Approver Instructions
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Logging In

Click on MyBGSU-Enter Login Information-Employees-Purchasing-Chrome River Icon

Click on the Expense Report Approvals needed
Click on the Report You Would Like to View

Click the Open button

Click on the PDF button to review the receipts – they will open in another window
After reviewing the report you will have the option to Return or Submit the report.

Approval Delegate
Set an Approver in Your Place if you are on Vacation or Can’t Approve
Click on the Profile Menu Then Settings
Click on Delegate Settings then Add Approval Delegate

Select an Approver and a Date Range and Click Save

My Approval Delegate

An "Approval Delegate" helps you with approvals during a specified time.

Select a User: Robert Swanson
Start Date: 10/11/2017
End Date: 10/27/2017

Save  Cancel
Approval Sort Options
Click on the Sort Menu

You can Then Sort by Date, Last Name, Pay Me Amount, and Validated

You Can Also Sort by the Expense Owner or the Report ID
<table>
<thead>
<tr>
<th>Search By</th>
<th>Amount</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Owner</td>
<td>21.00 USD</td>
<td>11/28/2018</td>
<td>✔</td>
</tr>
<tr>
<td>Report ID</td>
<td>60.00 USD</td>
<td>11/28/2018</td>
<td>▲</td>
</tr>
<tr>
<td>Kardok, Ryan</td>
<td>4,374.25 USD</td>
<td>11/29/2018</td>
<td>✔</td>
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