



Chrome River Travel Guide GENERAL

Payment Services
Travel
409.880.8383
travel@lamar.edu
Created: 2021

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Chrome River is Lamar University's new expense management system, designed to automate the travel reimbursement reconciliation process. This application will replace the current process completed with Travel Vouchers and Team Travel Request to Pays.

Chrome River will allow users to capture receipts and submit reports entirely electronically. Approvals for all reports will be routed automatically and users can track the progress of their expense report as it moves through the approval stages. Approvers can review reports remotely and approve through email or through the application. Chrome Rivers functionality integrates checks against the University's travel and expense policies to make policy compliance and checking easier and more transparent.

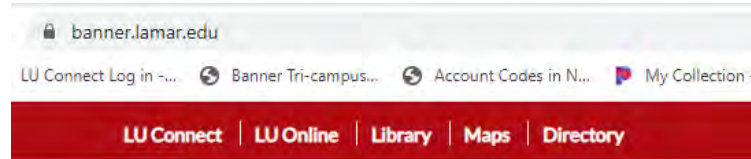
This will eliminate printing, taping, and stapling of the past travel documents, no more tracking down signatures, and no more submitting through interoffice mail. Chrome River makes the whole process electronic!

What is Chrome River?

- **Pre-Approval Report**-This is what we know as the “Request to Travel”. This section provides access to all in-process, draft pre-approval reports, returned pre-approval reports that are submitted within the last 90 days. Older submitted documents can be accessed through the inquiry screens.
- **Approvals**-This section appears when the user has items that require the user’s approval. This section will disappear when the user has approved all documents in their approval queue.
- **Expenses**-This sections provides access to all in-process or draft expense reports, returned expense reports, and all expense reports submitted within the last 90 days. Older submitted documents can be accessed through the inquiry screens.
- **Delegate**-Create Expense Reports and Pre-Approvals for another person and access their Settings menu, Home screen, and Inquiry Reports. You will receive copies of any email notifications regarding rejection or adjustment of reports created for the traveler. However, you will not be able to approve expenses that are routed to that person.
- **Approval Delegate**-Temporary approval for Expense Reports, Pre-Approvals and/or invoices for another person.

CHROME RIVER TERMINOLOGY

HOW TO LOGIN



Banner Campus Links



Log in with your LEA, the account you use to log in to LU Email and LU Learn.

LEA Username:

Password:

LOGIN

clear

To access Chrome River Test, go to <https://banner.lamar.edu/> Select Chrome River Test. Under LU Test for practice purposes only. Use your LEA login and password.

To access Chrome River, go to the <https://banner.lamar.edu/> Select Chrome River under LU Production. Use your LEA login and password.

DASHBOARD TOUR

The screenshot shows the Chrome River dashboard for a user named Jinella Sims at Lamar University. The dashboard is divided into several sections:

- Menu Bar (1):** Located at the top left, it contains a hamburger menu icon and the 'chromeriver' logo.
- EWallet (4):** A blue header section for the eWallet, containing 'Unused Items' (0 Credit Card Items, 0 Receipts).
- Approvals (2):** An orange header section for Approvals, containing 'Approvals Needed' (3 Expense Reports, 0 Pre-Approvals).
- Expenses (5):** A blue header section for Expenses, containing a 'Create' button and a summary table:

8	0	1
Draft	Returned	Submitted Last 90 Days
- Pre-Approval (6):** A dark blue header section for Pre-Approval, containing a 'Create' button and a summary table:

8	0	6
Draft	Returned	Submitted Last 90 days
- Contact Information (7):** A section titled 'CONTACT' for Lamar University, providing contact details for Travel Support (409-880-8383, travel@lamar.edu) and ProCard Support (409-880-1783, wpains@lamar.edu).
- NOTICES:** A section containing two reminders: 'Mobile Device access' and 'Emailing Receipts to Your Account'.
- HELP:** A section with a link to the Chrome River Help Center.
- Quick Start Links:** A grid of links for 'Getting Started Help Guide', 'Creating a New Expense Report Quick Start', 'Add Receipt Images Quick Start', 'Approve Expenses Quick Start', and 'Create a Home Screen Shortcut How To'.

At the bottom left, it says 'Last Login on 08/06/2021 at 3:05 PM'.

Dashboard Helpful Hints

- 1-The Menu bar allows you to select approvals, reports, and other inquiries
- 2-Click on “Chrome River” from any screen to return to the dashboard
- 3-Shows you are logged into Chrome River and can bring up other options
- 4-Shows items in your EWALLET needing attention
- 5-Shows expenses in drafts, returns, submissions for approval and allows you to choose the option to create an expense report
- 6-Shows the Pre-Approvals in drafts, returns, and submission approvals and allows you to create a pre-approval report
- 7-Shows helpful contact information and helpful links

CREATING A PRE-APPROVAL

On your dashboard go to “Pre-Approval” and Click the “+” to create and a pre-approval report.

The screenshot displays the Chrome River dashboard interface. At the top, the 'chromeriver' logo is visible on the left, and the user's name 'Jinella Sims' and university 'Lamar University' are on the right. The dashboard is divided into several sections:

- eWallet:** Shows 'Unused Items' with 0 Credit Card Items and 0 Receipts.
- Approvals:** Shows 'Approvals Needed' with 3 Expense Reports and 0 Pre-Approvals.
- Expenses:** A summary table with columns for Draft, Returned, and Submitted (Last 90 Days).

Category	Draft	Returned	Submitted (Last 90 Days)
Expenses	8	0	1
Pre-Approval	8	0	7
- Pre-Approval:** A section with a 'Pre-Approval' header and a 'Create' button. A red arrow points to this 'Create' button.

On the right side of the dashboard, there is a 'CONTACT' section for Lamar University, including contact information for Travel Support and ProCard Support. Below that is a 'NOTICES' section with two reminders: 'Mobile Device access' and 'Emailing Receipts to Your Account'. At the bottom, there is a 'HELP' section with links to 'Getting Started Help Guide', 'Creating a New Expense Report Quick Start', and 'Add Receipt Images Quick Start'. The user's last login information is shown at the bottom left: 'Last Login on 08/12/2021 at 10:46 AM'.

Cancel Save

Pre-Approvals For Jinella Sims

Report Name SIMS - SAN ANTONIO, TX 06.20-06.23

Start Date 06/20/2021

End Date 06/23/2021

Number of Days 4

Business Purpose Chrome River Conference

Report Type Travel

Trip Type Domestic (in Texas)

Traveler Type Individual

This is Athletic Team Travel or On-Campus Athletic Official Visit Expenses

Check here if this trip is to Washington DC for activities that involve obtaining or spending federal funds or that impact federal policies.

Cash Advance Amount 0

Fiscal Year FY21

Please type the INDEX you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection.

Allocations

430110 Financial Services FUND: 140001 - Designated Tuition / ORGN: 30110 - Financial Services / PROG: 600 - Instit...

+ Add Allocation

LAST STEP

Complete the Pre-Approval Name:

LAST NAME-CITY, STATE, DEPARTURE DATE, RETURN DATE

Complete the remainder of the information requested. Entering the allocation designates the INDEX to cover the travel. Click "Save" at the top of the form once screen is completed.

Drop down arrows provide more selections to choose from.

Cash Advances are only issued for travel involving students or teams/sports.

The Fiscal Year should default to the current year, please do not change.

