Chrome River:
Expense Reimbursement
Chrome River

What is Chrome River?

- A cloud based solution that brings simplicity and ease to the expense reimbursement process
- Fast, fluid, mobile web solution that delivers the same user experience across all devices
- Expense reporting tool that allows individuals to create, submit and approve expenses anytime, anywhere, on any device

Benefits of Chrome River

- Submit receipts electronically
- Automated Routing and Approval process:
  - Pre-Approval to Travel
  - Integrates the “Request for Attendance at Events” form
  - Timekeeping location = One up supervisor
  - Index Owner = Fiduciary responsibility
  - Additional levels based on dollar amount
- Includes ‘compliance rules’ consistent with university travel and business expense reimbursement policies.
Login
Login to Highlander Pipeline
• Select the Faculty/Staff Services Tab
• Chrome River is under Finance Services

Update User Profile
Click the USER icon
Select Settings

Personal Settings
Add additional email addresses
The “From” email address used to send images and approve invoices must be one associated with your Chrome River account

Preference Settings
Enter Mileage Deduction for your daily work commute
Mileage Deduction is a tool that can be used to deduct your work commute when applicable
(Note: Mileage Deduction is not automatically deducted from your reimbursement)

Delegate Settings
My Delegates - A “Delegate” who has full access to your account.
My Approval Delegate - An “Approval Delegate” helps you with approvals during a specified period of time.

Basic Navigation
• The menu button in the top left corner of Chrome River will link to your pending approvals, expenses, pre-approvals and the inquiry feature
• Clicking on the +NEW button will allow you to start creating a new pre-approval report and expense report
• The system is comprised of a selection of expense type tiles (Ex. Air Travel, Ground Transportation, Meals) Some expense tiles have subcategories. Select a tile to view its sub-categories and/or to begin entering an expense
• Use the blue Plus button to add a new expense line to a report
• You can’t break the system, if you lose your place, hit the Chrome River logo button to return to the dashboard at any time
• For additional information, Tutorials, FAQs and more, click on your name in the upper right corner, then click

Upload Receipts
Receipts can be loaded as follows:
• Via CR SNAP — Download from your APP Store
• Via Email – Email pictures and scanned documents to receipt@chromefile.com
• Via Upload – Receipts/Images can be uploaded directly to your Receipt Gallery or directly to the line item expense at the time of processing in Chrome River