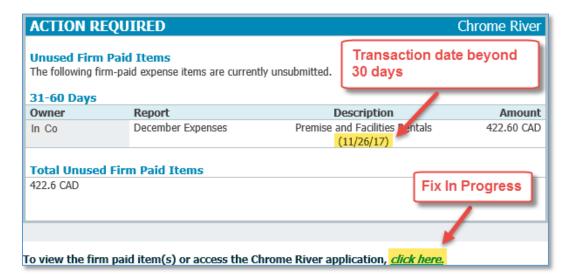
Many of our users have been receiving email notifications from Chrome River. Chrome River sends out email notifications to remind users to take action or to confirm a certain action. Questions have emerged surrounding two email notifications in particular.

Unused Firm Paid Items

Condition: The expense owner has PCard transactions that are more than 30 days old.

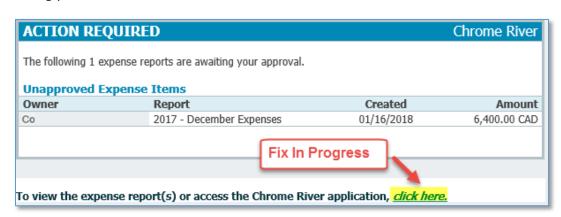
Action Required: Login to Chrome River (myexpenses.humber.ca) and complete the unsubmitted transaction(s).



Unapproved Expense Items

Condition: The approver has an expense report pending their approval.

Required Action: Login in to Chrome River (**myexpenses.humber.ca**), review the pending expense report and approve or disapprove accordingly.



The <u>click here</u> link enclosed in the email notifications is in the process of being fixed. Users are being directed to a Chrome River login page (see below) which is not accessible to Humber College users. Please enter **myexpenses.humber.ca** into the address bar of your browser to navigate to the correct URL.

