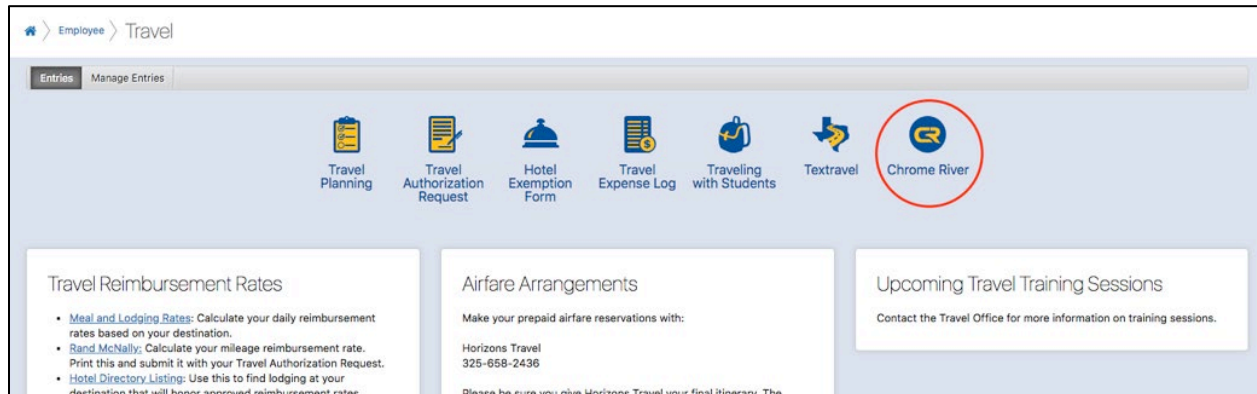


## Login page and Dashboard

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** **2** **3** **4**

**5** **6** **7**

**EXPENSES** 2 Draft 0 Returned 0 Submitted Last 90 Days

**PRE-APPROVAL** 1 Draft 0 Returned 2 Submitted Last 90 days

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

**CONTACT**

For expense reimbursement and processing assistance, please contact:

- Travel Office 325-942-2725 [Email Us](#)

**NOTICES**

**REMINDER: Mobile device access**  
Chrome River is a web application which means there is no need to download an app from the app store to your smart phone or tablet. Simply use your mobile browser to log into [app.chromeriver.com](#) as you do on your desktop. Use the "Add to Home Screen" option to add the Chrome River icon to your mobile device for easy access.

**FEATURE HIGHLIGHT: Emailing receipts to your account**  
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@chromefile.com](mailto:receipt@chromefile.com). The receipt(s) will then be available within your Receipt Gallery. 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.

**HELP**

Follow these links for quick tutorials. Full HELP is available throughout the application in the Chrome River Help Center.

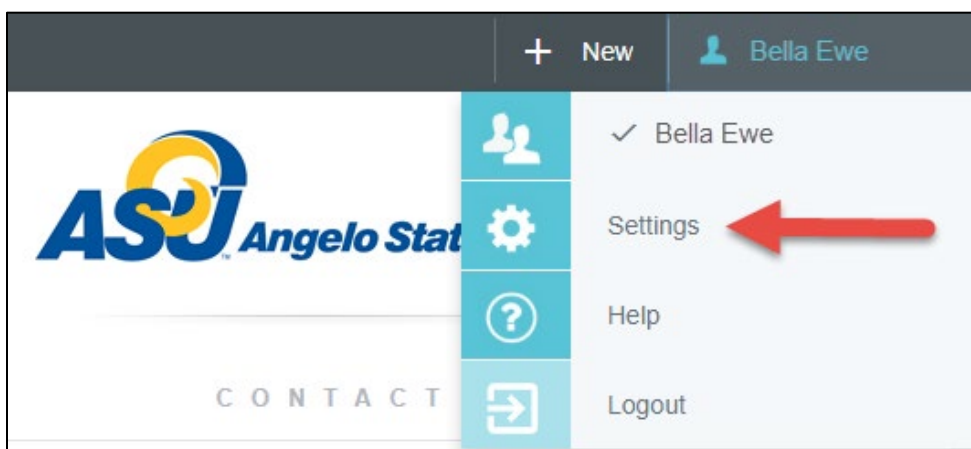
- [Travel Office Policies Link](#)
- [Getting Started with Chrome River](#)
- [How To: Create and Submit Expenses](#)
- [How To: Add Receipt Images](#)

## Delegates

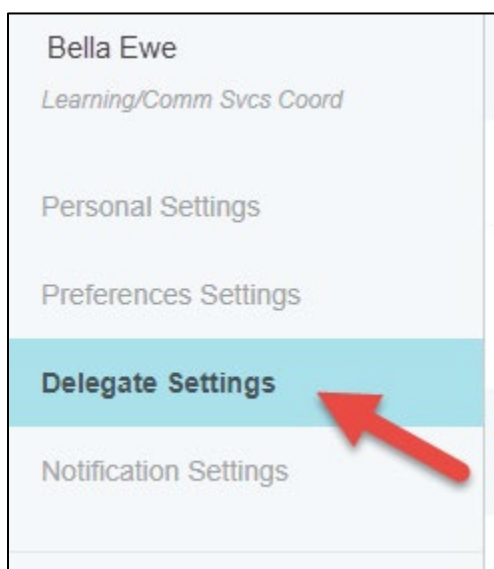
Chrome River offers two types of delegation to allow users to create and approve expense reports for each other at ASU.

