



Chrome River

Travel & Expense for Approvers

Chrome River Travel and Expense is a comprehensive, automated travel and expense system. This system automates the approval process for travel pre-approvals (authorizations), travel expense and direct pay payments (currently processed on AP paper check requests). Approvals can be completed from email or within the system.

There are advantages to approving pre-approval and expense reports within Chrome River. These advantages include viewing more detailed travel and expense payment information including any backup documentation, comments from other approvers, and report tracking.

Information in this document:

Approving via eMail

Logging into Chrome River

Approving within Chrome River

How to set an out of office approver delegate

For questions contact:

LAURA GORE, DISBURSEMENTS MANAGER EXT: 23076

SUSAN SUITS, BUSINESS SYSTEMS ANALYST EXT: 23400

Approving by eMail

- Approval emails will come to Outlook from expense-noreply@chromefile.com.
- The email will contain an overview of the Pre-Approval or Expense report. This approval type will be in the email subject line along with the owner's first initial and last name.
- The body of the email will contain an overview of the report including the Business Purpose, Account Summary and Expense Summary.
- To take action on the report, either click "Accept" or "Return". A response email will be created. Add any comments you want to appear on the report (not required), then click "Send" on the outlook email.

Chrome River Pre-Approval Request [L Gore] - Message (HTML)

File Message ADOBE PDF Tell me what you want to do...

Delete Respond Quick Steps Move Tags Editing Zoom

expense-noreply@chromefile.com Suits, Susan C. 11:06 AM

Chrome River Pre-Approval Request [L Gore]

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Pre-Approval ID: 0100-0028-1525

ACTION REQUIRED		Chrome River		
Pre-Approval Request For	Laura Gore			
Report Name	Cascade Conference 2017			
Pre-Approval ID	0100-0028-1525			
Submit Date	06/17/2017			
Expense Dates	09/16/2017 - 09/20/2017			
Total Expenses Approved	3,652.50 USD			
Business Purpose				
ChromeRiver Users Conference				
Account Summary			Amount (USD)	
172000	100%	Controller	Accounting Department	3,652.50
Expense Summary			Amount (USD)	
	Airfare	750.00		
	GroundTransportation	100.00	Airport Shuttle	
	Lodging	1,350.00		
	Meals	202.50		
	Other	50.00	Baggage	
	Registration	1,200.00		

ACCEPT **RETURN**

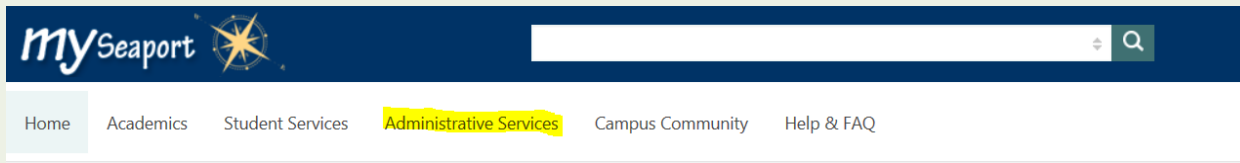
Pre-Approval ID: 0100-0028-1525

To take action on these expenses, take either of the following steps:

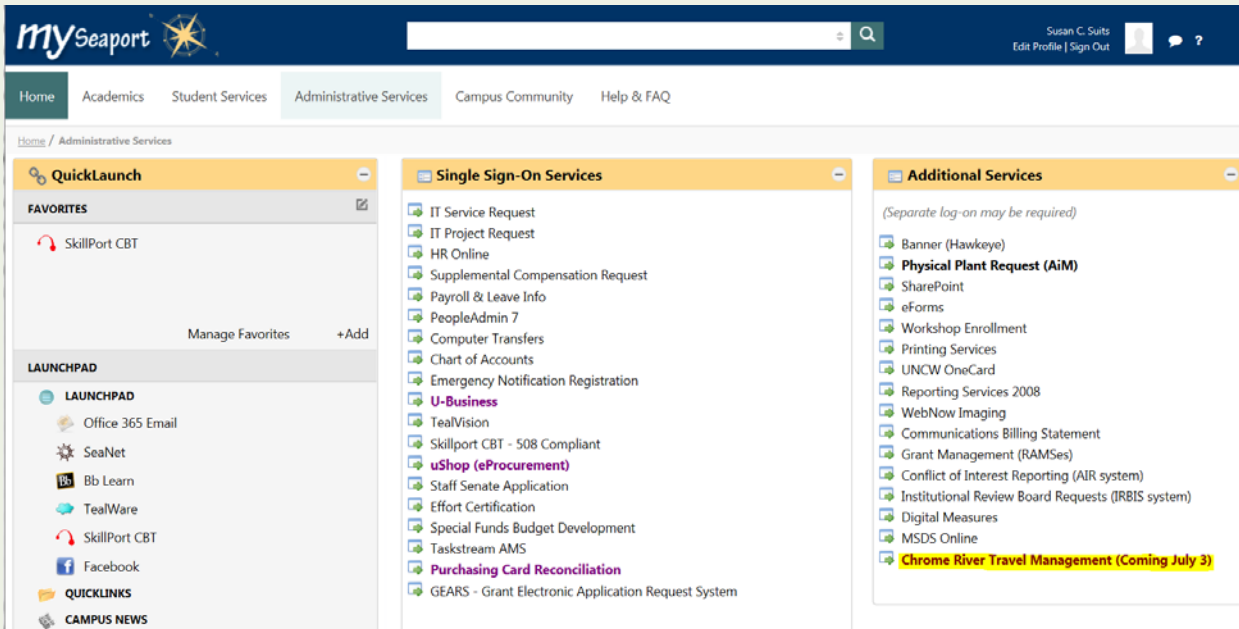
- Click on the **ACCEPT** or **RETURN** button as appropriate and add any comments to the new email that opens,
- OR **FORWARD** this email to approve@chromefile.com or return@chromefile.com with any comments at the top of the forwarded message.

Logging into Chrome River to Approve Reports

- Login to mySeaport
- Go to Administrative Services Tab



- Click on the Chrome River link (right hand side of page)



At the Chrome River log in prompt:

Username: (your domain name)[@uncw.edu](mailto:uncw.edu)

Password: (your domain password)

Login

Please login here

Username

Password

Remember me

The Home Page:

Approving in the Chrome River System

- Pending approvals will show on the home screen
- Click on the approval type: Expense or Pre-approval

The screenshot shows the Chrome River home screen. At the top, there is a navigation bar with a menu icon, the 'CHROME RIVER' logo, and a '+ New' button next to the user name 'Susan Suits'. Below the navigation bar, there are three main sections: 'APPROVALS', 'EXPENSES', and 'PRE-APPROVAL'. The 'APPROVALS' section is highlighted in orange and contains a box with 'Approvals Needed' and '0 Expense Reports' and '1 Pre-Approvals'. The 'EXPENSES' section is blue and shows '23 Draft', '0 Returned', and '2 Submitted Last 90 Days'. The 'PRE-APPROVAL' section is dark blue and shows '1 Draft', '0 Returned', and '5 Submitted Last 90 Days'. On the right side, there is a white box with the UNCW logo and contact information for travel and expense reimbursement.

- Click on the report name to open and approve

The screenshot shows the Chrome River home screen with a list of reports. The 'APPROVALS' section is highlighted in orange. Below it, there are two tabs: 'Expense Reports' and 'Pre-Approvals'. The 'Pre-Approvals' tab is selected. A report is listed with the name 'Gore, Laura' and 'Cascade Conference 2017', a date of '06/17/2017', and an amount of '3,652.50 USD'. A blue arrow points to the report name.

Action Options on the report:

1. Click "Open" to see the complete report including all comments, allocations, and attachments
2. Click "Return" to have the preparer correct any information on the report
3. Click: "Approve" to approve the report

The screenshot shows the Chrome River report details page for 'Cascade Conference 2017'. The 'APPROVALS' section is highlighted in orange. Below it, there are two tabs: 'Expense Reports' and 'Pre-Approvals'. The 'Pre-Approvals' tab is selected. The report is listed with the name 'Gore, Laura' and 'Cascade Conference 2017', a date of '06/17/2017', and an amount of '3,652.50 USD'. A blue arrow points to the 'Open' button. Below the report name, there are three buttons: 'Tracking', 'Return', and 'Approve'. A blue arrow points to the 'Return' button, and another blue arrow points to the 'Approve' button. The report details include a warning for 'Excess Lodging' and a response: 'Conference rate at the conference hotel'. The report owner is 'Laura Gore', created by 'Susan Suits', and the business purpose is 'ChromeRiver Users Conference'.

Other options:

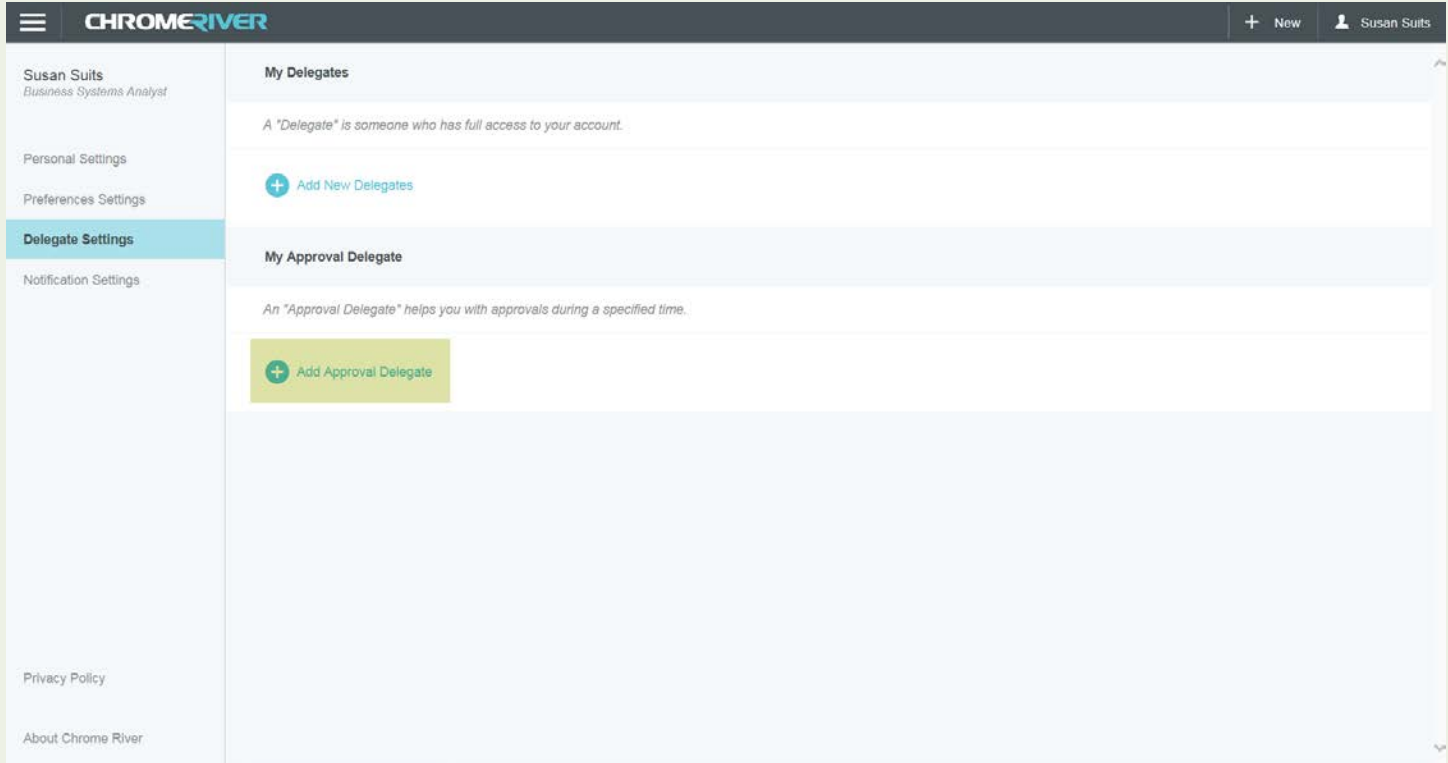
- PDF – Print a PDF copy of the report
- Tracking – Shows an overview of the approval process step by step

How to set an out of office delegate

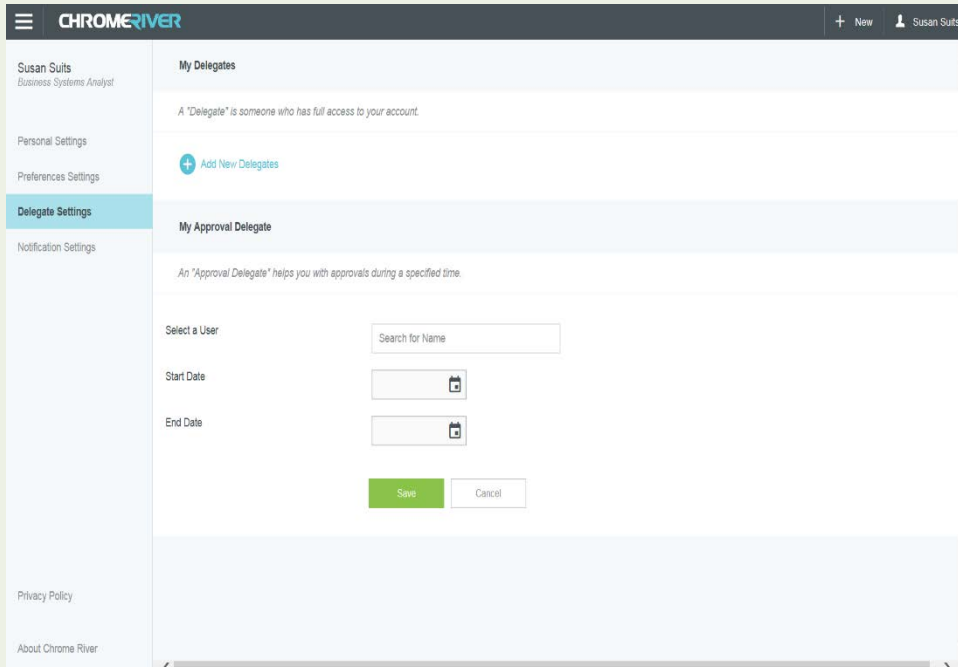
- Log into Chrome River
- Click your name on the upper right hand corner of the home page



- Select "Settings" from the dropdown menu
- Select "Delegate Settings", then click the + Add Approval Delegate



- Select a user to be the approval delegate*
- Set start and end time for this delegation
- Click Save



* Information on choosing delegate

Fund approvers – Email2 will be the delegated approver regardless of the delegate chosen on this screen

All other approvers – Your delegate should be your supervisor. Chrome River will only allow delegates at a higher level position. Choosing any other person will cause the report's approval process to fail to proceed to the next approval step