

Academic Affairs Chrome River Travel Guidance

Effective February 1, 2021, all campus travel authorizations must be submitted through Chrome River.

Effective March 1, 2021, all travel reimbursements must be submitted through Chrome River. After March 1, 2021, the Excel travel workbook will be retired and no longer accepted.

Users can access Chrome River via the Controller's website, under "Quick Links":

<https://controller.appstate.edu/> or, at the following Systems link:

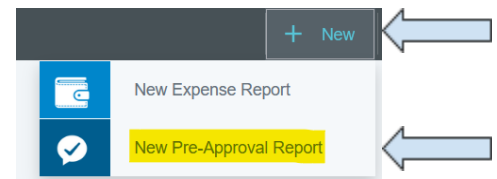
<https://systems.appstate.edu/chrome-river>

Important: At this time, virtual conferences and webinars are not considered travel expenses and will not be processed in Chrome River. Please submit these in YoMart.

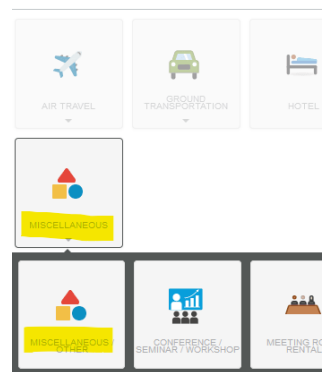
Important: ALL pre-approvals MUST include a detailed COVID Safety and Travel Plan included with the request.

Pre-Approvals (Travel Authorizations)

- Central Admins (Super Delegates) creates a travel authorization in Chrome River by using the "New" tab
 - Note:** Central Admins can create pre-approvals for any user. You must choose the user's name when entering pre-approvals for others.
 - Note:** Once a pre-approval has been submitted, the fund number cannot be changed.
 - Student Travel:** Email Justin Hodges (hodgesjh) with the students' name and Banner ID to have them set up as a vendor in Chrome River. Name the report, Student Request - FN LN. Please choose the student's name as a vendor and process as normal. Central Admins cannot log-in as vendors or students name..
 - Zero Reimbursement Pre-Approvals:** If a zero-reimbursement pre-approval is needed, please submit these in Chrome River as a \$1 Misc. charge. (See snippets to the right)
 - Faculty Led Travel:** The "Faculty Led Travel" type should only be chosen when working with the Office of International Education & Development or Conference & Camp Services. Please do not choose this option unless you are working with OIED or CCS.
- Central Admin emails faculty member, vendor, or student when pre-authorization is ready for approval
- Faculty member, vendor or student approves by either confirming or denying the



Add Pre-Approval Types



Miscellaneous / Other

Estimated Amount: 1.00 USD

Description (Optional): Good and detailed Business Description that includes that the travel is for a zero-reimbursement request/For Insurance Purposes only/No reimbursement requested/Etc.

pre-approval via email and include in the Attachments.

4. Chair approves
5. Dean approves
6. Academic Affairs approves
7. Grants approve (if needed)

For a more detailed explanation of how to submit travel authorizations (pre-approvals) in Chrome River, please refer to the Controller's website:

<https://documentcloud.adobe.com/link/track?uri=urn%3Aaaid%3Ascds%3AUS%3A2a24cbfa-c25f-42e0-a922-5fd3d3d69ed3#pageNum=2>

Expense Reports (Travel Reimbursements)

1. Faculty member submits all receipts to the Central Admin
 - 1.1. Faculty can either upload receipts via the Chrome River SNAP application or can provide receipt images via email, etc.
 - 1.2. **Note:** All original receipts and documentation should be kept in the department's or by the employee until the employee receives their reimbursement.
2. Central Admin enters information into Chrome River by using the "New" tab
 - 2.1. **Note:** Central Admins can create expense reports for any user, but not vendors. You must choose the user's name when entering expense reports for others. For vendors and students, please choose the vendor/student name under "Vendor."
3. Central Admin emails faculty member, student, or vendor when reimbursement is ready for approval.
4. Faculty member approves by either confirming or denying the expense report via email. Please include this approval in the Attachments.
5. Chair approves
6. Dean approves
7. Academic Affairs approves
8. Grants approve (if needed)



For a more detailed explanation of how to submit travel reimbursements (expense reports) in Chrome River, please refer to the Controller's website:

<https://documentcloud.adobe.com/link/track?uri=urn%3Aaaid%3Ascds%3AUS%3A8759d8bc-7d2a-462b-9f6f-c3b710a93aa5#pageNum=1>

Quick FAQ

- *I'm a faculty member. Do I have to submit my own travel?*

No, faculty members do not have to create their own travel. The Central Admin can create and submit both the pre-approval (authorization) and the expense report (reimbursement). If a Central Admin is submitting pre-approvals or expense reports for faculty, the faculty member must accept or reject the reports via email or by logging into the system.

