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## If you have a delegate create your trip Pre-Approval in Chrome River, once the delegate submits it, then you will receive an email from Chrome River requesting action by you (the traveler).

The email provides a brief overview of the Pre-Approval information.

- Comments and documents uploaded to the Pre-Approval are not included with the email. To view these items, log in to Chrome River.

You must either Approve or Return the Pre-Approval. This guide will review the two ways to a Pre-Approval: Through Email and Through Chrome River.

- To Approve a Pre-Approval, view the guide .

## Review the Pre-Approval email, and if changes are needed, click .

A new email reply message will open. Enter comments to explain why the Pre-Approval is being returned. Click .

- You and the delegate will receive an email notification that the Pre-Approval was returned. The Subject of the email will be .
- If you can't return via email, then view the guide .
  You may also return the Pre-Approval by logging in to your Chrome River account.

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Either the traveler, or the delegate, need to log in to Chrome River, make the necessary changes, and then resubmit the amended Pre-Approval. Regardless of who makes the changes, traveler or delegate, the traveler still approve the amended Pre-Approval (through Email or through Chrome River).