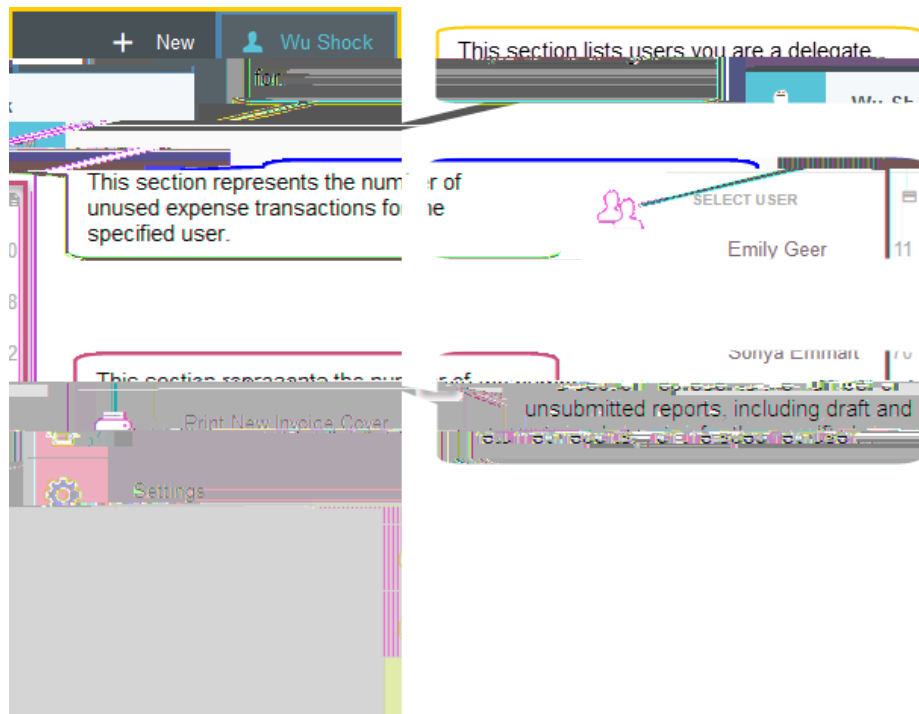


# Chrome River User Manual

## DELEGATE INFORMATION

Delegates can create expense reports for another user and access his or her Settings menu, Home screen, and Inquiry Reports. As a delegate, you will receive copies of any e-mail notifications regarding rejection or adjustment of reports created for the user. However, you will not be able to approve expenses that are routed to the user.

When other users have authorized you to work as their delegate, you will see their names under your name when you tap it in the upper right hand corner. To the right of each user's name you will see the total number of their unused expense transactions and the total number of their unsubmitted reports. You will not see these totals next to your own user name.

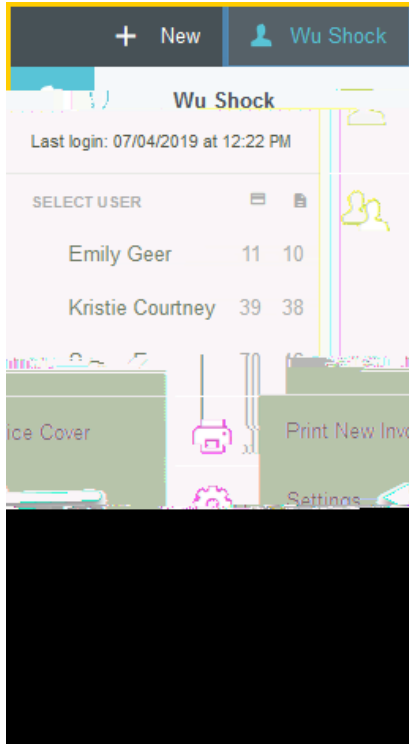


# Chrome River User Manual

## Add a Delegate

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To add a user who is allowed to work as your delegate, tap your name in the upper right corner, then tap SETTINGS.