This is what we know as the INDEX

The “Add Pre-Approval Types” page will appear.
Here you enter travel cost estimates based on the expenses you expect to incur.

chromeriver

Pre-Approvals For Jinella Sims

SIMS - SAN ANTONIO, TX 05.06-05.07

EXPENSE ESTIMATED

AIRFARE GROUND TRANSPORTATION MILEAGE HOTEL MEALS REGISTRATION FEE

INCIDENTALS

PA Report ID: QA0000728384

Total Estimated Amount: 0.00 USD

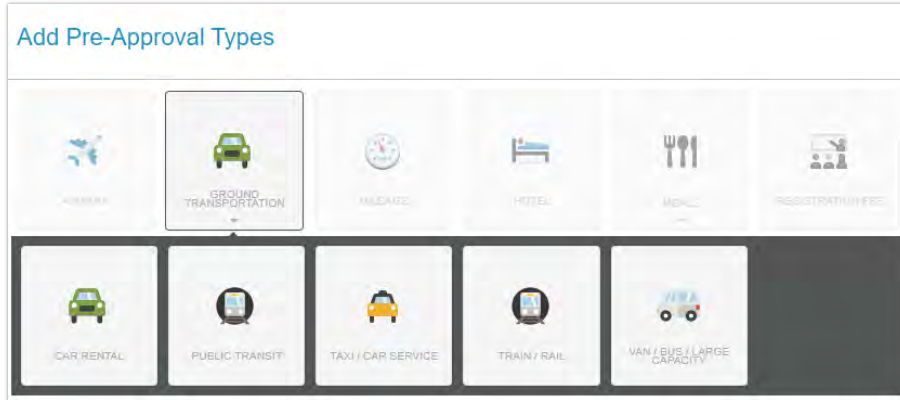
Submit

If at any time you need to navigate out of the “Add Pre-Approval Types” screen, you can access the page by clicking the plus symbol on the right-hand side of the Pre-Approval dashboard.

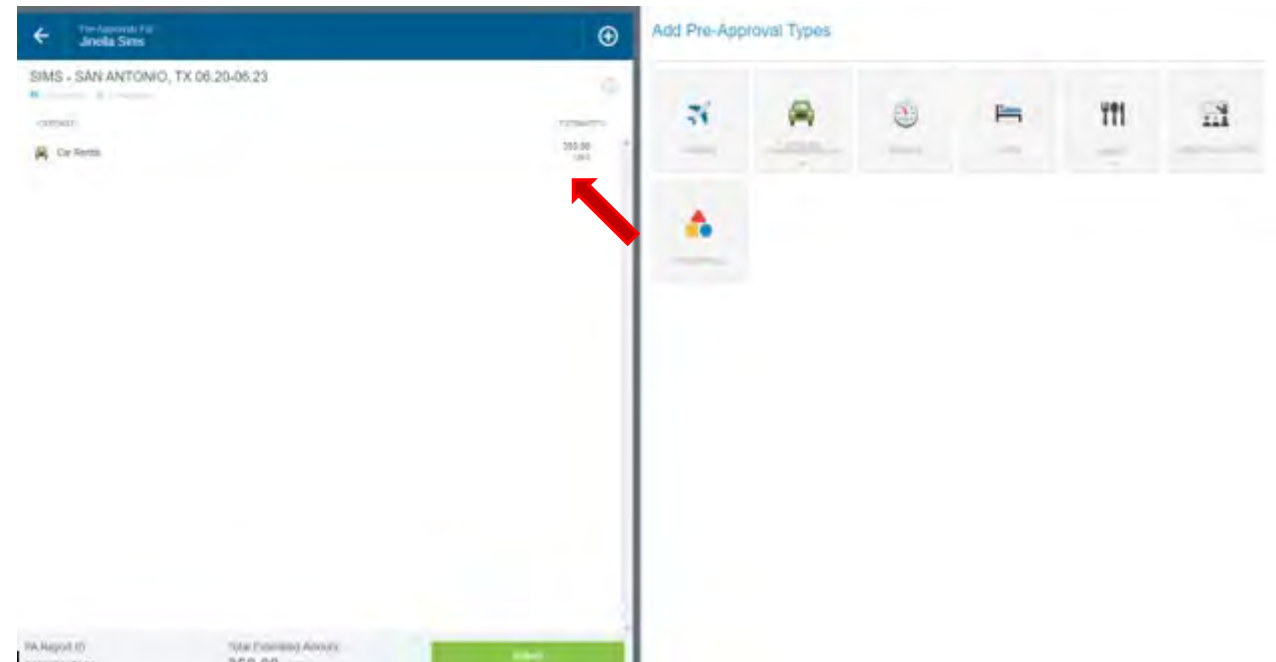
If the Pre-Approval Type tile has an arrow that signifies there are subcategories for that expense type, you select the necessary tile and enter the information.

TRANSPORTATION

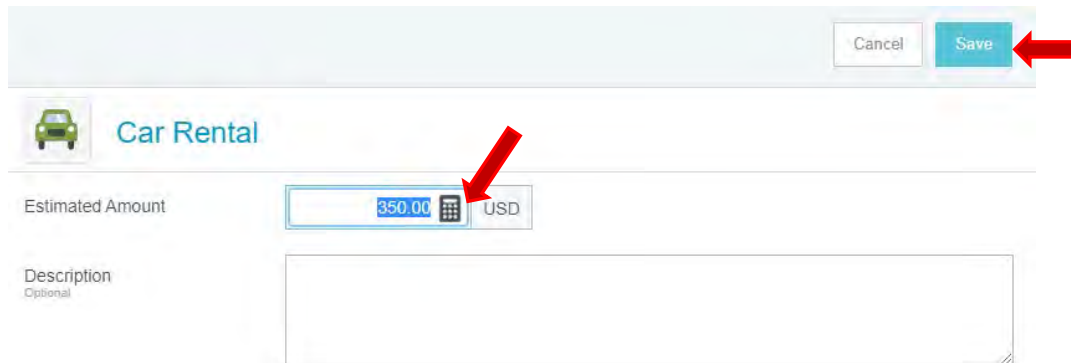
Select “Ground Transportation” type more options will appear. Select the appropriate tile for your transportation of choice.



The travel type and estimate will appear on the left-hand side of your screen.