- **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.

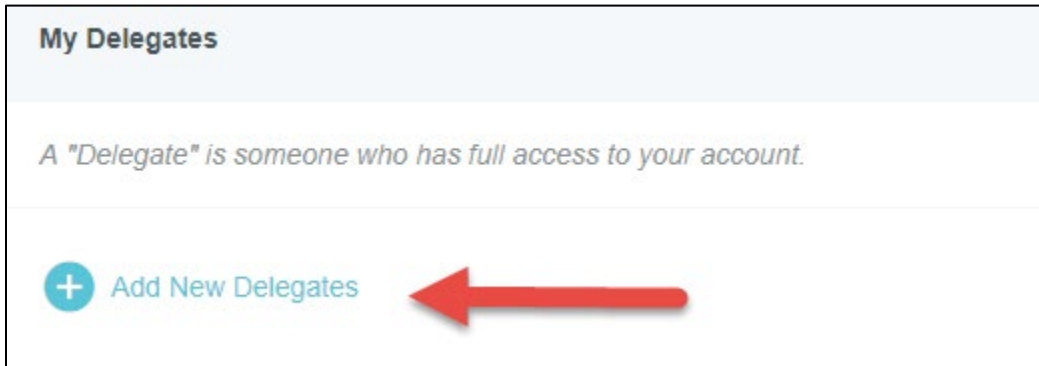
Click your name and select "Settings"



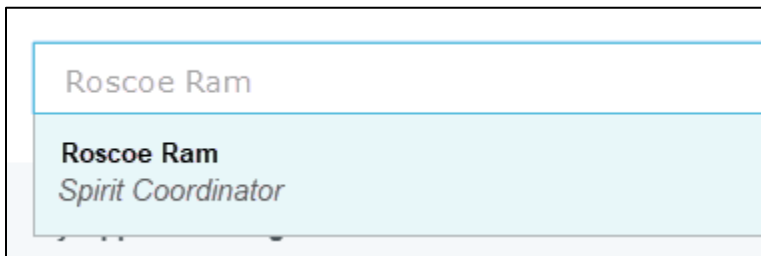
Click "Delegate Settings"



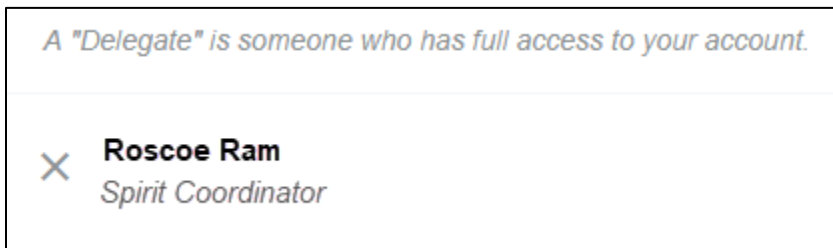
Click the appropriate “+ Add New Delegates” depending on the type of Delegate you wish to assign.



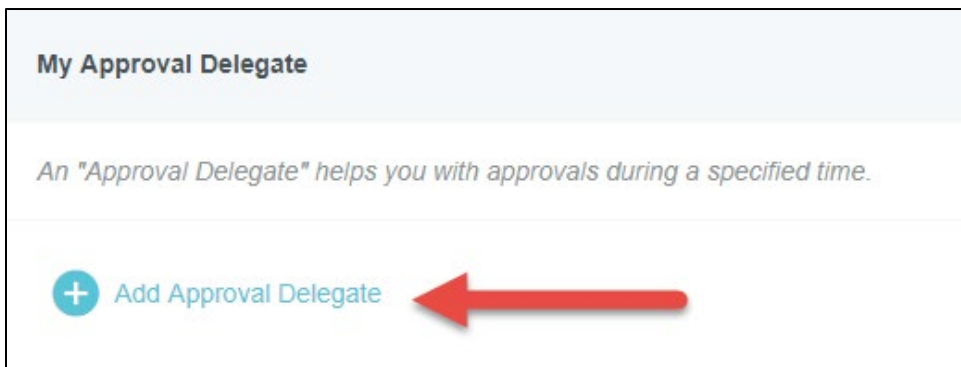
Type in the name of the person to find them in the drop-down and select.



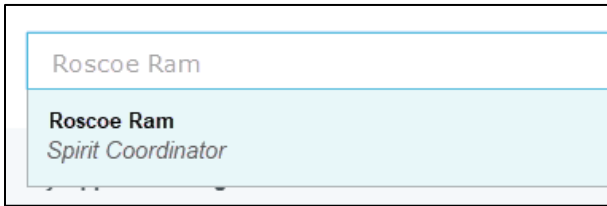
The delegate's name will appear in the list.



