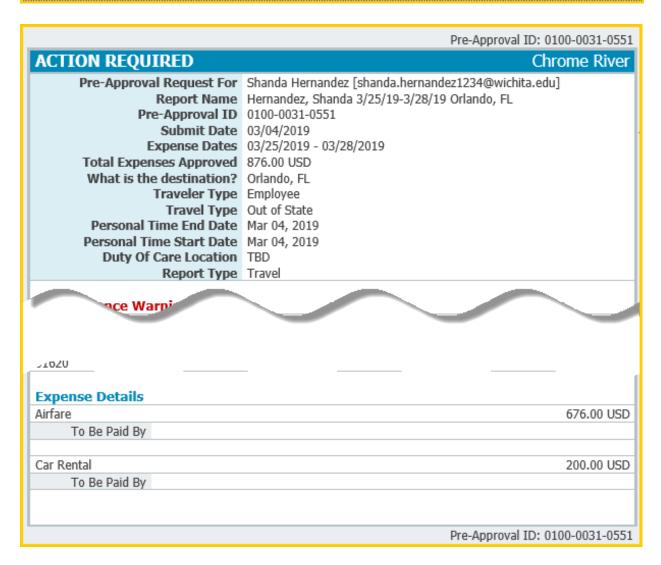


### **EMAIL NOTIFICATIONS**

Chrome River sends various emails to system users. Following are examples of common email messages users may receive.

### **Pre-Approval Notification to Supervisor**

FROM A	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Pre-Approval Request [S Hernandez]



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### **Pre-Approval Returned**

FROM A	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Pre-Approval Request Returned

## The following Pre-Approval has been returned with comments. You will need to review these comments and resubmit this Pre-Approval Request if you still need these expenses pre-approved. Pre-Approval Request for Report Name Pre-Approval ID Submit Date Expense Dates Total Expenses 646.75 USD Notes O2/26/2019 Sonya Emmart Travel return

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### **Pre-Approval Approved**

FROM A	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Pre-Approval Request Approved

### The following Pre-Approval Request has been approved. Pre-Approval Request for Report Name Pre-Approval ID 0100-0031-5784 04/01/2019 04/01/2019 04/01/2019 04/01/2019 5.00 USD Chrome River Chrome River Chrome River Chrome River Wu Shock Testing 0100-0031-5784 04/01/2019 04/01/2019 5.00 USD

### **Receipt Confirmation**

FROM A	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Receipt Confirmation

RECEIPT RECEIVED Chron		
Your receipt has been received, processed and is ready to be expensed.		
Amount	269.00 USD	
Date	05/03/2019	
Expense Type	Air	
Merchant	American Airlines	
Description	Kristie Courtney	
If a receipt image was attached, the data has also been extracted by Chrome River and will make it easier for you to quickly create an expense item. All data can be changed when the expense item is created within the app.		

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### **Expense Adjustment**

FROM A	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Expense Adjusted Items

# One or more expenses from the following expense report have been adjusted while processing. Expense Report for Report Name Submit Date Report ID Adjusted By Sarah Hunt Expense Pote ID Report ID Adjusted Report ID Adjusted Report ID Adjusted Report ID Sarah Hunt Expense Date Pay Me Approved Approved Notes [Sarah Hunt 05/30/2019] Change of account code.

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### **Expense Report Returned**

FROM A	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Expense Returned Items

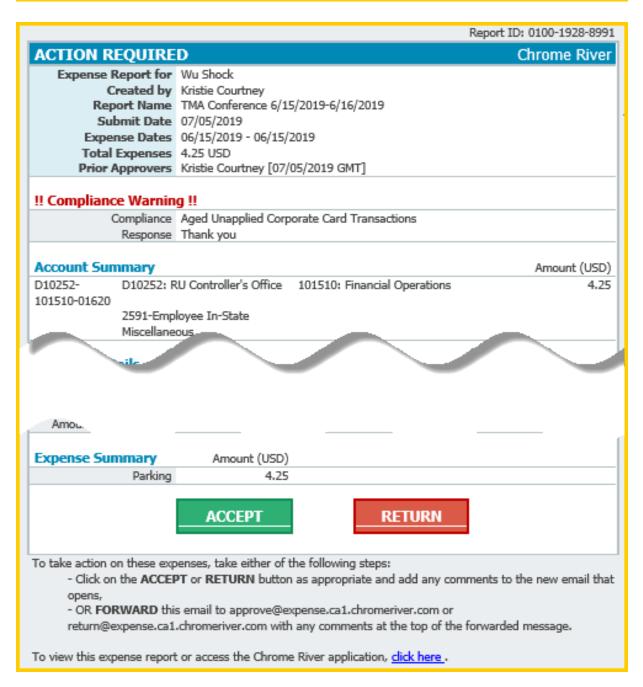
### **ACTION REQUIRED** Chrome River One or more expenses from the following expense report have been returned to you for further information prior to processing. Expense Report for Wu Shock Report Name Testing Submit Date 06/24/2019 Report ID 0100-1924-4938 Created By Kristie Courtney Report Notes 06/24/2019 Sarah Hunt Please provide additional justification. Item Notes Expense Train / Rail Date 06/03/2019 Amount 5.00 USD To view this expense report or access the Chrome River application, *click here.*

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### **Expense Report Needing Approval**

FROM A	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Expense Approval [Wu Shock]





### **Assigned as an Approval Delegate**

FROM A	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	You have been assigned as an Approval Delegate

### NO FURTHER ACTION REQUIRED Wu Shock has assigned you to be their approval delegate between the following dates: Start Date End Date 07/29/2019 08/03/2019

### **Unapproved Expense items**

FROM A	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Unapproved Items (Firm Wide)

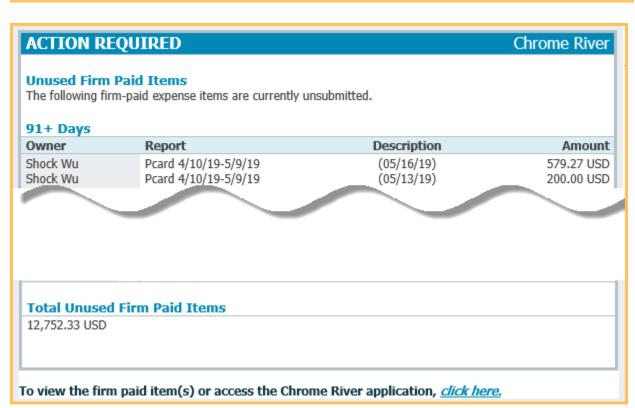
ACTION REQUIRED			Chrome River
The following 1 expense reports are awaiting your approval.  Unapproved Expense Items			
Owner	Report	Created	Amount
Wu Shock	Testing new Link in ER Approval Email	08/28/2019	5.00 USD

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### **Unused Pcard (Firm Paid) items**

FROM A	SUBJECT
expense-noreply-c5-prod@ca1.chromeriver.com	Chrome River Expense Unused Firm Paid Items for Wu Shock



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