review.

Report ID: 0100-2844-5596

**ACTION REQUIRED** Chrome River

Expense Report for **R B**

Report Name **Testing - CC credit in same ER with orig.**

Submit Date **10/11/2022**

Expense Dates **06/02/2022 - 09/16/2022**

Total Expenses **378.37 USD**

Prior Approver **Joy Strange [10/17/2022 GMT]**

**!! Compliance Warning !!**

Compliance Response: Aged Unapplied Corporate Card Transactions known

Account Summary		Amount (USD)
11-0-4-142060	Budget Implementation Adjs	9.91
21-0-1-484083	NSF-EAGER-Zanis	325.29
31-0-1-480505	S&E Dean's Office	43.17
31-0-1-486596	Fr. Wood Innovation Lab	0.00

**Expense Details**

06/02/2022 **Supplies** Operating **9.91 USD**  
 Non-Law

11-0-4-142060 Budget Implementation

Business **11-0-4-142060-S302550-S302550 Supplies-Research**

Purpose/Description Budget Implementation Adjs : Supplies-Research 1 S Y/Y

Take note of the reason the ER was assigned to you. You may have been assigned to review because:

- Someone has submitted an Expense Report on your behalf that needs your review
- You are the Budget Manager for one of the activity budgets used.
- You are an Area Administrator and an expense needs a higher level of approval.
- A direct report to you has submitted an expense report that needs your sign-off.

Any reimbursable expense requires a paid and itemized receipt clicking this link will take you directly to the expense report to view the attachments for each line item in the report.

Make your selection to approve or to return the ER back to its owner. Both selections will open a secondary email. You can leave your comments for the next reviewer in this email. These comments will be added to the Expense Report.

Report ID: 0100-2844-5596

Vendor **SP MAKER PIPE**

Expense Type (Object) **Print/Copy-Off Campus (5303524)**

Reason Assigned **The selected allocation requires approval by the allocation approver**

Receipts [View](#)

Financial Summary		Amount (USD)
Total Expense Report		378.37
Less Company Paid		378.37
Amount Due Employee		0.00

Expense Summary		Amount (USD)
Expense Type (Object)		43.17
Expense Type (Object)		325.29
Expense Type (Object)		9.91

[View Expense](#)

**APPROVE**

**RETURN**

To take action on these expenses, take either of the following steps:

- Click on the **APPROVE** or **RETURN** button as appropriate and add any comments to the new email that opens.
- OR FOR **HARD** this email to [approved\\_expense.ca1@chromeriver.com](mailto:approved_expense.ca1@chromeriver.com) or [retained\\_expense.ca1@chromeriver.com](mailto:retained_expense.ca1@chromeriver.com) with any comments at the top of the forwarded message.