Approving Travel Expenses
Review the travel expense reports submitted to you as a supervisor, EBO, or task manager in an email or in MyExpenses.

Within an Email

1. After an employee creates an expense report, an email is sent to an approver: the employee’s supervisor, EBO, or task manager for the grant. The email contains details of the expense report.

![Expense Report Example]

> View Receipts

To take action on these expenses, take either of the following steps:
- Click on the ACCEPT or RETURN button as appropriate and add any comments to the new email that opens.
- OR FORWARD this email to approve@chromerl.com or return@chromerl.com with any comments at the top of the forwarded message.

To view this expense report or access the Chrome River application, [click here](#).
2. To **approve** the expense report, click **Accept**.

3. You will receive another email. Optionally, add a note. Click **Send** to finalize the approval.

4. To **return** the expense report to the creator, click **Return**.

5. You will receive another email. You are required to enter a note of explanation above the dotted lines. Then click **Send**.
Within MyExpenses

1. Access MyExpenses:
   - Log in at MyAccess.wvu.edu
   - Click the MyTools tab
   - Click the MyExpenses button

2. After logging in, view Approvals Needed in the upper left panel. Click 2 Expense Reports to view details. (The precise number of reports will vary depending on how many have been submitted to you.)

3. To view the details for an expense report, click within a row.

4. You can open the report (and adjust), view PDFs of the reports and receipts, track the report, return to the creator, approve, and reassign to another employee.
Approving the Report

1. Click Approve.

Open the Report

2. After clicking Open, you can view the entire report, including attachments.

3. To view the account entered by the employee, click within the row for the expense in the left pane.
4. The account number is shown in the right pane.

5. From here, you can do one of the following:
   - Click the back button on the browser to return to the list of expense reports (After clicking the back button, you will see the Approve button in the upper right corner.)
   - adjust the report yourself
   - return the report to the owner/creator.
1. After clicking **Adjust**, you will be able to adjust the amount (in the approved field) and the account number, and upload an attachment.

2. Add a note to explain the adjustment.
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<td><strong>3.</strong></td>
<td>Click <strong>Save</strong> in the upper right corner.</td>
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<td><strong>4.</strong></td>
<td>Click <strong>Submit</strong> in the left pane, lower corner.</td>
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<td><strong>5.</strong></td>
<td>Click <strong>Submit</strong> in the upper right corner of the right pane.</td>
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Returning the Expense Report to the Creator

1. You can return the entire report or just a single line.
   1. **Entire expense report:**
      - Click **Return** in the upper right corner in the Approvals Needed region.
      - Provide a reason for the return.
      - Click **Return**.

2. **Single line in a multiple-line expense report.**
   - Open the report, click the specific row, then click **Return**.
   - Provide a reason for the return.
   - Click **Save** in the upper right corner.
   - Click **Submit** in the left pane, lower right corner.
   - Click **Submit** to submit the report.
Reassigning the Expense Report to Another Employee

You may reassign an expense report to another employee who has requested this, such as a department chair or a director.

1. Click the three dots to the right of the Approve button.

   ![Image showing the three dots and Approve button]

2. Click Reassign.

   ![Image showing the Reassign button]

3. Begin typing a name in the Search for Name area.

   ![Image showing the Search for Name area]

4. The system may find a match based on just a partial name. Click the correct name, enter a note, and click the Reassign button.

   ![Image showing the Reassign Report with a note]

5. The system displays a verification that the expense report has been reassigned.

   ![Image showing a verification message]

Note goes here