Academic Affairs Chrome River Travel Guidance

All campus travel authorizations and reimbursements must be submitted through Chrome River.

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

Pre-Approvals (Travel Authorizations)
1.   Central Admins (Super Delegates) creates a travel authorization in Chrome River by using the "New" tab
   1.1.   **Note:** Central Admins can create pre-approvals for any user. Admins must select the traveler's name in the top right corner when creating pre-approvals for others after you log into Chrome River.
   1.2.   **Note:** Once a pre-approval has been submitted, the fund number cannot be changed.
   1.3.   **Student Travel:** Email Justin Hodges (hodgesjh) with the students' name and Banner ID to have them set up as a vendor in Chrome River. Once they are added as a vendor, Central Admins can select the students name under the payee is a student or non-employee field to create a pre-approval. If the student is a current employee, you will select their name as you would full time employees.
2.   Central Admin emails faculty member when pre-authorization is ready for approval
3.   Faculty member can either confirm or deny the pre-approval via email or they can log into Chrome River.
4.   Chair approves
5.   Dean approves
6.   Academic Affairs approves
7.   Grants approve (if needed)
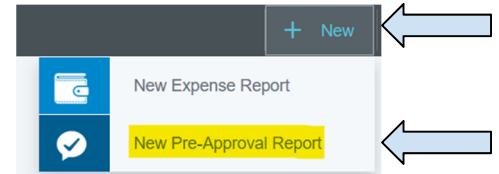
NOTE: Do not make any purchase or payments for the travel until the request is fully approved.

NOTE: It is the employee's responsibility to ensure the pre-approval is **fully** approved prior to any purchases or traveling to their destination.

For a more detailed explanation of how to submit travel authorizations (pre-approvals) in Chrome River, please refer to the Controller's website:
https://confluence.appstate.edu/pages/viewpage.action?pageId=255754499

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 (pdf) via email, etc.
   1.2. **Note:** All original receipts and documentation should be kept in the department or by the employee until the employee receives their reimbursement.
2. Central Admin enters information into Chrome River by using the "New" tab and importing the relevant pre-aproval.
   2.1. **Note:** Central Admins can create expense reports for any user. Admins must choose the user's name when entering expense reports for others unless the traveler is selected as a student or non-employee.
3. Central Admin emails the faculty member when reimbursement is ready for approval
4. Faculty member can either confirm or deny the reimbursement via email or they can log into Chrome River.
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://confluence.appstate.edu/pages/viewpage.action?pageId=255754499

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. **However, it is the traveler's responsibility to check Chrome River prior to traveling or making any purchases to ensure the pre-approval is fully approved.**

- *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 as long as the blanket has approval for the travel business pupose. Blanket travel authorizations are submitted and approved in Chrome River and attached to the expense report.

- *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 list of expense reports to
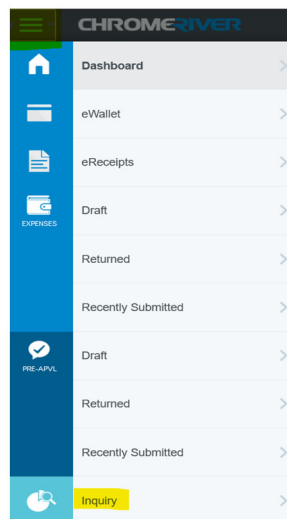
"Expense." This will give you a choose from.
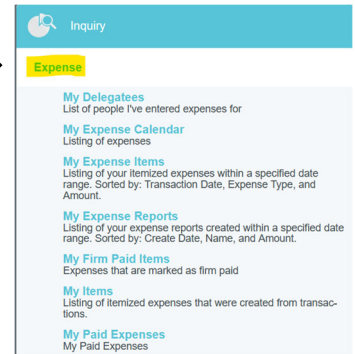
- *I'm a Chair or Dean doing approvals. Do I have to log into Chrome River to approve pre-approval and expense reports?*

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.

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

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

Receipts can also be uploaded from Chrome River by clicking on the "Receipt Gallary" 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://confluence.appstate.edu/pages/viewpage.action?pageId=255754499