Approving by Email

For an individual approval role, an approver can approve travel via email. Here are the following situations that support email approvals:

1. Expense Owner Approval: Report was originally submitted by a delegate and requires the traveler’s approval
2. Financial Manager Approval
3. Supervisor Approval: This queue will only occur if this functionality is turned on for that particular organization

In order to complete email approvals, the user must be utilizing their email application that is set as their Default App on their machine. If the approver attempts to use a different email application, they will unable to approve the report sent to them.

Below are the steps to check and make sure they are using their default email application.

Adding email account to Macs:

1. Open the default Mail application
2. Choose Preferences from the Mail menu, then click General. Or, if you’re prompted to set up an email account, add your account, then choose Preferences from the Mail menu.*
3. Choose your email app from the “Default email reader” pop-up menu.
Adding email accounts to Microsoft products.

1. In the Microsoft Search Bar, search for your machines Default Apps.
2. Select the Default Apps Setting Page. Please note that this can also be found on Microsoft’s Settings menu.
3. The default email app is at the top of the screen. In this example, the machines default application is **Outlook 2016**. If this application is different than the email you are trying to approve from, select the **Default App icon**.
Select the desired email app/browser you are wishing to use. **Note:** If you do not see your desired app from the list, please consult with your departments’ IT representative on getting this application added to Default Apps list.
Approving via Email

The approver will receive an email from expense-noreply@chromefile.com with an email similar to the image above.

1. After reviewing the information, select the **Accept** button to approve the whole report, or select the **Return** button to return the whole report.

**Note:** If the approver wishes to view more details in regards to this report, they will have to login to the Chrome River site to review.
After selecting **Accept** or **Return**, another email will automatically appear.

2. Select the **Send** button to direct this approval to Chrome River in order for your action to be completed. You can add optional notes into the email message box. This email will be sent to **approve@expense.us.chromeriver.com**

**Important Note:** The expense report **will not be approved** unless you send this approval email to Chrome River.