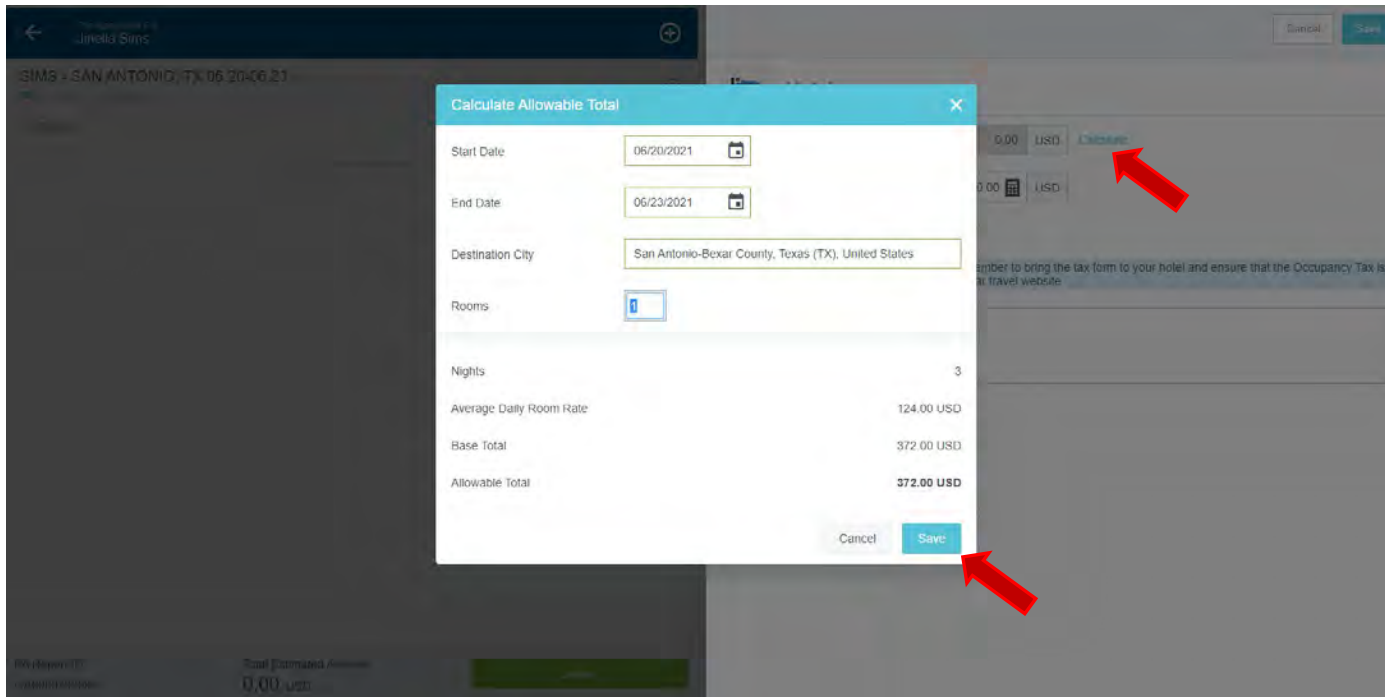
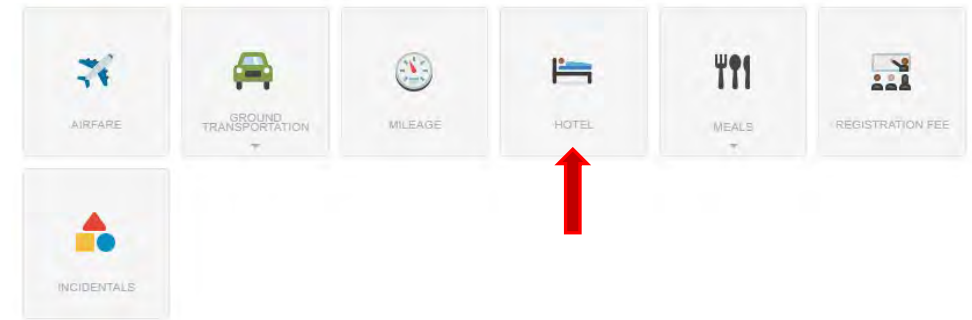
Enter the estimated amount and click “Save”.



LODGING

Click “Hotel” type from the pre-approval type screen.

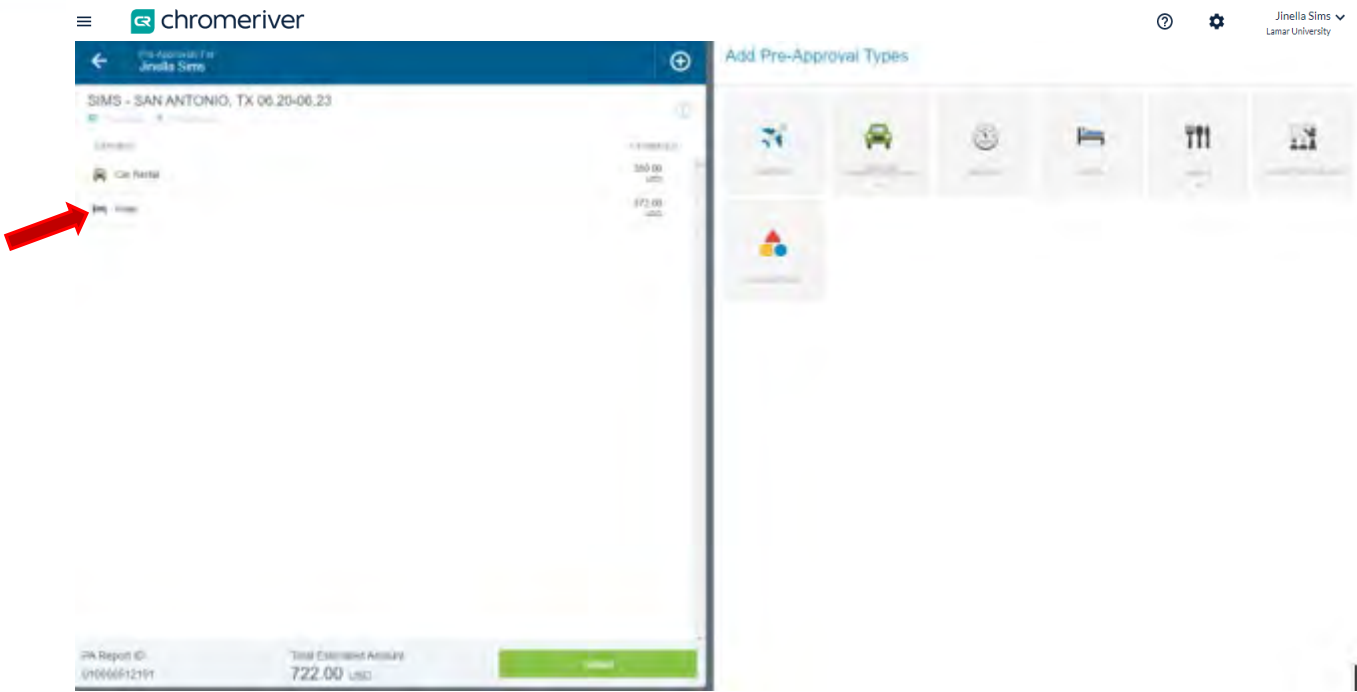
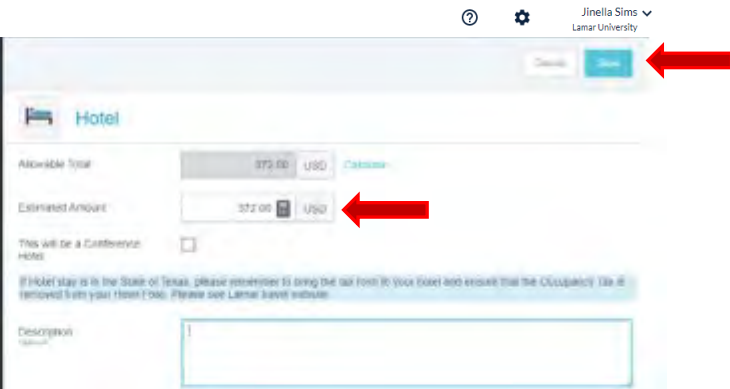
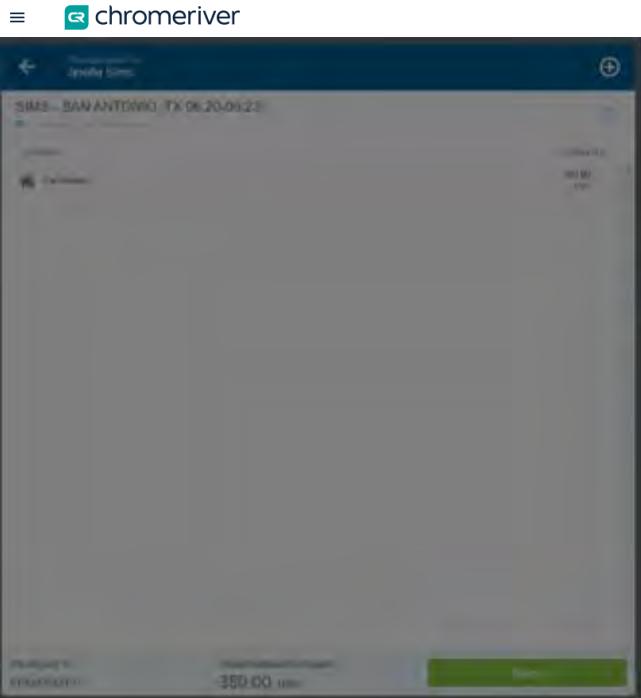
Add Pre-Approval Types



Click “Calculate” to retrieve the current GSA amount for lodging at your destination. The “Calculate Allowable Total” box will appear. Enter “Start Date” and “End Date”. After entering remaining requested information click “Save”.

