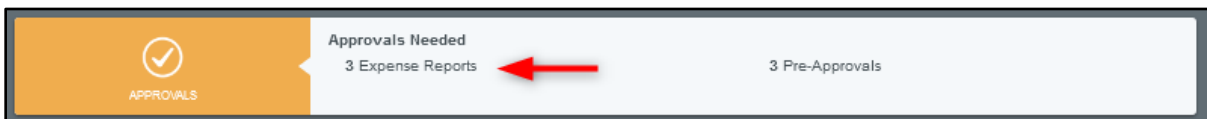
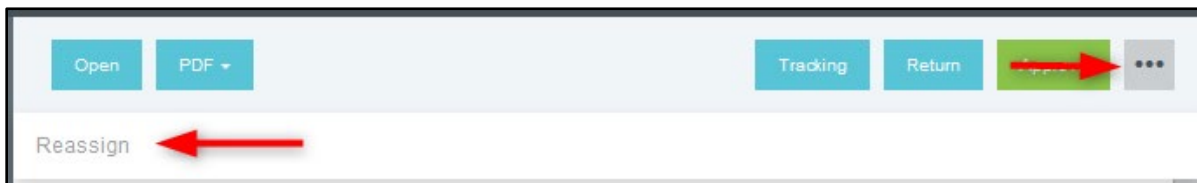


At times, an approver may need to send an expense or pre-approval report to another individual, for review or approval. To do this, the approver must use the Reassign function. The steps to do this are:

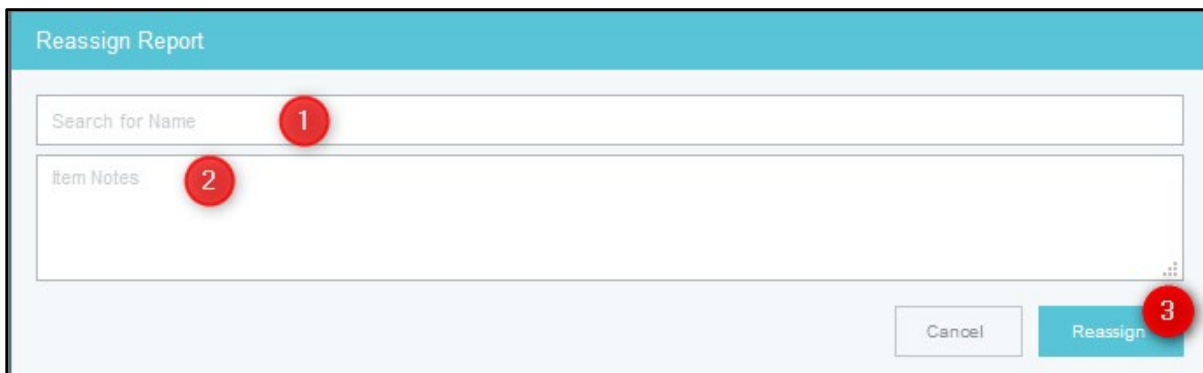
1. Within Chrome River, click on Expense Reports on your Approval Ribbon.



2. In the left panel, select the report that contains the expense that needs to be returned for correction. Then, in the right panel, click on the three dots in the upper right corner, before clicking on Reassign.



3. Enter the name of the employee to whom the report should be reassigned in the Search for Name box and then enter a note to that person before clicking Reassign.

A screenshot of the 'Reassign Report' dialog box. It has a light blue header with the title 'Reassign Report'. Below the header is a 'Search for Name' text box with a red circle containing the number '1' next to it. Underneath is a larger 'Item Notes' text area with a red circle containing the number '2' next to it. At the bottom right, there are two buttons: 'Cancel' and 'Reassign', with a red circle containing the number '3' next to the 'Reassign' button.

4. The report will now be in the reassignee's approval ribbon. Note:
 - a. By reassigning a report, you are giving that individual the ability to approve it in your place. If the reassignee approves the report, it will then route to the next step in the approval queue. It will not return to your approval ribbon.
 - b. If you are reassigning the report in order to have the reassignee review the report before you approve it, the reassignee should complete the review, enter a comment indicating their approval, and then use the Reassign function to return the report back to your approval ribbon.