

Chrome River for Travelers

[STEP 1: Prepare for Your Trip](#)

[STEP 2: Approve Your Trip](#)

[STEP 3: Receive Approval E-Mail & Book Travel](#)

[STEP 4: Submit Expenses](#)

[STEP 5: Approve Your Expense Report](#)

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 [T Traveler]

- expense-noreply@chromefile.com

To :

Pre-Approval ID: 0100-0047-8832

ACTION REQUIRED		Chrome River
Pre-Approval Request For Report Name	Test Traveler	
Pre-Approval ID	6/20 - 6/23/18 San Diego	
Submit Date	0100-0047-8832	
Expense Dates	07/19/2018	
Total Expenses Approved	06/20/2018 - 06/23/2018	
Total Expenses Approved	500.00 USD	
Business Purpose		
conference		
Account Summary		
100100-133020	100 2006-133020	Amount (USD)
	1	500.00
No Activity Code		
Expense Summary		
Conference / Registration Fees	Amount (USD)	
	500.00	
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="background-color: #008000; color: white; padding: 5px 20px; border-radius: 3px;">ACCEPT</div> <div style="background-color: #c00000; color: white; padding: 5px 20px; border-radius: 3px;">RETURN</div> </div>		

Pre-Approval ID: 0100-0047-8832

To take action on these expenses, take either of the following steps:

- Click on the **ACCEPT** or **RETURN** button as appropriate and add any comments to the new email that opens,
- OR **FORWARD** this email to approve@chromefile.com or return@chromefile.com with any comments at the top of the forwarded message.

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: 0100-0047-8832

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:

The screenshot shows the Chrome River dashboard with a navigation menu on the left and a main content area on the right. The navigation menu has three sections: APPROVALS (0 Expense Reports, 1 Pre-Approvals), EXPENSES (3 Draft, 0 Returned, 3 Submitted Last 90 Days), and PRE-APPROVAL (1 Draft, 0 Returned, 2 Submitted). A red arrow points to the '1 Pre-Approvals' count. The main content area shows the Ball State University logo, a CONTACT section with contact information for the BSU Travel Department, and a NOTICES section.

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 screenshot shows the Chrome River interface with a navigation menu on the left and a main content area on the right. The navigation menu has two sections: Approvals Needed and Pre-Approvals. The main content area shows a pre-approval record for 'Traveler, Test' with a date of 07/19/2018 and an amount of 500.00 USD. A red arrow points to the 'Return' button, and another red arrow points to the 'Approve' button. The main content area also shows a warning message: 'Pre-Approval for overnight travel. Pre-Approval is for overnight travel however lodging does not exist. Please explain.'

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



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.

CHROME RIVER + New Test Traveler

EXPENSES	3 Draft	0 Returned	3 Submitted Last 90 Days
PRE-APPROVAL	1 Draft	0 Return	2 Submitted Last 90 days

CONTACT

For assistance with Pre-Approvals or Expense Reports, please contact:
 • BSU Travel Department 765-285-1327 Email Us

CHROME RIVER + New Test Traveler

Submitted Pre-Approvals Open PDF Tracking Recall

6/20 - 6/23/18 San Diego Pending Approval	07/19/2018	500.00 USD	6/20 - 6/23/18 San Diego
6/15 - 6/18 Denver Partially Approved	07/17/2018	1,008.23 USD	Pre-Approval for overnight travel #014

