

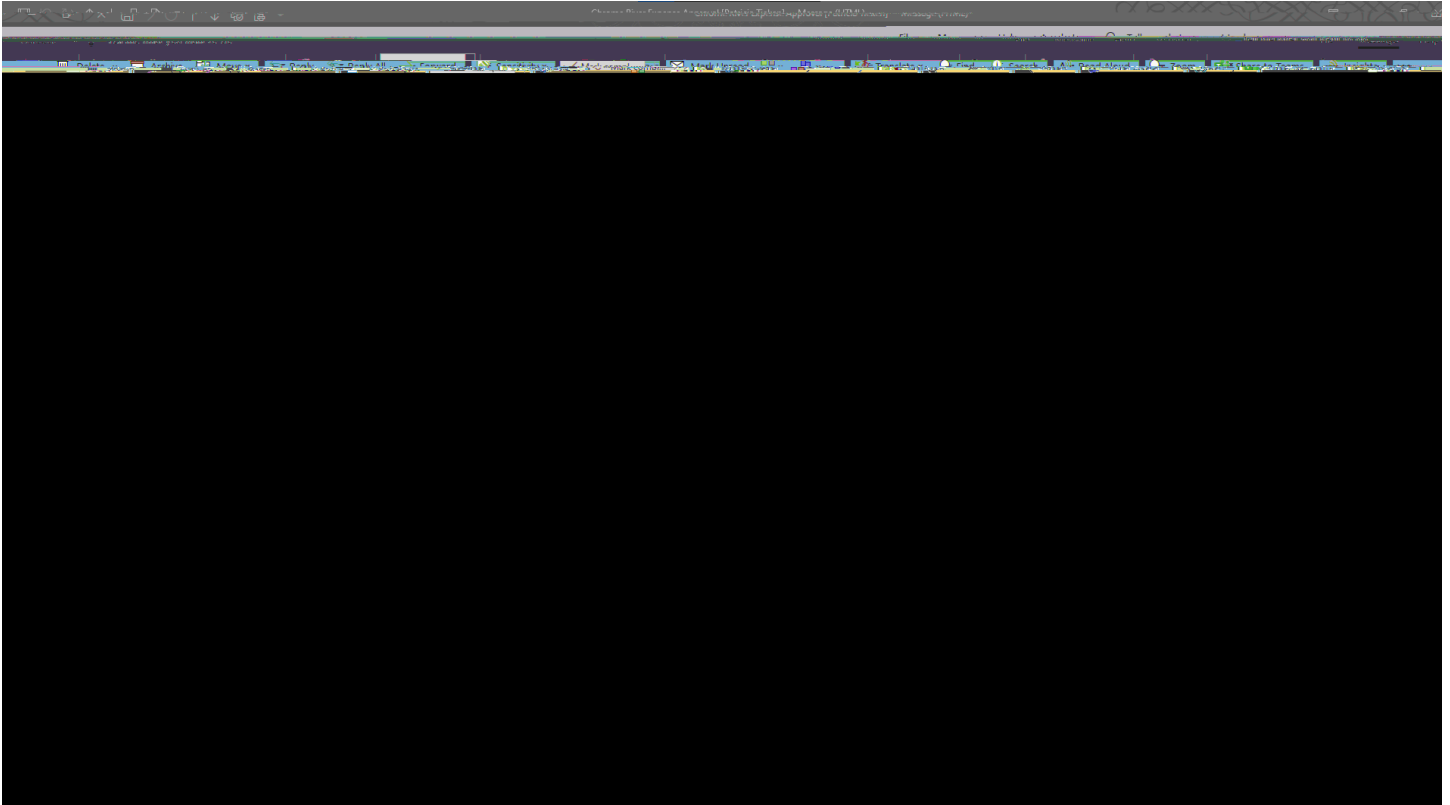


CHROME RIVER USER GUIDE



Returning an Expense Report – Through Email

Review the Expense Report email and if changes or additions are needed, click **Return**.



A new email reply message will open. Enter comments to explain why the Expense Report is being returned. Click **Send**.

Tip: **ALL** Expense Report return emails go to the traveler, not the delegate. Add the delegate's email to the CC line of the return email so he/she knows the Expense Report needs to be revised and resubmitted.

Tip: If you cannot return through email, then view the guide [Fixing Issues with Approving/Returning via Email](#).



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Important:

You and the delegate will receive an email notification that the Expense Report was returned. You or the delegate may make the necessary adjustments to the Expense Report, and resubmit it, by logging in to Chrome River.

Regardless of who makes the change, traveler or delegate, the traveler still **must** approve the amended Expense Report (through email or through Chrome River). For guidance on what the traveler needs to do when an Expense Report is returned, contact Accounts Payable.