

Navigate to your Chrome River dashboard:

**Dashboard View:** Clicking this icon from anywhere within the application will return you to this "Dashboard" view.

## Approving Expense Reports From the Chrome River Dashboard

The screenshot shows the Chrome River dashboard interface. At the top left, there is a 'chromeriver' logo. Below it, there are sections for 'eWallet' (Unused Items, Credit Card Items, Receipts), 'Approvals Needed' (2 Expense Reports), and 'Expenses' (Draft, Returned, Submitted Last 90 Days). A red box highlights the 'Approvals Needed' section. On the right side, there is a header for 'Reimbursements & ProCard Expenses' and a 'CONTACT' section with links for ProCard Support, AP Manager, Chrome River Admin, and Chrome River Support. Below that is a 'NOTICES' section with a welcome message and several informational notices regarding University policies, mobile device access, and receipt uploads.

**Approvals Ribbon:** All Expense Reports [ER's] awaiting your approval will be listed here.  
**CAUTION:** You may be assigned to multiple roles. Pay attention to the reason each ER has been directed to you so as to review the appropriate criteria before approving it.

CLICK on the expense reports hyperlink which will take you to the list of reports for approval:

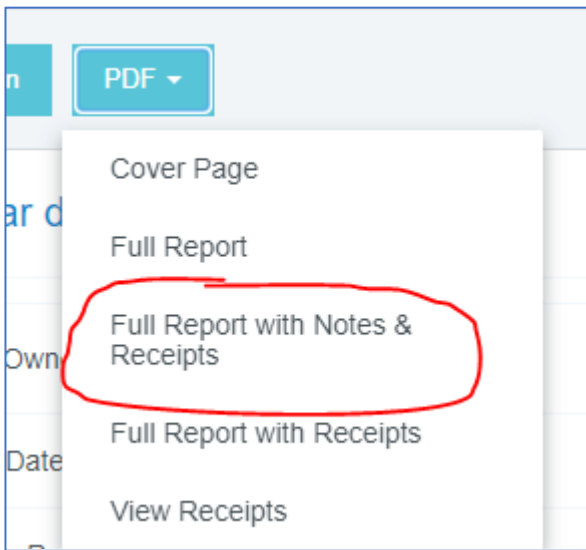
The screenshot shows the 'Approvals Needed' page in Chrome River. It features a table of expense reports. The table has columns for 'REPORT OWNER', 'SUBMIT DATE', and 'AMOUNT SPENT'. One report is listed: 'Powell, Russell' with a submit date of '01/20/2023' and an amount of '1,943.58 USD'. The report title is 'CA bar dues & AALS expenses'.

REPORT OWNER	SUBMIT DATE	AMOUNT SPENT
Powell, Russell CA bar dues & AALS expenses 010029847665	01/20/2023	1,943.58 USD

From there click on the report you want to approve: This will bring up the report and its content. You can look at the details by scrolling down the document or by opening the pdf.

The screenshot shows the details page for the expense report 'CA bar dues & AALS expenses'. At the top, there are buttons for 'Open', 'PDF', 'Tracking', 'Return', and 'Approve'. The 'PDF' button is circled in red. Below the buttons, the report details are displayed in a table format.

Report Owner	Russell Powell
Submit Date	01/20/2023
Expense Report ID	010029847665
Business Purpose/Description	California State Bar dues AALS conference registration To attend the AALS Annual Conference in San Diego. These were the cheapest seats available for these flights To attend the AALS Annual conference in San Diego / cab from airport to hotel To Attend the AALS Annual Conference in San Diego / cab



Clicking on the PDF drop-down gives you options of reports to review. The most comprehensive is the full with notes and receipts... it will show all the comments; notes; dates; codes; and pictures of attached receipts.

## Expense Report

Report ID: 0100-2984-7665

Report Name	CA bar dues & AALS expenses
Expense Owner	Russell Powell
Expense Owner ID	rpowell [REDACTED]
Created By	Charlotte Anderson
Submit Date	Jan 20, 2023
To Be Paid In	USD



Please place this cover sheet in front of hardcopy receipt pages and then scan or fax to:  
Email: [expense@ca1.chromeriver.com](mailto:expense@ca1.chromeriver.com) Fax: (888) 323-1591

### Financial Summary

	Total (USD)
Total Expenses Reported	1,956.51
Amount Due Expense Owner	1,956.51

### Expense Summary

Expense Type	Total (USD)
Airfare	307.20
Hotel	880.60
Miscellaneous / Other	130.40
Training / Education	105.00

Once reviewed – you can approve or return:

A screenshot of the expense report interface. At the top, there are buttons for 'Open', 'PDF', 'Tracking', 'Return', and 'Approve'. Red arrows point to the 'Return' and 'Approve' buttons. Below the buttons, the report title 'CA bar dues &amp; AALS expenses' is displayed. Further down, the 'Report Owner' is listed as 'Russell Powell' and the 'Submit Date' is '01/20/2023'. On the left side, there is a summary card showing 'AMOUNT SPENT' as '1,943.58 USD' with a red warning triangle icon.