

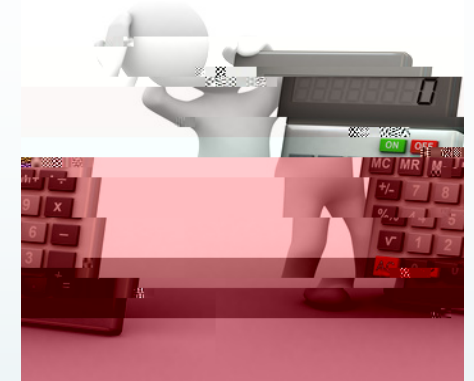
CHROME RIVER

OVERVIEW



The Benefits of Chrome River

- ▶ No more printing paper forms!
- ▶ Reports are automatically routed for you, and you can easily track where your Pre-Approval and Expense reports are in the approval process
- ▶ Snap a photo of your receipts on your mobile device and send them to your Receipt Gallery
- ▶ When entering mileage, google maps will automatically pop-up and attach a map to your report
- ▶ Approvers receive detailed emails when a report requires their approval and can approve or return a report from the email
- ▶ The system will calculate rates for you (ex: per diem, IRS mileage)
- ▶ Pcard transactions related to travel will be housed in the E-wallet
- ▶ The system will tell you if you are missing something before you fully submit a report
- ▶ End Users have the ability to run reports such as: My Delegates, My Expense Approval Items & My Firm Paid Items





Pre-Approval Reports

Pre-approvals are now used in lieu of the ARRTV form. Pre-approvals allow travelers to obtain pre-authorization from their BUM and Travel Officer for an expense before it is incurred or a reservation is made.

A Proxy completing a report on behalf of the traveler must select that user's name prior to completing the report.



Once the BUM
approves, the
Travel Officer is
notified via
email for final
approval &
Traveler/Proxyc



Approving & Returning Pre-Approvals via Email



- ▶ Chrome River will email you reports
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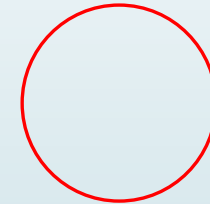




Examples of Emails Sent to Traveler



- ▶ When a Pre-Approval Report is returned, the end user will receive an email stating there is *Action Required*. Any comments you have added will also show in the email. The report will be sent back to the traveler's dashboard.
- ▶ When a Pre-Approval has completed the routing process and has been approved by the Travel Officer, the traveler receives an email serving as a notification of approval.





Expense Reports

Expense Reports will be completed when a traveler is requesting reimbursement and the completed, approved report will feed into Banner as a direct pay. The vendor invoice field will populate as the first date of travel.

BEST PRACTICE *The E-Wallet will contain any Pcard transactions related to travel. These transactions will only show in Chrome River if they have been closed by Disbursement Services. In order to expedite reimbursements, please ensure you are approving Pcard transactions in a timely manner.*



Approving & Returning Expense Reports

- ▶ Just like the PA Report, Chrome River will send you an email when there is an Expense Report that requires your approval. You may ACCEPT or RETURN all line items on the Expense Report from the email.
- ▶ Approving the report will route it directly to Disbursement Services for final approval as a direct pay. There is no need to approve travel related direct pays in Banner (with the exception of candidate reimbursements).
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Example of an Expense Report Email

- ▶ The expense report email will detail each expense line by line.
- ▶ You can see each expense and the total that was approved on the Pre-Approval vs. what was submitted.

