Approve Travel Document Via Email

Chrome River will email you the document that requires your approval. From the email you may accept or return to the owner with questions or comments simply by tapping the ACCEPT or RETURN button (users who receive HTML-formatted emails) or forwarding the email (users who receive text-only emails).

- To approve or return only specific line items on a report, you will need to log into Chrome River to approve.

Note: Email approvals may only be sent from your primary Chrome River account email address, which is your ISU email.

There are two ways to route the expense by email:
1. Tap **ACCEPT** or forward the email to approve@c1-prod.chromefile.com. This is equivalent to clicking **SUBMIT** in Chrome River online and instantly approves **all** line items on the report.

2. Tap **RETURN** or forward the email to return@chromefile.com. This is equivalent to clicking **RETURN ALL** in Chrome River online and instantly rejects **all** line items on the report.

To add questions or comments, simply type them in the body of the email, above the forwarded text, then click **SEND**.