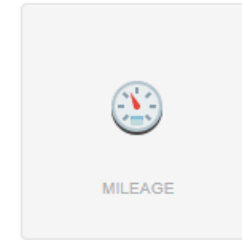
*If your destination city doesn’t appear, try looking for the county.

When you come to the next screen enter the estimated amount for the hotel and click “Save”. Your hotel estimate amount will then populate to the left of the screen. The hotel rate does not include hotel taxes. Be sure to include hotel taxes under incidental expenses.




MILEAGE





Select the mileage pre-approval type, you will be taken to the mileage screen.



Enter your start of travel date. Use the “Calculate Mileage” option. This option calculates the rate automatically.

Cancel Save

 Mileage

Date	<input type="text" value="06/28/2021"/> 	
Estimated Amount	<input type="text" value="0.00"/> <input type="text" value="USD"/>	
Description <small>Optional</small>	<input type="text"/>	
Rate	<input type="text" value="0.56"/>	
Miles	<input type="text" value="0.00"/>  Calculate Mileage	
Deduction	<input type="text" value="None"/>	

On the “Calculate Mileage” screen enter your departing city and your destination and return to city. Select “Save Trip” once finish. The “Return to Start” option will populate the departing city automatically if selected.

Calculate Mileage

Lamar University, South Martin Luther King Junior Parkway, Beaumont, TX, USA

Alamodome, Live Oak Street, San Antonio, TX, USA

Lamar University, South Martin Luther King Junior Parkway, Beaumont, TX, USA

+ Add Destination

Return to Start

561.54 Miles

Map Satellite


San Antonio


Houston


Beaumont

Cancel Save Trip

The estimated mileage will populate on the next screen, with the description of the miles traveled. Click "Save".

Cancel Save 

 Mileage

Date 

Estimated Amount

Description Optional

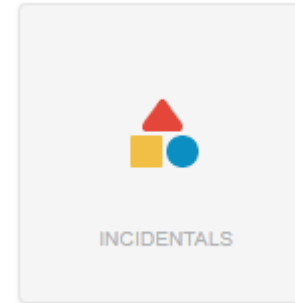
Rate

Miles [🚗 Calculate Mileage](#)

Deduction

INCIDENTALS

From “Pre-Approval Types” select “Incidentals”.



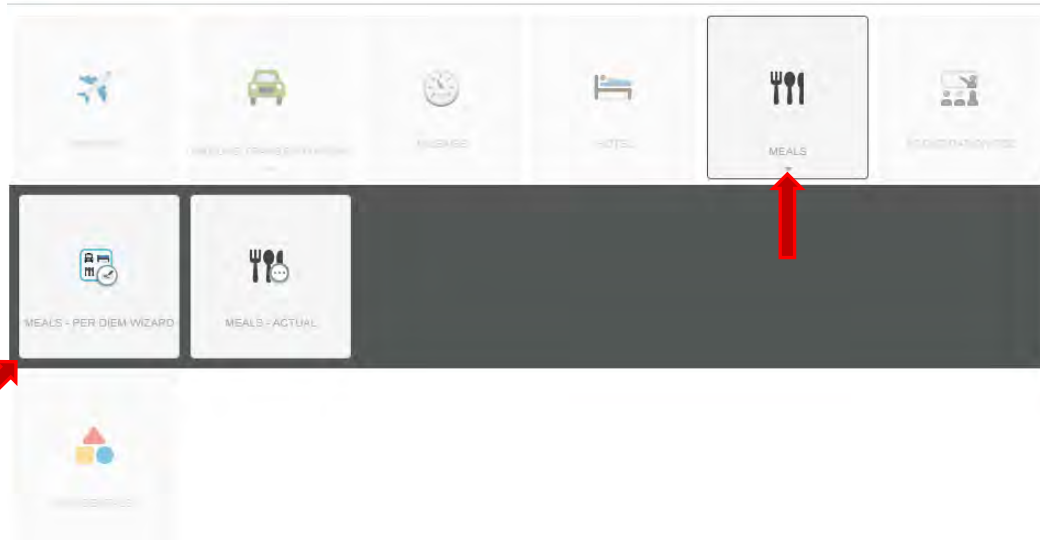
When entering the estimated amount for incidentals consider any hotel taxes, parking, and baggage. Click “Save”.

A screenshot of a web form for entering incidentals. At the top right, there are two buttons: "Cancel" and "Save". A red arrow points to the "Save" button. Below this is a header section with a logo (a red triangle, yellow square, and blue circle) and the word "Incidentals" in blue. The main form area has two fields. The first field is labeled "Estimated Amount" and contains the value "150.00" followed by a calculator icon and the currency "USD". A red arrow points to the "150.00" value. The second field is labeled "Description" and has the word "Optional" in smaller text below it. The field is currently empty.

PER DIEM

Select “Meals” pre-approval types and then the “Meals-Per Diem Wizard”.

Add Pre-Approval Types



Per Diem Wizard

Start Date: 07/05/2021 06:00

End Date: 07/09/2021 19:00

Days: 5

Description (Optional): Add Description

Destination City: San Antonio-Bexar County, Texas (TX), United States

Number of Attendees: 1

Add Entries Cancel

Complete all requested information. Click “Add Entries” and the per diem information will be added to your report.

SUBMITTING A PRE-APPROVAL

Once all expenses are entered review your list on the left of the screen and if you approve, click “Submit.”
*If **warnings** appear you must correct the expense or enter information to validate the expense. If **violations** appear you must correct the expense before you can proceed.

The screenshot shows the Chromeriver interface for submitting a pre-approval. The top navigation bar includes the Chromeriver logo, a user profile for Jinella Sims at Lamar University, and settings/help icons. The main content area is titled "Pre-Approvals For Jinella Sims" and displays a specific report: "SIMS - CHARLOTTE, NC 07.20-07.25.2021".

EXPENSE	ESTIMATED
Airfare	328.00 USD
Car Rental	157.00 USD
Mileage	97.17 USD
Hotel	540.00 USD
Meals - Per Diem	56.00 USD
Meals - Per Diem	56.00 USD
Meals - Per Diem	56.00 USD
Meals - Per Diem	56.00 USD
Meals - Per Diem	56.00 USD
Meals - Per Diem	56.00 USD
Meals - Per Diem	56.00 USD
Registration Fee	50.00 USD
Incidentals	180.00 USD

At the bottom of the interface, the "PA Report ID" is QA0000731166, the "Total Estimated Amount" is 1,688.17 USD, and a green "Submit" button is visible.

Please read the acknowledgement that appears. If you agree, click “Submit”. The Pre-Approval will then go through the necessary approval steps starting with budget.