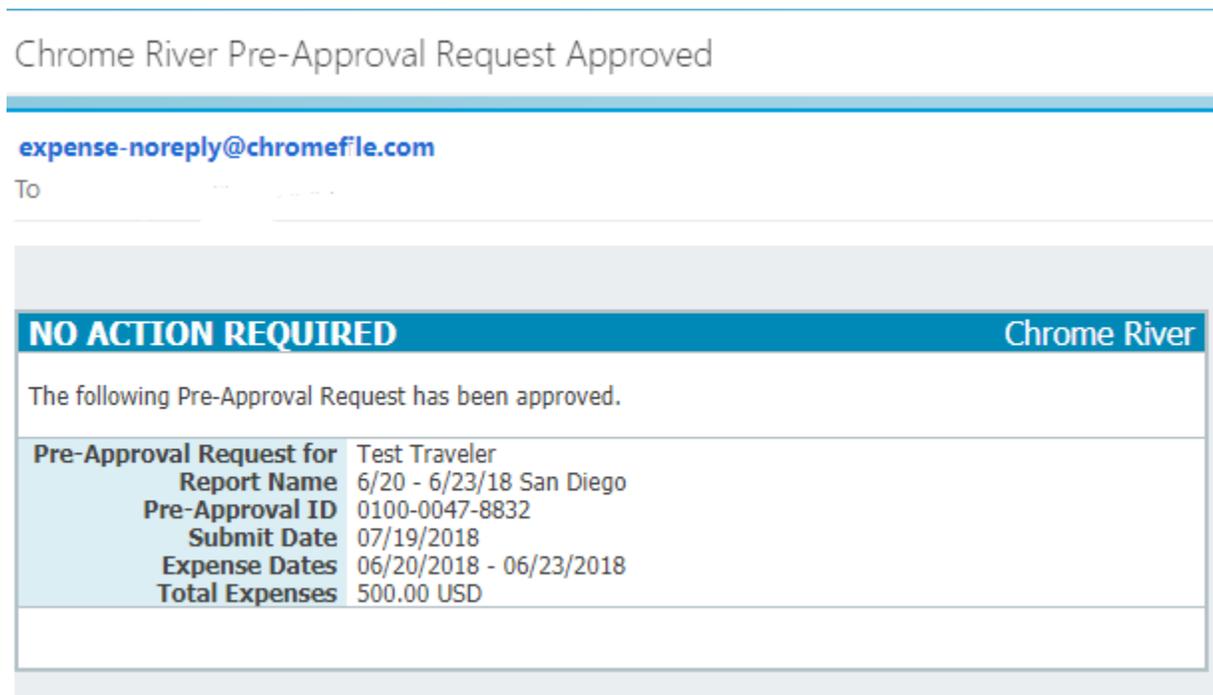
Click **Tracking** (indicated by the arrow, above) to see whose approval your pre-approval is pending:

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

Status	Pending Approval
Estimated Amount	500.00 USD
Routing Steps	
Step Number	2
Assigned To	Test Approver
Assigned To	Test Approver
Assigned Date	07/19/2018 08:56 AM
Step Status	Assigned
Routing Rule	20 - Supervisor - PA

STEP 3: Receive Approval E-mail & Book Travel

When your trip has been fully approved, you will receive another e-mail:



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:

Chrome River Expense Approval [Test Traveler] (2)

expense-noreply@chrome.com

Report ID: 0100-2631-9941

ACTION REQUIRED		Chrome River	
Expense Report for	Test Traveler		
Created by	Test Delegate		
Report Name	6/15/18 - 6/18/18 Denver		
Submit Date	07/17/2018		
Expense Dates	06/15/2018 - 07/17/2018		
Total Expenses	298.02 USD		
!! Compliance Warning !!			
Compliance Response	Overnight trip without lodging stayed with friends; no lodging expense		
Compliance Response	Car Rental Fuel justification car rental submitted on prior expense report		
Account Summary		Amount (USD)	
100100-133020	2006-1		298.02
No Activity Code			
Pre-Approval Summary		Estimated (USD)	Submitted
Airfare	500.00	763.47	
Hotel	600.00	0.00	
Meals - Per Diem	128.00	128.00	
Parking	36.00	36.00	
Personal Mileage - Set Rates	62.25	62.25	
Totals	1,326.25	989.72	
Expense Details			
06/15/2018	Car Rental Fuel	1	34.55 USD
	100100-133020	2006-	
	No Activity Code		
Cost Code	738060		
Reason Assigned	Expense Reports submitted by a delegate must be approved by the Expense Owner.		
07/17/2018	Airfare	1	263.47 USD
	100100-133020	2006-	
	No Activity Code		
Return Date	06/18/2018		
lbl_udf_EgenciaPaymentMethod	Yes		
Airline	WN		
Departure Date	06/15/2018		
lbl_udf_ClassofFare	Economy		
Cost Code	738090		
Reason Assigned	Expense Reports submitted by a delegate must be approved by the Expense Owner.		
Receipts	View		
Financial Summary		Amount (USD)	
Total Expense Report			298.02
Less Company Paid			0.00
Amount Due Employee			298.02

ACCEPT **RETURN**

>> [View Receipts](#) Report ID: 0100-2631-9941

To take action on these expenses, take either of the following steps:

- Click on the **ACCEPT** or **RETURN** button as appropriate and add any comments to the new email that opens,
- OR **FORWARD** this email to approve@chrome.com or return@chrome.com with any comments at the top of the forwarded message.

