

# 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.

# Chrome River - Getting Started

## Login

### Login to Highlander Pipeline

- Select the Faculty/Staff Services Tab
- Chrome River is under Finance Services

#### Finance Services

- Highlander eMerchant - by Unimarket
- Travel Reservation - by Anthony Travel
- Travel & Expense Reporting - by Chrome River

You can access the system from any device that has web access- it will adapt to the device you're using.

## 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


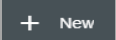



(Note: Mileage Deduction is not automatically deducted from your reimbursement)

## 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 
- 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  Help

## 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](mailto: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