To add an Approval Delegate, click “+ Add Approval Delegate”

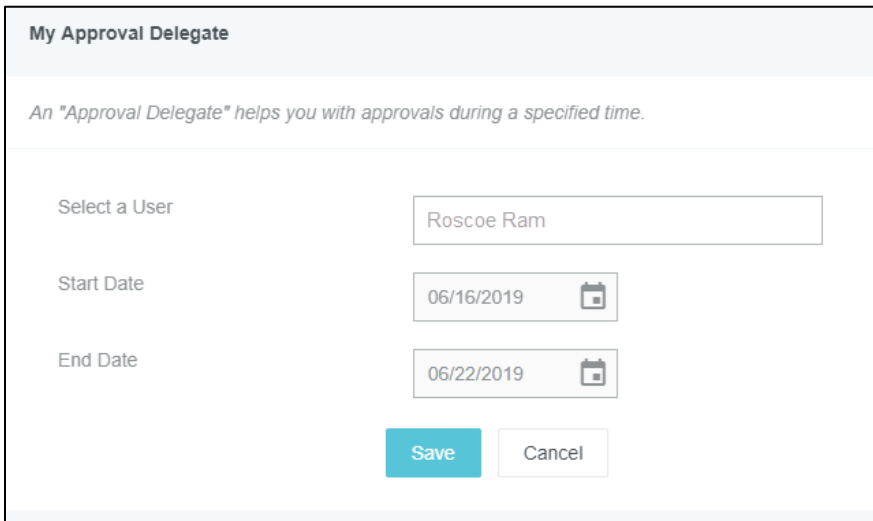


Type in the name of the person to select them from the drop-down list.



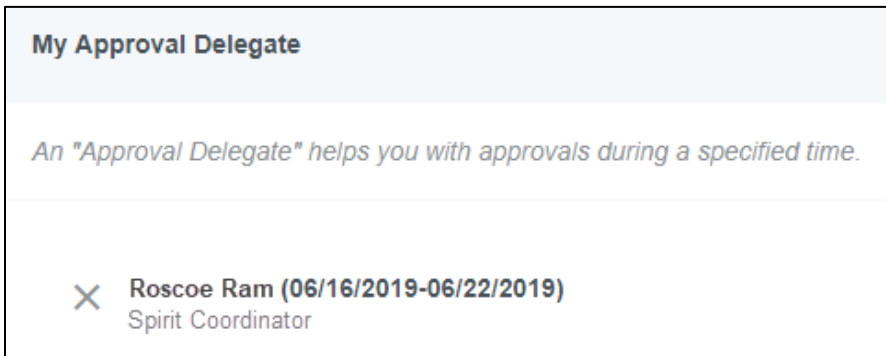
A screenshot of a user selection dropdown menu. The search bar contains the text "Roscoe Ram". Below the search bar, a list of results is shown, with the first result "Roscoe Ram" selected and highlighted in light blue. Below the name, the role "Spirit Coordinator" is listed.

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



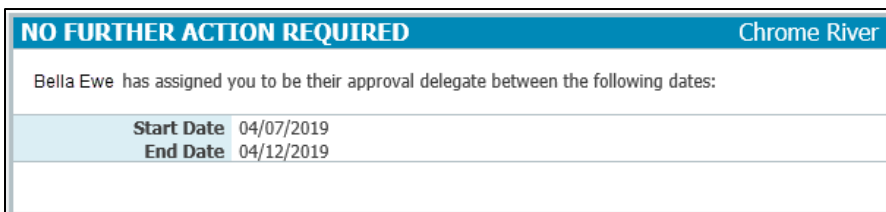
A screenshot of the "My Approval Delegate" form. The title is "My Approval Delegate". Below the title is a subtitle: "An 'Approval Delegate' helps you with approvals during a specified time." The form contains three input fields: "Select a User" with a dropdown menu showing "Roscoe Ram"; "Start Date" with a date field showing "06/16/2019" and a calendar icon; and "End Date" with a date field showing "06/22/2019" and a calendar icon. At the bottom of the form are two buttons: "Save" (in a blue box) and "Cancel" (in a white box with a grey border).

The approval delegate will appear in the list.



A screenshot of the "My Approval Delegate" list. The title is "My Approval Delegate". Below the title is a subtitle: "An 'Approval Delegate' helps you with approvals during a specified time." The list contains one entry: "Roscoe Ram (06/16/2019-06/22/2019)" with the role "Spirit Coordinator" listed below it. There is a small 'X' icon to the left of the entry name.

The delegate will receive the following email:



A screenshot of an email notification. The header is "NO FURTHER ACTION REQUIRED" in white text on a blue background, with "Chrome River" in white text on the right. The body of the email says: "Bella Ewe has assigned you to be their approval delegate between the following dates:". Below this text is a table with two rows: "Start Date" with the value "04/07/2019" and "End Date" with the value "04/12/2019".