# Chrome River User Manual

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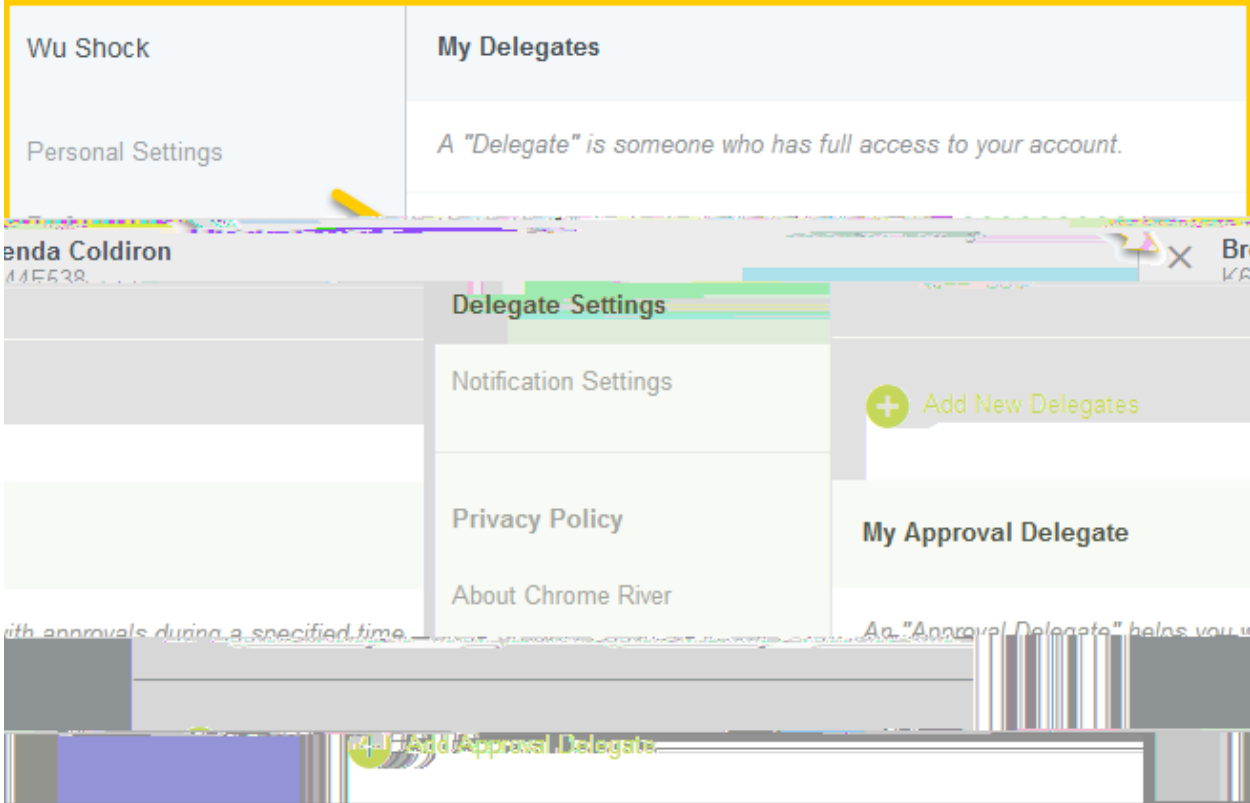
# Chrome River User Manual

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## Remove a Delegate

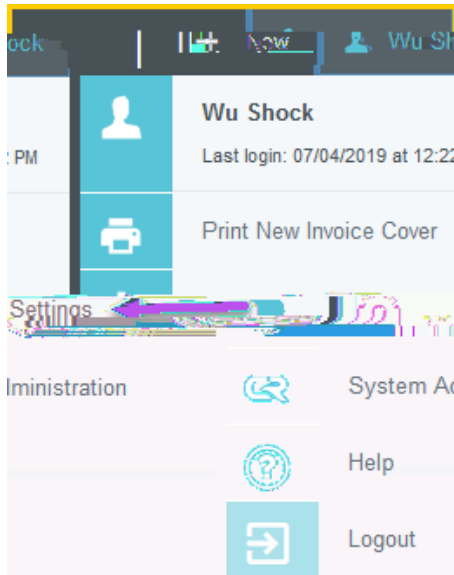
To revoke a user's ability to act as your delegate, tap the X next to his or her name in the **My Delegates** list.