Submit Preapproval

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

SIMS - CHARLOTTE, NC 07.20-07.25.2021

Report Owner	Jinella Sims
Created By	Jinella Sims
Create Date	06/28/2021
Pay Me Amount	1,688.17 USD
PA Report ID	QA0000731166
From Date	07/20/2021
To Date	07/25/2021
Business Purpose	Chrome River Conference

Expense Summary

	AMOUNT (USD)	SUBMITTED (USD)
Airfare	328.00	0.00
Car Rental	157.00	0.00
Hotel	540.00	0.00
Meals - Per Diem	336.00	0.00
Mileage	97.17	0.00
Miscellaneous / Other	180.00	0.00
Registration Fee	50.00	0.00
Total	1,688.17	0.00

Account Summary

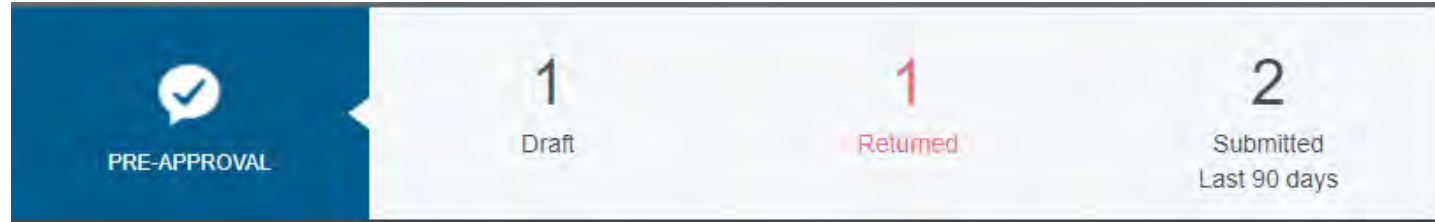
	AMOUNT (USD)
430001 VP for Finance and Operations FUND: 140001 - Designated Tuition / ORGN: 30001 - VP for Finance and Operations / PROG: 600 - Institutional Support	1,688.17
Total	1,688.17

Comments (0)

Attachments (0)

TRACKING A PRE-APPROVAL

To track Pre-Approvals after submission, return to your dashboard and click on the Pre-Approval “Submitted” option



You will then be brought to a list of your submissions and will be able to see the approval status of submitted pre-approvals.

Submitted Pre-Approvals		
Houston, TX 11.29-11.30.2020 QA0000647027	12/17/2020	0.00 USD USED / EXPIRED
San Antonio, TX 11.25-11.30.2020 QA0000647026	12/17/2020	0.00 USD USED / EXPIRED
Austin, TX 11.05-11.06.2020 QA0000646728	12/17/2020	0.00 USD USED / EXPIRED
El Paso, TX 12.17-12.20.2020 QA0000646732	12/17/2020	183.00 USD APPROVED

At the submitted Pre-Approvals list click on the status report to the right.

Submitted Pre-Approvals		
Houston, TX 11.29-11.30.2020 QA0000647027	12/17/2020	0.00 USD USED / EXPIRED
San Antonio, TX 11.25-11.30.2020 QA0000647026	12/17/2020	0.00 USD USED / EXPIRED
Austin, TX 11.05-11.06.2020 QA0000646728	12/17/2020	0.00 USD USED / EXPIRED
El Paso, TX 12.17-12.20.2020 QA0000646732	12/17/2020	183.00 USD APPROVED

Then click “Tracking” the routing steps and who is assigned to approve will appear.

*If your pre-approval is returned due to budget, check your funding and resubmit.

El Paso, TX 12.17-12.20.2020	
Report Owner	Jinella Sims
Created By	Jinella Sims
Create Date	12/14/2020
Pay Me Amount	183.00 USD
PA Report ID	QA0000646732
From Date	12/17/2020
To Date	12/20/2020
Business Purpose	Meeting at UTEP

Tracking for El Paso, TX 12.17-12.20.2020	
Status	Approved
Estimated Amount	183.00 USD
Routing Steps	
← ○ ○ ○ ○ ○ ○ ○ →	
Step Number	1
Approver	Auto Bot (Ethos Budget Checker)
Assigned Date	12/14/2020 02:37 PM
Step Status	Returned
Completed Date	12/15/2020 12:03 PM
Completed By	Auto Approve
Routing Rule	15 - AUTOBOT - Initial PA Budget Check

APPROVALS BY EMAIL OR IN THE APP

APPROVING BY EMAIL

Approvers will be notified by email of submitted reports needing responses. The approver has the option to approve or return the request. At the bottom of the email, you will find the approve and return forwarding email. Selecting the appropriate email response and you have the option to add notes, if needed.

Chrome River Pre-Approval Request [C CFA] Inbox x

expense-noreply@chromefile.com
to aviva.kram

Pre-Approval Request for: Chrome River CFA
Report: Client Depositions (San Jose)
Pre-Approval ID: 0100-0001-0394
Submit: 01/06/2012
Dates: 01/09/2012 - 01/11/2012
Total: 1875.00 USD

Business Purpose
Meeting at client facilities.

Account Summary
1000 100%
Billable Matter
General Account

Expense Summary
Airfare
1000.00 USD
Notes:
Lodging
300.00 USD
Notes:
Meals
300.00 USD
Notes:
Other
275.00 USD
Notes:

=====
- To Approve, forward to approve@c1-prod.chromefile.com.
- To Return, forward to return@chromefile.com.
- Comments entered in first line of forwarded message will appear in the Report Notes.
=====

Pre-Approval ID: 0100-0001-0394
Chrome River Expense

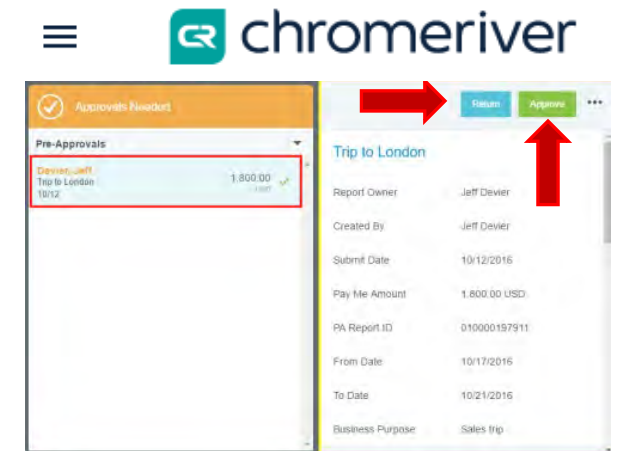
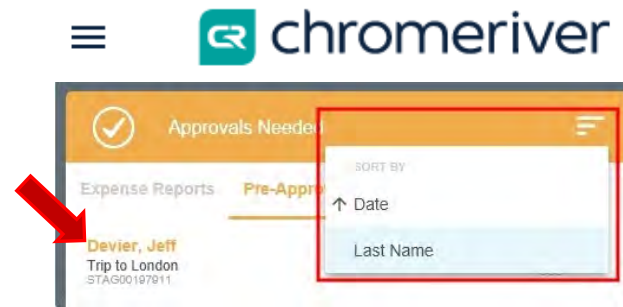
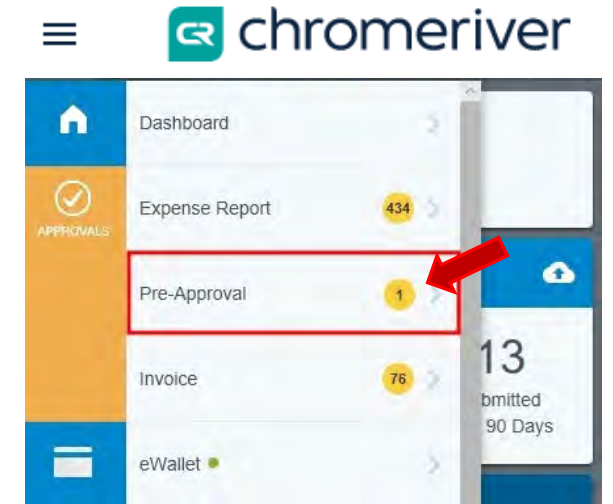
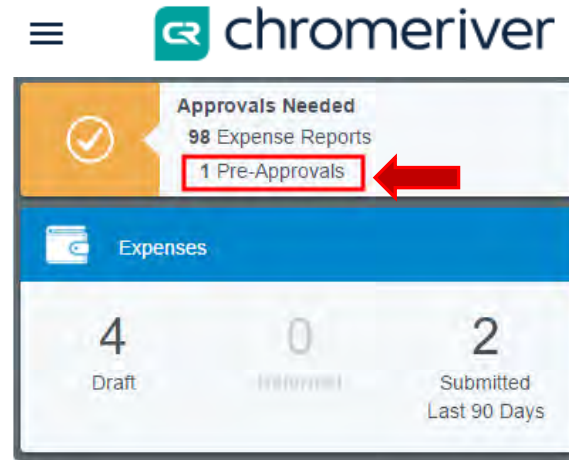
APPROVING IN APP

