Login page and Dashboard

In order to access Chrome River, go to RamPort → Employee → Travel → Chrome River

Once logged in, you will be presented with the Chrome River home dashboard.

1 – Access dashboard, eWallet, receipt gallery, inquiry
2 – Return to the home dashboard
3 – Create a new Pre-Approval and Expense Report
4 – Access delegate settings, alternate email, logout
5 – Expense Report items
6 – Pre-Approval Items
7 – ASU information, reminders, and help
Delegates

Chrome River offers two types of delegation to allow users to create and approve expense reports for each other at ASU.

- **Delegate:**
  - Create pre-approval and expense reports for another user and access his or her Settings menu, Home screen, and Inquiry reports. You will receive any e-mail notifications regarding rejection or adjustment of reports created for the user.
  - You will not be able to approve expenses that are routed to the user.

- **Approval Delegate:**
  - Temporarily approve expenses and pre-approvals for another user, via e-mail. You will not be able to access the user’s Approval scr. Not everyone will qualify to be an approval delegate.
  - Refer to the “FY 19 Succession Plan” to look up who can be an approval delegate.

Click your name and select “Settings”

Click “Delegate Settings”
Click the appropriate “+ Add New Delegates” depending on the type of Delegate you wish to assign.

Type in the name of the person to find them in the drop-down and select.

The delegate’s name will appear in the list.

To add an Approval Delegate, click “+ Add Approval Delegate”
Type in the name of the person to select them from the drop-down list.

Enter the start and end date for the approver. You can only have one approval delegate for a designated time period.

The approval delegate will appear in the list.

The delegate will receive the following email: