



# Chrome River User Manual

## EMAIL NOTIFICATIONS

Chrome River sends various emails to system users. The following example is a new paid expense notification Chrome River is going to start sending on May 11. Expense Owners and their Delegates will receive this email when a travel expense report has fully processed for payment.

Individuals that create travel expense reports for Candidates or Students will also receive the paid expense notification. The subject line of the email will list the report creators' name, **not** the Candidate or Student's name. The notification simply alerts the report creator that payment has been processed for the report listed. Refer back to the original expense report and view the "Vendor" field to confirm the recipient of the payment (if necessary).

### Paid Expense Report Notification

From: expense-noreply-c5-prod@ca1.chromeriver.com  
Subject: Notification of Chrome River Payment for Wu Shocker

NO ACTION REQUIRED		Chrome River	
Payment has been initiated for the following 1 report(s). Please allow a few days for any payments to post to your account.			
<b>Paid Expenses</b>			
<b>Date Payment Initiated: 04/29/2020</b>			
Report ID	Report Name	Check/EFT #	Approved Amount
QA0020877950	testing paid feed-candidate	V1234592	650.00 USD
			<b>Total 650.00 USD</b>