- *What if I use a blanket travel authorization?*

If you are using a blanket travel authorization, you will **not** need to complete a pre-approval request. Blanket travel authorizations will need to be approved outside Chrome River via email and attached to the Expense Report.

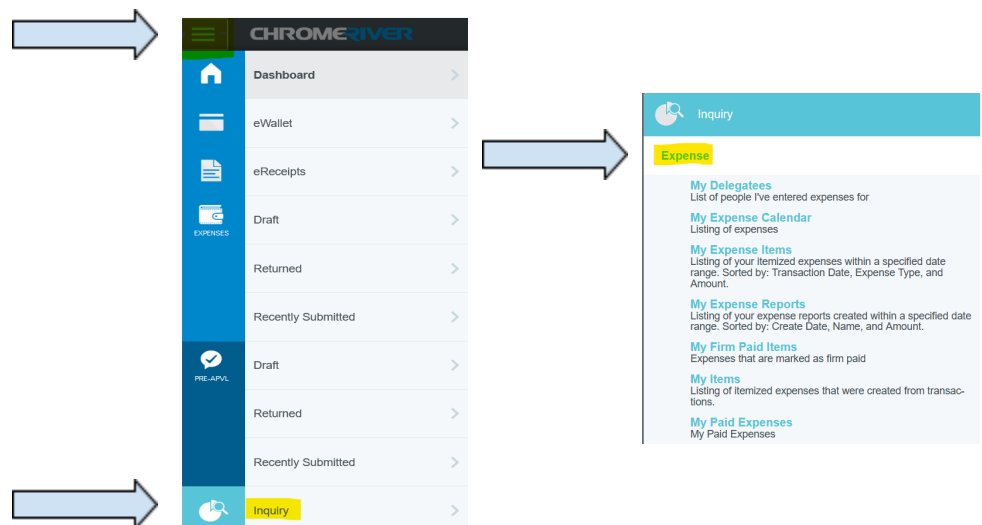
Note: You will receive an error message when submitting Expense Reports without a Pre-approval Request. Please type that you are submitting the expense request with a blanket travel, and this will be sufficient.

- *How do we track budget expenses in Chrome River?*

Central Admins will be able to run reports monthly to show expenses. Academic Affairs recommends Central Admins keep electronic copies (print as a PDF) of any pre-approvals they submit for forecasting purposes and run a monthly report to reconcile travel expenses.

Expense reports can be found by clicking the three horizontal lines in the top left-hand corner.

Click the "Inquiry" option then, click "Expense." This will give you a list of expense reports to choose from.



- *I'm a Chair or Dean doing approvals. Do I have to log into Chrome River to approve pre-approval and expense reports?*

No! Chrome River will email you when you have approvals pending. You can look at the traveler's information and approve the documents from your email.

- *Where do returned requests go?*

If additional information is needed or corrections need to be made prior to approval, the request will be returned to the traveler, **NOT** the Central Admin who entered the information. Travelers must alert the Central Admin if their travel has been returned.

- *I just sent through a pre-approval in Chrome River, but now I need to change the dates. How do I do that?*

We cannot make changes to travel dates once they have been submitted. You will need to withdraw the request and submit a new one. As a reminder, if a request is returned, it will go back to the traveler, and not the Central Admin.

- *How do I upload receipts to Chrome River?*

You can upload receipts electronically via the Chrome River SNAP app on your smartphone, available on Android or iOS.

Receipts can also be uploaded from Chrome River by clicking on the "Receipt Gallery" tab and uploading the images.

For more detailed information on how to use the SNAP app, or uploading receipt images to Chrome River, please refer to the Controller's website:

<https://documentcloud.adobe.com/link/track?uri=urn%3Aaaid%3Ascds%3AUS%3A9b1bbf01-f666-4af8-926e-5948452f01f1#pageNum=1>

- *What if I am splitting the travel between multiple funds?*

Chrome River is set up to handle multiple fund splits. Whenever you are adding a fund allocation, click "Add Allocation" to create a new line and populate the second fund number. (See snippet below).

Note: Splitting funds between a state and non-state fund as shown below will result in two-separate reimbursement checks.

Fund Allocations

Split Equally

Clear Splits

×	102295-260800-101 FUND:Family and Child Studies 101 ORGN:Family and Chi...	50.00 %	0.00	◀
×	227409-265350-152 FUND:Valborg Stage/Orchestra Pit Renov ORGN:Theatre ...	50.00 %	0.00	◀
		100.00 %	0.00	

[+ Add Allocation](#)