Approval notifications populate on your notification bar. Click, "Pre-Approvals".

Your pending Pre-Approvals can also be accessed by clicking the "MENU" button and selecting "Pre-Approval". The yellow circle indicates the amount.

This will bring up the pending approval list.

A list will display all awaiting pre-approvals. Click on the approval you want to view, and a preview will appear to the right allowing you to return or approve.



SCAN AND SEND RECEIPTS

You also have the option to install the Chrome River App to your phone. Chrome River is compatible with both Android and IOS devices.



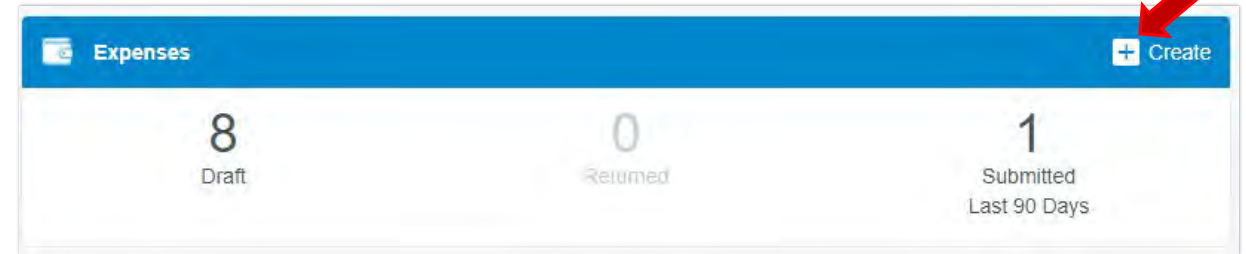
Be sure to download CR SNAP from the App Store or Play Store for your device. CR SNAP is compatible with Android and IOS devices. This app will capture and upload receipt images right when the expense occurs once you snap a photo of the receipt. The receipt will then upload directly to the “Receipt Gallery” in Chrome River.



If you prefer not to use the Chrome River SNAP App, please follow the directions below.

Use the “Snap and Send” feature to quickly load receipt images to your account. Simply take a photo of one or more receipts and email them to receipt@cal.chromeriver.com. The receipts will then be available within your Receipt Gallery in Chrome River. Be sure to send the email from an email account that is registered with Chrome River. Your company email address is already registered, and you can easily add other addresses via the Preferences menu.

CREATING AN EXPENSE REPORT



On your dashboard click the “+” to create a new expense report.

Click “Import Pre-Approval” if you have a Pre-Approval for your trip. If you choose “Import Pre-Approval” a drop-down box of Pre-Approval reports will appear, select the appropriate report.

*In rare occasions if you do not have a Pre-Approval skip the import step and manually add the required information in the boxes listed and then click save.

Expenses For Jinella Sims

Cancel Save

Import from Pre-Approval

Report Name

Report Type

Business Purpose

Start Date

End Date

Fiscal Year

The report information will populate. Please review and click “Save.”

Imported Pre-Approval amounts will appear to the left of the screen. If the expenses do not populate you will click on the individual tiles and add your expenses to your report. Clicking on the blue bar (+) will make the expense tiles appear.

Expenses For Jinella Sims

Report Name: SIMS - HOUSTON, TX 07.07-07.09.2021

Report Type: Travel

Business Purpose: CHROME RIVER CONFERENCE

Start Date: 07/07/2021

End Date: 07/09/2021

Trip Type: Domestic (in Texas)

Traveler Type: Individual

This is Athletic Team Travel or On-Campus Athletic Official Visit Expenses:

Fiscal Year: FY21

Cancel Save

Pre-Approval Expense Summary

Pre-Approval Report Applied

× SIMS - HOUSTON, TX 07.07-07.09.2021

Expenses For Jinella Sims

SIMS - HOUSTON, TX 07.07-07.09.2021

DATE EXPENSE SPENT PAY ME

Click "+" to add your first item.

Add Expenses

Create New

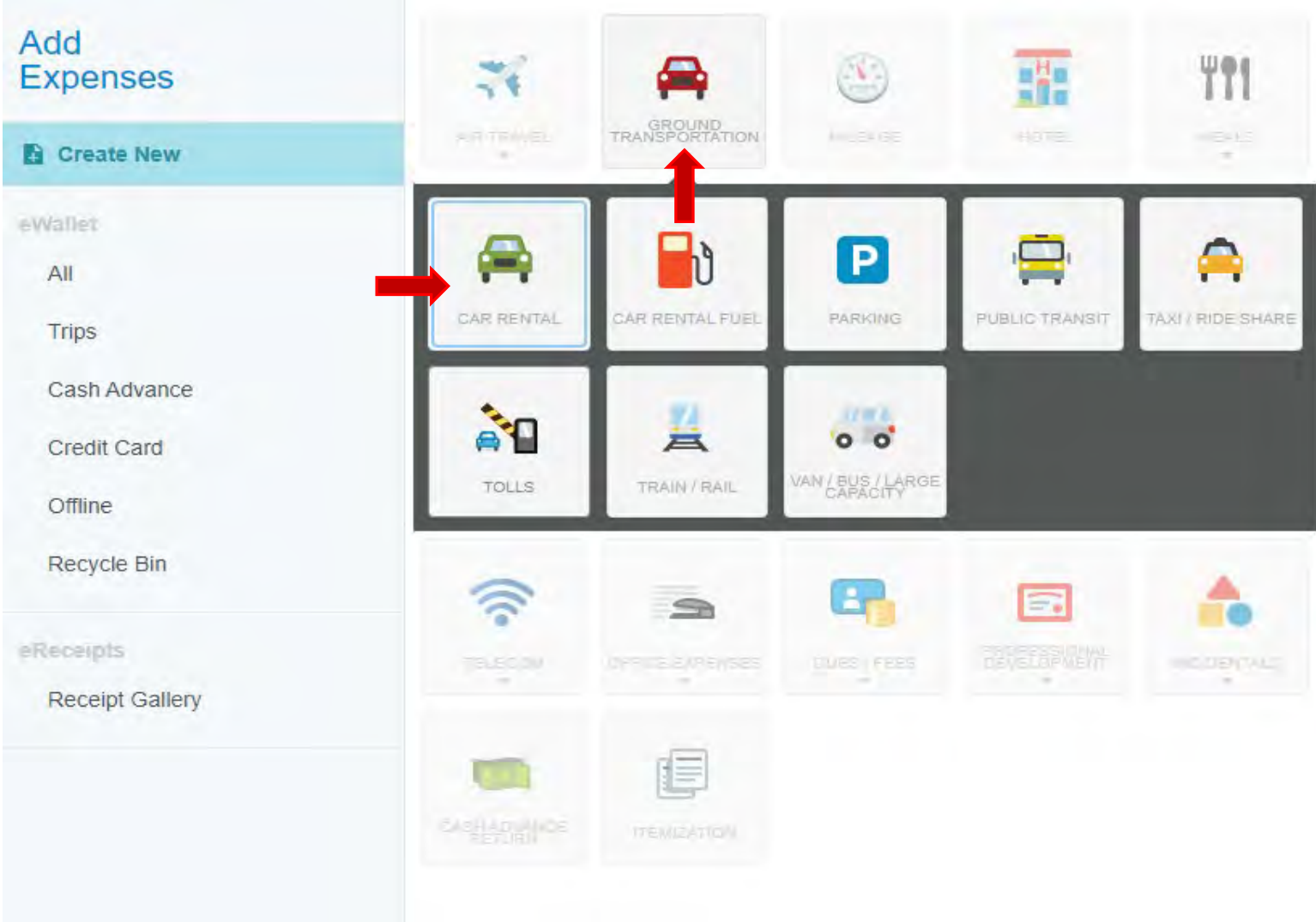
- All
- Trips
- Cash Advance
- Credit Card
- Offline
- Recycle Bin