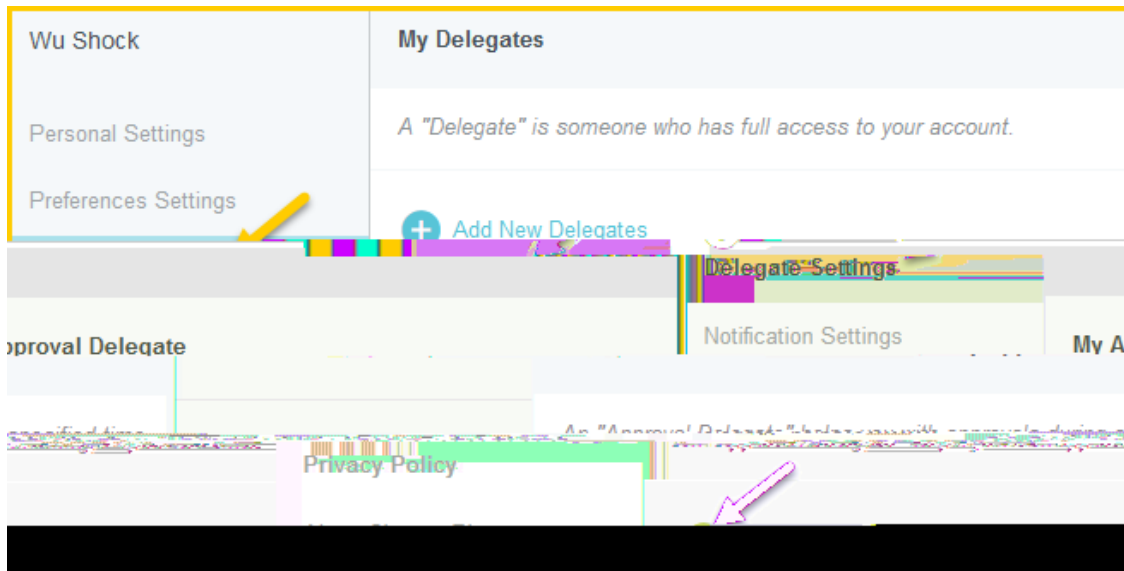
# Chrome River User Manual

## Approval Delegation

If you need to have another user temporarily approve expenses on your behalf, such while you are on vacation, tap your name in the upper right corner, then tap **Settings**.

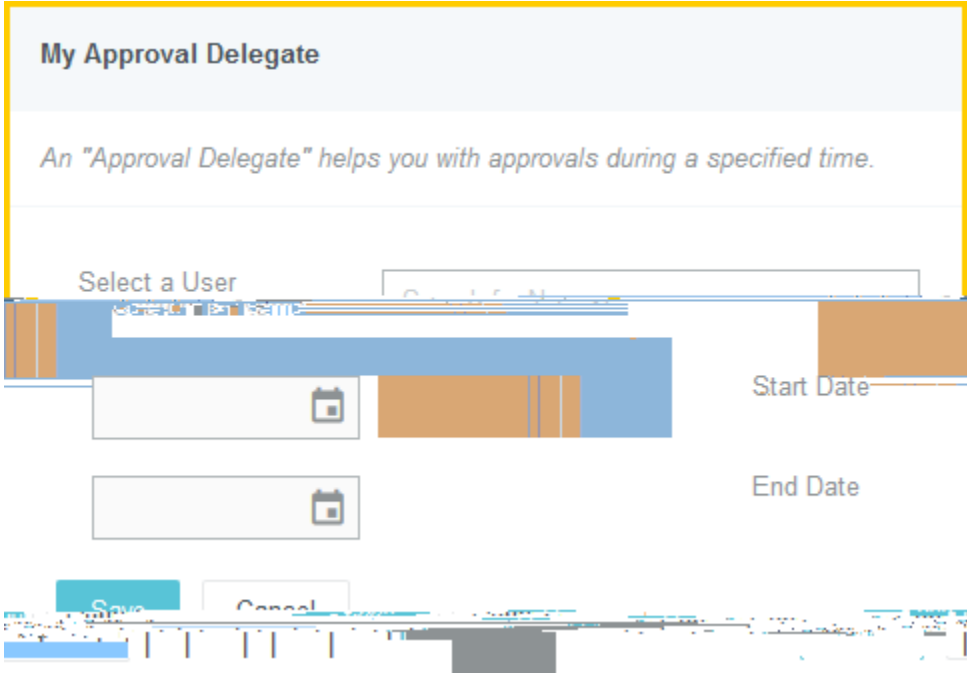


In Delegate Settings, under **My Approval Delegate**, tap **+Add Approval Delegate**.

