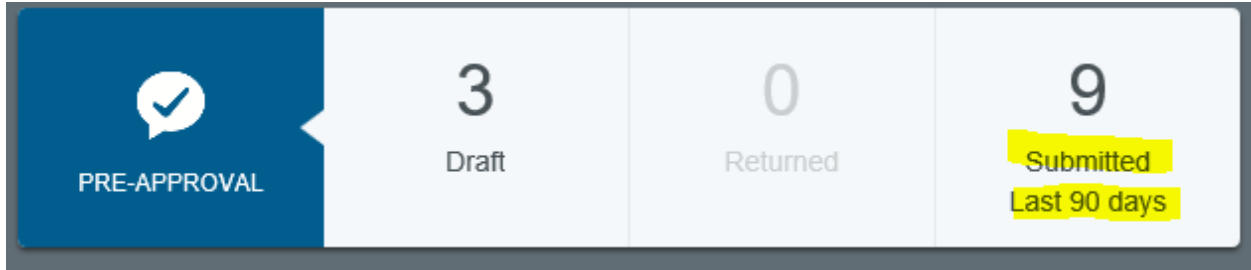


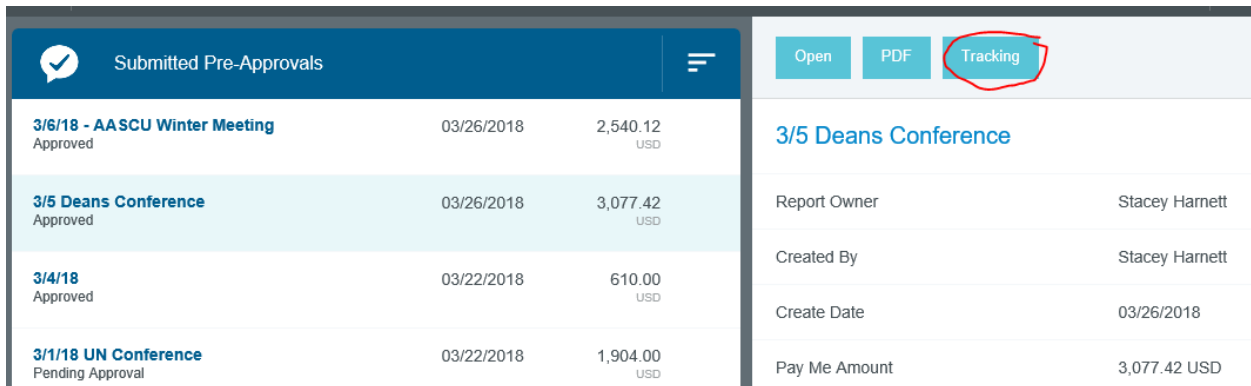
Tracking Pre-Approval Reports

Note: If you are a Proxy and want to track a report for someone else, you must select them as the user after you log in.

- 1) When you are on your home page, click on your submitted pre-approval reports.



- 2) From the submitted reports grid, click on the desired report to preview it. Then click on **TRACKING** in the preview.



- 3) You may track the pre-approval request's progress on the Tracking screen, including who it is has been assigned to, the applicable routing rules, and its status at each step. If multiple routing step numbers are displayed, you may tap each one to see all the details for that step. Click the X in the upper right-hand corner to return to the preview for that pre-approval.

Tracking for 3/5 Deans Conference ✕

Status	Approved
Estimated Amount	3,077.42 USD
Routing Steps	
Step Number	2
Approver	Mary Hughes
Assigned Date	03/26/2018 10:34 AM
Step Status	No Action
Completed Date	03/26/2018 10:34 AM
Completed By	Auto Approve
Routing Rule	90 - Travel Officer

Chrome River will send you an email once your Pre-Approval report has been fully approved.

NO ACTION REQUIRED		Chrome River
The following Pre-Approval Request has been approved.		
Pre-Approval Request for Report Name	Stacey Harnett Conference 5/16/18	
Pre-Approval ID	0100-0044-4646	
Submit Date	05/10/2018	
Expense Dates	05/16/2018 - 05/18/2018	
Total Expenses	100.00 USD	