Receipts


Receipt Gallery


- AIR TRAVEL
- GROUND TRANSPORTATION
- MILEAGE
- HOTEL
- MEALS
- TELECOM
- OFFICE EXPENSES
- DUES / FEES
- PROFESSIONAL DEVELOPMENT
- INCIDENTALS
- CASH ADVANCE RETURN
- ITEMIZATION


In this instance the pre-approval amounts did not appear to the left of the screen. Select the first expense you would like to add to the report.



Be sure the date is the first date of your trip, or the date located on the receipt. You will then scroll down and make sure the “Allocation” is correct. To add receipts, click on “Add Attachments” to upload. This will give you the option to upload receipts from your “Receipt Gallery” or upload from your computer. Once selection is made, click “Save”. This step will be completed for each expense.


 **Car Rental**

Date 

Spent 


Business Purpose



Description Optional

Class 


Please type the INDEX you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection

Allocation

 [Add Allocation](#)

Attachments (1)  

Drag image here to upload



Review and delete any items not associated with your trip expenses. **Green checks** to the right of the expenses indicate there are no issues and you can proceed to submit. If **warnings** appear you must correct the expense or enter information to validate the expense to proceed with submitting. If **violations** appear you must correct the expense before you can proceed. Click “Submit”.

The screenshot displays the 'Expenses For Jinella Sims' interface. The main area shows a list of expenses for the trip 'SIMS - HOUSTON, TX 07.07-07.09.2021'. Each row includes the date, expense type, amount spent, and a 'Pay Me' amount with a green checkmark indicating no issues. A sidebar on the right offers options to 'Add Expenses' and 'Create New' with various category icons. At the bottom, a summary bar shows the total pay me amount as 187.00 USD, with a green 'Submit' button highlighted by a red arrow.

DATE	EXPENSE	SPENT	PAY ME	STATUS
Wed 07/07/2021	Meals - Per Diem	61.00 USD	61.00	✓
Thu 07/08/2021	Meals - Per Diem	61.00 USD	61.00	✓
Fri 07/09/2021	Car Rental	1.00 USD	1.00	✓
Fri 07/09/2021	Hotel	1.00 USD	1.00	✓
Fri 07/09/2021	Incidentals	1.00 USD	1.00	✓
Fri 07/09/2021	Registration Fee	1.00 USD	1.00	✓
Fri 07/09/2021	Meals - Per Diem	61.00 USD	61.00	✓

Expense Report: QA0023266332 | Total Pay Me Amount: 187.00 USD | **Submit**

Submit Confirmation

I hereby certify that all expenses being paid or reimbursed by the University are valid and comply with University policy. I affirm that all expenses claimed for reimbursement were paid with personal funds and have not been previously reimbursed through a submitted expense report or by an outside agency or third party.

Pre-Approval Applied: SIMS - HOUSTON, TX 07.07-07.09.2021 [\[Remove\]](#)

Available Balance: 187.00 USD

Cancel

Submit

If you agree with the acknowledgement, click “Submit”.

You have the option to scroll and review the expense report for a second time.

SIMS - HOUSTON, TX 07.07-07.09.2021

Report Owner: Jinella Sims
Payment Specialist Senior

Expense Report ID: QA0023266332

Business Purpose: CHROME RIVER CONFERENCE

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	187.00	0.00
Amount Due Employee	187.00	0.00

Applied Pre-Approval Report

DATE	REPORT NAME	AMT (USD)
07/06/2021	SIMS - HOUSTON, TX 07.07-07.09.2021	0.00

Remaining Balance: 187.00

Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Car Rental	1.00	0.00
Hotel	1.00	0.00
Incidentals	1.00	0.00
Meals - Per Diem	183.00	0.00
Registration Fee	1.00	0.00
Total	187.00	0.00

Account Summary

	AMOUNT (USD)	APPROVED (USD)
430110 Controller FUND: 140001 - Designated Tuition / ORGN: 30110 - Controller / PROG: 600 - Institutional Support	187.00	0.00
Totals	187.00	0.00

Attachments (4)



TRACKING AN EXPENSE REPORT

To track an expense report, access your “Dashboard”.

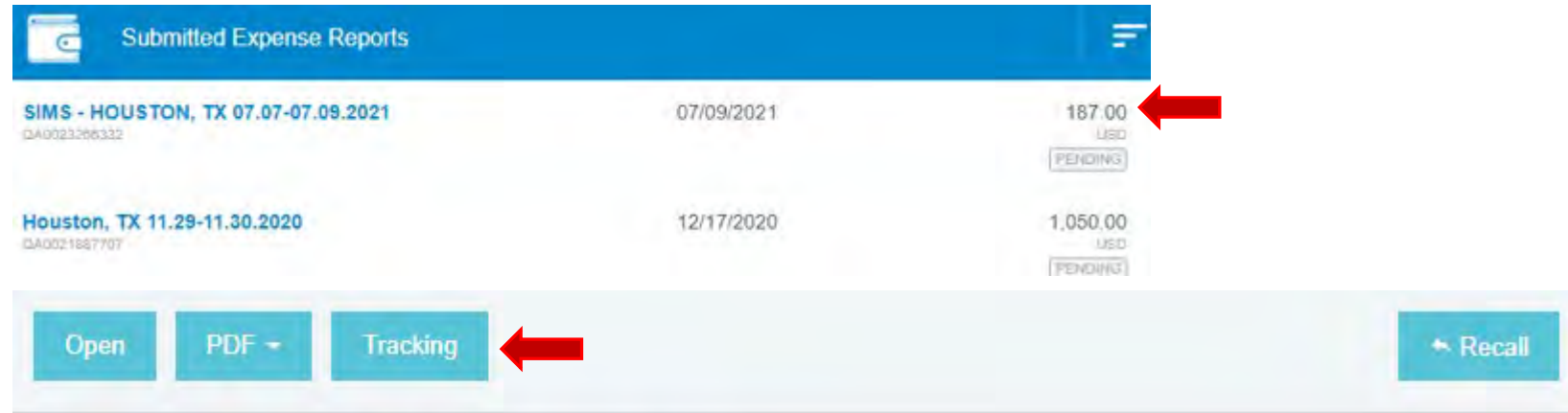
The screenshot shows the Chromeriver dashboard with a sidebar on the left and a main content area. The sidebar has four main sections: EWALLET, APPROVALS, EXPENSES, and PRE-APPROVAL. The main content area is divided into four rows of summary cards. The 'EXPENSES' row is highlighted with a blue background and contains three columns of data: 8 Draft, 0 Submitted, and 1 Submitted Last 90 Days. A red arrow points to the number '1' in the 'Submitted Last 90 Days' column.