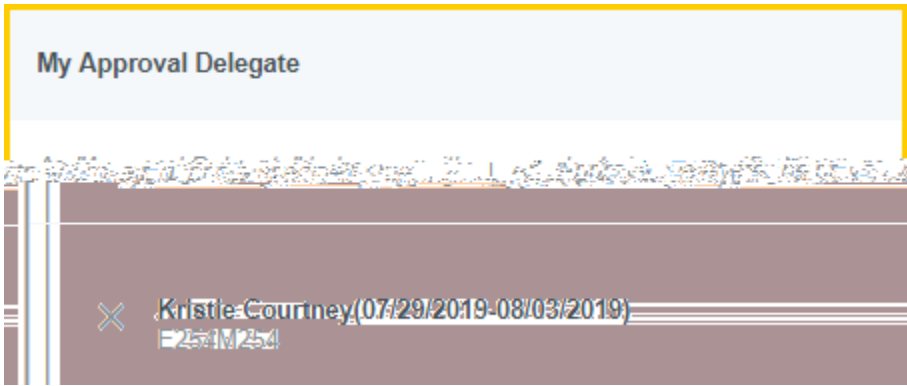


# Chrome River User Manual

You will be able to choose the approval delegate from a searchable list and set the Start and End dates for the authorization to approve expenses on your behalf.

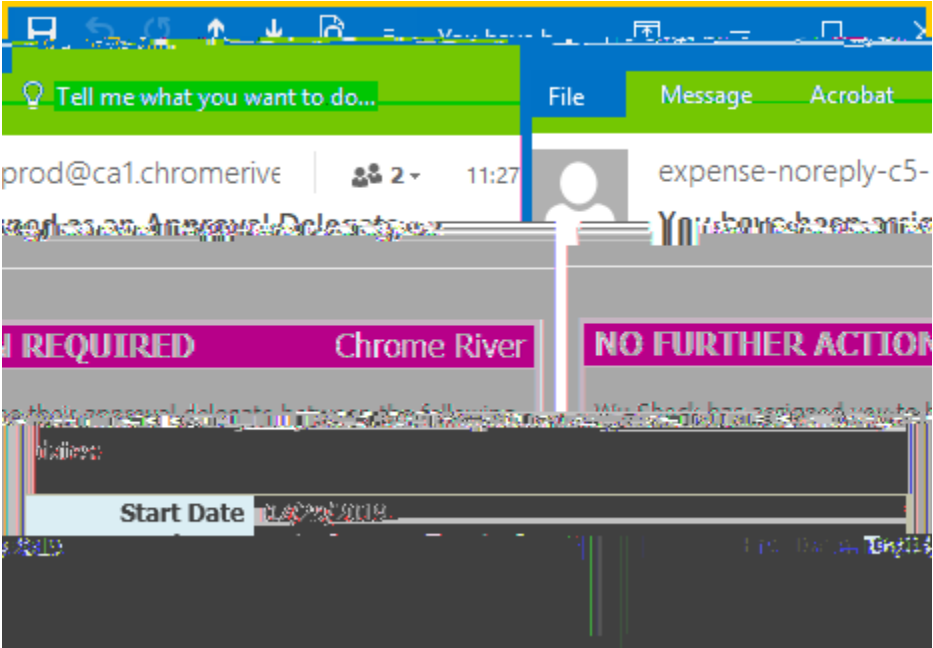


The delegate's name will appear with the range of dates during which he or she may approve expenses on your behalf.



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Chrome River will send an email to the approval delegate describing the routing changes that will occur during this period. All expenses, pre-approvals and/or invoices assigned to you will automatically queue up for the delegate to approve. Regular approval emails will also be sent to the delegate.





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