To view this expense report or access the Chrome River application, [click here](#).

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@chrome.com

Chrome River Expense Approval [Test Traveler]

..... 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: B7DFCFFB-D04B-28E7-7F1D-BF41723980B6

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:

CHROME RIVER

APPROVALS

EXPENSES

PRE-APPROVAL

Approvals Needed
1 Expense Reports
0 Pre-Approvals

0 Returned
4 Submitted Last 90 Days

1 Draft
0 Returned
2 Submitted

BALL STATE UNIVERSITY

CONTACT

For assistance with Pre-Approvals or Expense Reports, please contact:
• BSU Travel Department 765-285-1327 Email Us

NOTICES

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**:

CHROME RIVER

Open PDF Tracking Return Approve

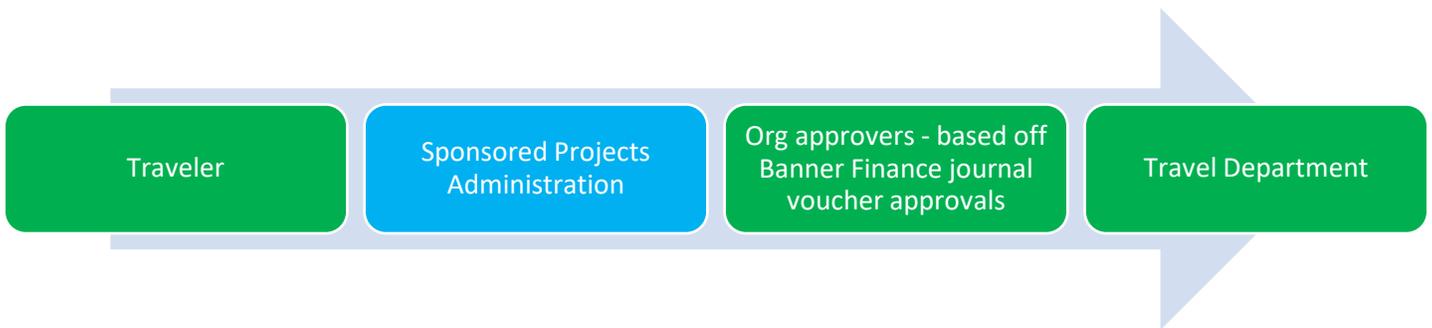
6/20 - 6/23/18 San Diego

Report Owner Test Traveler

Submit Date 07/19/2018

Expense Report ID 010026370355

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



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.

CHROME RIVER

EXPENSES

PRE-APPROVAL

Submitted Expense Reports

Open PDF Tracking Recall

3 Draft
0 Returned
4 Submitted Last 90 Days

1 Draft
0 Returned
2 Submitted Last 90 Days

6/20 - 6/23/18 San Diego
Pending Approval

07/19/2018 838.25 USD

6/20 - 6/23/18 San Diego

Click **Tracking** (indicated by the arrow, above) to see whose approval your expense report is pending:



Airfare

Spent Converted	223.37 USD
Amount Spent	223.37 USD
Routing Status	Pending Approval

Routing Steps



Step Number	3
Assigned To	Travel Dept
Assigned To	Travel Dept
Assigned Date	07/19/2018 09:28 AM
Step Status	Assigned
Routing Rule	105000 - BSU Travel - Final Approval

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 :

CHROMERIVER

Hi Test,
Here's your expense status report

010026498446

7/25/18 ER Test

Expense Dates	07/25/2018 - 07/25/2018	Total Expenses
Submit Date	07/25/2018	500.00 USD

[View Report](#)

Current Status:

FULLY APPROVED

07/25/2018	Miscellaneous - Other	Approved Amount:
Approved By on Jul 30		500.00

OUT OF POCKET

You are receiving this email because you opted in to receive scheduled reports when the status of your report changes. You can change your email notification settings anytime.