

Chrome River Overview

Office of Procurement Services

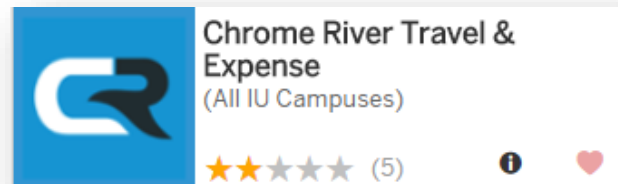
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Accessing Chrome River

Go to One.iu.edu

What would you like to do?

Enter Chrome River and favorite the task



Types of Trips

Chrome River includes travel reimbursements for:

- Employee
- Student
- Nonemployee
- Student Group
- Recruiting

And.....Meeting and P-Card reconciliation

Travel Roles

Roles	Function	System
Delegate	Arranger	Chrome River <ul style="list-style-type: none">• Set up by Traveler or Super Delegate
Super Delegate	Org Arranger	Chrome River <ul style="list-style-type: none">• Requires FO approval• Set up by TMS
CR Transaction Approver	Expense Approver	KFS <ul style="list-style-type: none">• Set up via Account Delegate document
CR Approval Delegate	Vacation Delegate	Chrome River <ul style="list-style-type: none">• Set up by transaction approver

How Does Routing Work?

- Initiator (traveler or delegate) creates the report and submits it.
- Document routes to the Transaction Approver for review and approval. The transaction approver also audits for policy compliance, department account, etc.
- Document then routes to Travel for final approval (note if the doc is mileage only or the expense is less than \$75, it will be final approved upon the approval by the transaction approver – the doc does not route to Travel in these instances).

Per Diem

- **Have to have proof of lodging**
 - **(in the Response field if not)**
- **Per Diem**
 - **75% first and last day**
 - **Not paid for non-overnight trips less than 12 hours**
 - **One day per diem greater than 12 hours is taxable.**

Reimbursement Deadlines!

- **REIMBURSEMENT DEADLINE POLICY**
- **Travelers have 60 days from return date to submit a request**
- **Anything between 60 & 120 days is taxable**
- **Anything after 120 days is not reimbursable**
- *There are no notifications sent so it is up to the traveler to keep track!*

Becoming a Delegate

**A Delegate is someone who does travel reimbursements on behalf of the traveler.
How?**

- **Have the traveler add you as a Delegate by selecting 'Settings'**
- **Become a Super Delegate and add yourself on the traveler's behalf. Have your Fiscal Officer send a note to travel requesting that you be set up.**
- **Contact travelbl@Indiana.edu for assistance**

How to Prepay

- **Employee travel – provide the IU Employee ID of the traveler.**
- **Nonemployee travel – provide the IU Employee ID of the IU employee making the reservation.**
- **Student group travel – provide the IU Employee ID of the group leader.**

Prepay with IU Account

AGENCY	RESERVATION INFORMATION
Egencia	Can now be used to direct bill airfare and hotel. The online site will collect the IU Employee ID instead of a Trip ID or DV number. The IU Employee ID for profiled travelers have been populated within Egencia.
Enterprise	Access the Enterprise Campus Rental booking link from the Travel website homepage
Designated Travel Agencies	Will require IU Employee ID number instead of Trip ID/DV number.
Carte Blanche/Classic Touch Limo	Will require IU Employee ID number instead of Trip ID/DV number.
Direct billed area hotels (for nonemployee travelers)	Will require the Vendor Payee ID of the nonemployee in place of DV number.
Motor Pool (Bloomington Campus)	Reserve a vehicle through Fleet Services: Fleet Services

How to Pay for a Conference Registration

- **Use your Departmental P-Card**
- **Use a Prepay Travel DV**

How to Prepay for a One Night Hotel Deposit

- **If you need to request a one-night deposit to secure a room reservation, you can use a Prepay Travel DV to request the deposit.**
- **Lodging for business travel can be charged to an IU account through the Egencia booking tool (note...only the full lodging can be prepaid).**

Uploading Receipts

- **Snap and send via mobile phone**
- **Forward an email receipt**
- **Scan to a computer and upload to Chrome River**

Scanning Several Receipts at Once

- Scan your receipts
- Taped receipts must be spaced and in the same direction
- Send the scan to receipt@chromefile.com
- Title the subject line with the Traveler's IU email address

Chrome River P-Card Reconciliation

- **Creating an expense report for one or more expenses in your eWallet**
- **Expense type and object code mapping**
- **Account allocation**
- **Attachment of receipts and support documentation to validate the expense and complete the audit record**
- **Policy compliance review**
- **Approval routing**
- **Export of approved expenses to the general ledger**

Credit Card Segregation of Duties

Roles	Function	System
Cardholder (Purchaser, Reconciler)	<ul style="list-style-type: none"> • Secures the P-Card • Monitors purchasers (checks out card) • Responsible for activity on card • Can reconcile or add CR Delegate • Cannot Approve their own transactions 	US Bank <ul style="list-style-type: none"> • Assigned using Employee ID
Chrome River Delegate (Reconciler)	<ul style="list-style-type: none"> • Reconcile or, • Reconcile and Approve 	Chrome River <ul style="list-style-type: none"> • Cardholder adds one or more delegates
P-Card Transaction Approver (Approver)	<ul style="list-style-type: none"> • Verifies policy compliance, audit record, and appropriate use • Reconciles and Approves or, • Approves expenses • Cannot Approve their own expenses 	KFS <ul style="list-style-type: none"> • Set up via Account Delegate document

Codes in Account Delegate Document: TV=Travel; PCCR=P-Card

Card Email Notification

ACTION REQUIRED

Chrome River

Unused Firm Paid Items

The following firm-paid expense items are currently unsubmitted.

0-30 Days

Owner	Report	Description	Amount
Name	none	Hotel - Other (07/11/18)	113.95 USD
	none	Hotel - Other (07/11/18)	143.28 USD

Total Unused Firm Paid Items

257.23 USD

Additional Training Resources

- [Chrome River - Known Issues/Status](#)
- [Roles in Chrome River](#)
- [Chrome River FAQ](#)
- [Chrome River Implementation FAQ](#)
- [Chrome River Webinars](#)
- [Chrome River Video Tutorials](#)
- [Chrome River listserv](#)

Be watching for Chrome River updates and announcements

Email questions to recharge@iu.edu