Category	Draft	Submitted	Submitted Last 90 Days
EWALLET	0 Credit Card Items 0 Receipts		
APPROVALS	3 Expense Reports	0 Pre-Approvals	
EXPENSES	8 Draft	0 Submitted	1 Submitted Last 90 Days
PRE-APPROVAL	6 Draft	0 Submitted	2 Submitted Last 90 days

The screenshot shows the mobile app navigation menu. The top bar has a hamburger menu icon and the 'chromeriver' logo. Below the logo is a list of menu items: Dashboard, Expense Report, and Pre-Approval. The 'Expense Report' item has a yellow badge with the number '3' next to it. A red arrow points to the 'Dashboard' item, and another red arrow points to the '3' badge.

From the “Expenses” row, click on the submitted reports in the last 90 days.

A list of recently submitted reports will appear. Select the report you want to track.



The screenshot shows a 'Submitted Expense Reports' interface. At the top, there is a blue header with a folder icon and the text 'Submitted Expense Reports'. Below this, two report entries are listed. The first entry is 'SIMS - HOUSTON, TX 07.07-07.09.2021' with a date of '07/09/2021' and an amount of '187.00 USD'. The second entry is 'Houston, TX 11.29-11.30.2020' with a date of '12/17/2020' and an amount of '1,050.00 USD'. Both reports have a 'PENDING' status. Below the reports, there is a row of action buttons: 'Open', 'PDF', 'Tracking', and 'Recall'. A red arrow points to the 'Tracking' button.

Click, on “Tracking”.

SIMS - HOUSTON, TX 07.07-07.09.2021

Under currently assigned, the name of the next approver of your expense report will be listed.
*If your report is not found under “Submitted Reports”, it is possible that it is in the “Return” column, that can be accessed at your “Dashboard”.



The screenshot shows a 'Tracking for SIMS - HOUSTON, TX 07.07-07.09.2021' interface. It features a table with the following columns: 'EXPENSE TYPE', 'AMOUNT (USD)', 'STATUS', and 'CURRENTLY ASSIGNED'. A red arrow points to the 'CURRENTLY ASSIGNED' column header. The table contains seven rows of expense data.

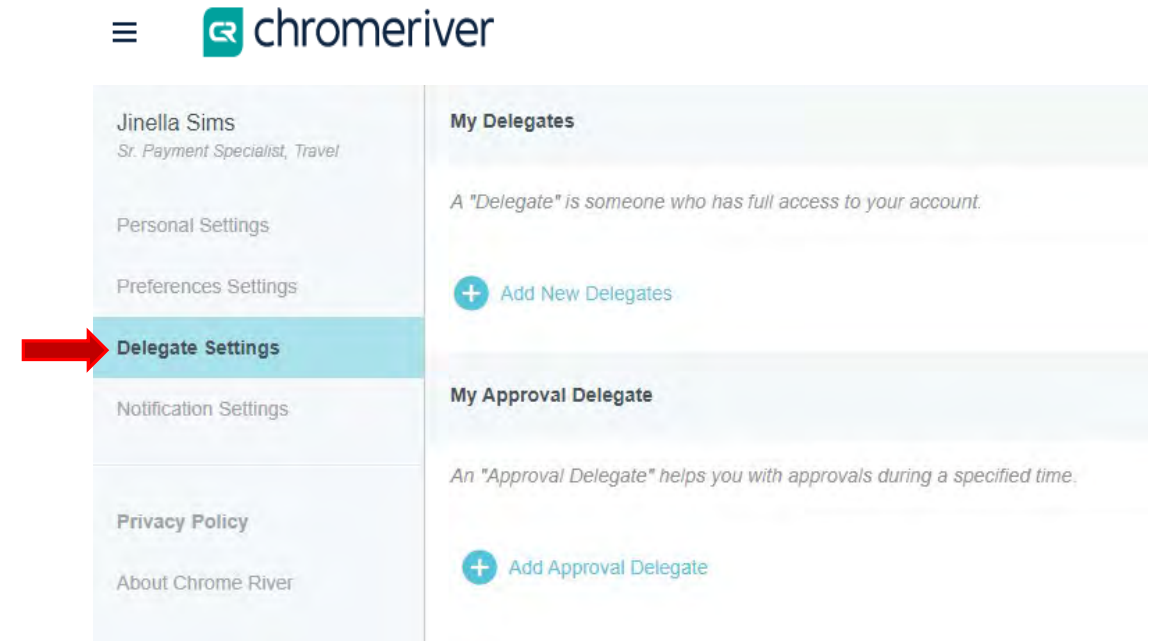
EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Meals - Per Diem	61.00	Pending Approval	Jody Thousand
Car Rental	1.00	Pending Approval	Jody Thousand
Incidentals	1.00	Pending Approval	Jody Thousand
Registration Fee	1.00	Pending Approval	Jody Thousand
Hotel	1.00	Pending Approval	Jody Thousand
Meals - Per Diem	61.00	Pending Approval	Jody Thousand
Meals - Per Diem	61.00	Pending Approval	Jody Thousand

DELEGATES

Chrome River allows users to delegate others to have full access to their account or to have approval authority.

To create a delegate, click on your name to the right of the dashboard. A drop-down box will appear, select “Settings”.

To the left of your screen a list of settings will appear select “Delegate Settings”.



The “My Delegates” option gives full access of your account to the person of your choice. The “My Approval Delegate” allows you to select a time frame for your delegate to assist you with approvals.



Jinella Sims
Sr. Payment Specialist, Travel

Personal Settings

Preferences Settings

Delegate Settings

Notification Settings

Privacy Policy

About Chrome River

My Delegates

A "Delegate" is someone who has full access to your account.

✕ **Jody Thousand**
Asst. Director Payment Svcs

+ Add New Delegates

My Approval Delegate

An "Approval Delegate" helps you with approvals during a specified time.

Select a User: Jody Thousand

Start Date: 06/30/2021

End Date: 07/01/2021

Save Cancel

From the options make your selection and click, “Save”.

My Delegates

A "Delegate" is someone who has full access to your account.

✕ **Jody Thousand**
Asst. Director Payment Svcs

+ Add New Delegates

My Approval Delegate

An "Approval Delegate" helps you with approvals during a specified time.

To remove a delegate, click the “X” next to the user’s name.

✕ **Jody Thousand(06/30/2021-07/01/2021)**
Asst. Director Payment Svcs

SAFE TRAVELS!

This presentation was to provide you with the basics of Chrome River and will get you off to a great start. If you have further questions, you are always welcome to reach out to the following:

Payment Services-Travel
409.880.8383
travel@lamar.edu

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Travel is in Section C, 127B of the Plummer
Administration Building
(Round Bldg. on MLK Pkwy and East Virginia)

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