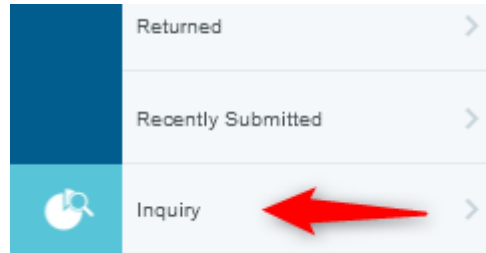Approvers and reviewers can access reports that they have approved by following these steps:
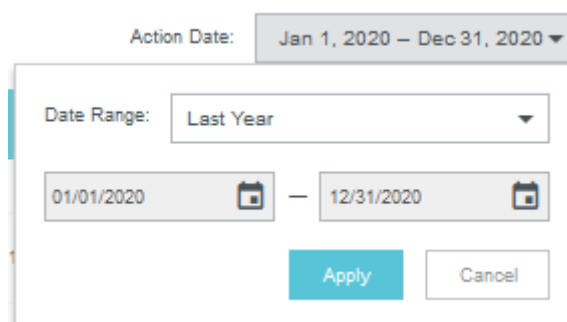
1. Within Chrome River, click on the **hamburger menu** (the three horizonal parallel lines) in the upper left corner of the screen.
2. Navigate to and select **Inquiry**.

Returned	>
Recently Submitted	>
Inquiry	>

3. Select **Expense** and then click on either **My Expense Approval Items** (to view approved expense reports) or **My Pre-Approval Approvals** (to view approved preapproval reports).

Inquiry

Expense

Cash Advance
Cash advance details

My Delegatees
List of people I've entered expenses for

My Expense Approval Items
Expenses in approval process with each line item's allocation information

My Expense Calendar
Listing of expenses

My Expense Items
Listing of your itemized expenses within a specified date range. Sorted by: Transaction Date, Expense Type, and Amount.

My Expense Pre-Approvals
List of your Pre-Approvals.

My Expense Reports
Listing of your expense reports created within a specified date range. Sorted by: Create Date, Name, and Amount.

My Firm Paid Items
Expenses that are marked as firm paid

My Items
Listing of itemized expenses that were created from transactions.

My Paid Expenses
My Paid Expenses

My Pre-Approval Approvals
Pre-Approvals in approval process.

4. In the upper right corner, click on the **Action Date** dropdown, choose your date range, and then click **Apply**.

Action Date: Jan 1, 2020 – Dec 31, 2020 ▼

Date Range: Last Year ▼

01/01/2020   —   12/31/2020

Apply   Cancel

5. You will now see a list of appoved reports. Click on the column headers to sort or click on the Owner column header in order to filter by name.

Owner Name ↑	Expense Type	Matter	Client Name	Matter Name	Report ID	Report Name	Submit Date	Action Date	Action	Approved
Biltz, Barbara		100304	Controller	INDEX: 100304 - Controller	PR0021010757	test for flashline flag	07/09/2020	07/09/2020	Approved	5,000.0
Biltz, Barbara		100304	Controller	INDEX: 100304 - Controller	PR0021010915	test for P0 notice	07/09/2020	07/10/2020	Approved	5,000.0
Hermon, Emily	Non-Employee Travel	100304	Controller	INDEX: 100304 - Controller	PR0020926976	Return 1 line, delete, submit	06/21/2020	06/21/2020	Approved	2,499.9

(filter popup over Expense Type column)
Show items with value that:
Contains
Emily
FILTER   CLEAR

6. Click on the report that you would like to view and then click the **Download PDF** button that is in the upper right corner. Choose the format that you prefer and it will open in a new browser tab.

Download PDF ▼

	Cover Page
	Full Report
	Full Report with Notes & Receipts
	Full Report with Receipts

mit Date	Action Date		
07/09/2020	07/09/2020		
07/09/2020	07/10/2020	Approved	5,000.0