Chrome River for Travelers

STEP 1: Prepare for Your Trip

1. Review the University Travel Policy and any other applicable travel materials, located at www.bsu.edu/travel.
2. Work closely with your delegates, and Sponsored Projects Administration if travel will be funded from a grant, to ensure estimates entered on the pre-approval (travel authorization) are as accurate as possible.
3. Ensure your delegate knows how you would like your travel purchases paid for:
   a. If you would like the University to directly pay for a conference registration, hotel associated with a conference registration, or any other travel-related prepayment, ensure your delegate has any applicable paperwork or payment instructions
   b. If you would like the University to directly pay for air, hotel, or rail through the University booking tool, you will have access to the University travel card upon approval of the trip, for that trip

STEP 2: Approve Your Trip

You will receive an approval e-mail after your delegate submits your pre-approval request:

![Chrome River Pre-Approval Request](attachment:image.jpg)
You can click **ACCEPT** or **RETURN**, depending on the action you wish to take. In either instance, a separate e-mail will open. If you wish to add comments for your trip with your approval or denial, you may enter them in the e-mail, and then you may send the message:

```
To approve@chromefile.com

Chrome River Pre-Approval Request [Test Traveler]

---------------------------------------------------------------------
Enter any optional NOTES in the space above this line to have them added to this pre-approval, then SEND this message to the Chrome River automated processing system for your action to be completed. --------------------------------------------------------------------- Pre-Approval ID: 0102-0047-8832
```

You may also review and approve the trip in the Chrome River module itself. Sign in to Chrome River from the my.bsu.edu homepage:

In this case, there is a pre-approval pending your approval. Click as indicated by the arrow above. You can then review your trip particulars, and when you are ready to take action, you can click **Return** or **Approve**:

The routing for pre-approvals is (**always approves, approves if applicable**):

![Routing Diagram]

To see where your pre-approval is in the approval process, sign in to Chrome River, click as indicated by the arrow, below, and then choose the pre-approval you wish to track.
Click Tracking (indicated by the arrow, above) to see whose approval your pre-approval is pending:

### Tracking for 6/20 - 6/23/18 San Diego

<table>
<thead>
<tr>
<th>Status</th>
<th>Pending Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Amount</td>
<td>500.00 USD</td>
</tr>
</tbody>
</table>

**Routing Steps**

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Assigned To</th>
<th>Assigned Date</th>
<th>Step Status</th>
<th>Routing Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Test Approver</td>
<td>07/19/2018 08:56 AM</td>
<td>Assigned</td>
<td>20 - Supervisor - PA</td>
</tr>
</tbody>
</table>
STEP 3: Receive Approval Email & Book Travel

When your trip has been fully approved, you will receive another email:

Chrome River Pre-Approval Request Approved

expense-noreply@chromeFile.com
To

NO ACTION REQUIRED

The following Pre-Approval Request has been approved.

Pre-Approval Request for
Report Name: Test Traveler
Pre-Approval ID: 0100-0047-8832
Submit Date: 07/19/2018
Expense Dates: 06/20/2018 - 06/23/2018
Total Expenses: 500.00 USD

You may then book travel. If approved to use the University travel card within the University booking tool, you may use the booking tool. Contact travel@bsu.edu, or review www.bsu.edu/travel, for help with or information regarding the booking tool.

STEP 4: Submit Expenses

Expenses may be submitted for reimbursement before or after your trip, depending on the purchase date. Please ensure both you and your delegate are in compliance with the Expense Reimbursements Accountable Plan for both receipt submission and expense report creation.

1. Ensure the expenses you wish to reimbursed for are in compliance with University Travel Policy.
2. Submit receipts to your delegate. Although the Travel Department will not require original receipts, be sure to follow your departmental procedures regarding receipt submission (whether physical copies must be returned to your department or whether scanned/photographed receipts are acceptable).
3. Your delegate will then create your expense report.
STEP 5: Approve Your Expense Report

You will receive an approval e-mail after your delegate submits your expense report:

![Expense Report Image]

You can click **ACCEPT** or **RETURN**, depending on the action you wish to take. In either instance, a separate e-mail will open. If you wish to add comments for your trip with your approval or denial, you may enter them in the e-mail, and then you may send the message:

```
To: approve@chromefile.com

Chrome River Expense Approval [Test Traveler]

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| Enter any optional NOTES in the space above this line to have them added to this expense report then SEND this message to the Chrome River automated processing system for your action to be completed. Report ID: 0100-2631-9941 Email UID: B7DF8885A8-2867-F10D-BF4723980B8
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You may also review and approve the trip in the Chrome River module itself. Sign in to Chrome River from the my.bsu.edu homepage:
In this case, there is an expense report pending your approval. Click as indicated by the arrow above. You can then review your trip particulars, and when you are ready to take action, you can click Return or Approve:

The routing for expense reports is (always approves, approves if applicable):

- Traveler
- Sponsored Projects Administration
- Org approvers - based off Banner Finance journal voucher approvals
- Travel Department

To see where your pre-approval is in the approval process, sign in to Chrome River, click as indicated by the arrow, below, and then choose the expense report you wish to track.

Click Tracking (indicated by the arrow, above) to see whose approval your expense report is pending:
You will receive a daily e-mail for each pending expense report which has completed a workflow step within the previous 24 hours. When your expense report has been fully approved, you will receive another e-mail:

expense-noreply@chromefile.com

To: