

## Prospective Faculty Process for Chrome River

As of March 1st, 2021, all Prospective Faculty authorizations and reimbursements must be processed in Chrome River. Please follow this link to access the App Travel & Expense page: <https://systems.appstate.edu/chrome-river>

Pre-approval (authorization) Process:

1. Have the candidate fill out a Prospective Faculty Vendor Setup Form, located [here](#).
2. Submit the form to Dawn Sturgill (sturgllcs) to load the candidate as a vendor.
3. Log into Chrome River and submit a pre-approval.
  - a. Note: You will not be able to change the user dashboard to the candidate. Instead, you will submit a pre-approval in your name and select the correct vendor.
4. Use Academic Affairs Fund # 107555 for Tenured/Tenure Track Positions
  - a. Note: Fund numbers cannot be changed once they have been submitted on a pre-approval. Departments are allotted \$3,000 per position number from Academic Affairs.
5. Include the position number in the Business Description field.
6. Make sure you click “Payee is a student or non-employee,” and select the correct non-employee type for Prospective Faculty. (see snippet to the right)
7. Submit through the normal pre-approval process.

Payee is a student or non-employee?	<input checked="" type="checkbox"/>
Payee Type	Non-Employee - US Citizen or... ▼
Vendor	-- Select -- Student Non-Employee - US Citizen or Resident Non-Employee - Foreign National
Fund Allocations	

Reimbursement (expense) Process:

1. Log into Chrome River and create an Expense Report.
  - a. Note: You will not be able to change the user dashboard to the candidate. Instead, you will submit a pre-approval in your name and select the correct vendor.
2. Include all relevant back up information, including receipts.
  - a. Note: Physical receipts should be kept by the candidate or department until the reimbursement process is completed.
3. Use Fund # 107555
4. Submit through the normal expense process.