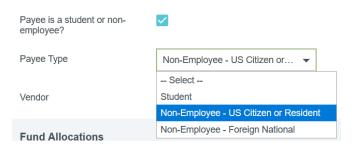**Prospective Faculty Process for Chrome River**

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?	✅
Payee Type	Non-Employee - US Citizen or... ▼
	-- Select --
Vendor	Student
	Non-Employee - US Citizen or Resident
Fund Allocations	Non-Employee - Foreign National

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.