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**Sent:** Wednesday, August 01, 2018 11:40 AM

**Subject:** Online Travel Pre-Approval and Reimbursement System

We are THRILLED to announce that UMW will soon roll out an online travel pre-approval and reimbursement system called Chrome River. Chrome River is a user-friendly system that has the following functions that will make the travel approval and reimbursement process faster and easier for all:

- Lodging rate automatically populates based upon the city entered
- Per diem automatically populates based upon the city entered
- Per diem automatically calculates based upon provided meals selected
- Electronic routings for required approvals are done automatically for:
  - Supervisor of traveler
  - Appropriate FOAP manager(s)
  - Up to 150% of allowed lodging when rate exceeds state's allowed rate
  - Sharing a room when rate exceeds state's allowed rate
  - International travel
- Automatic "pop-up" notifications & reminders about specific requirements based upon information entered
- Online travel Pre-Approvals and Reimbursements (eliminates most paper associated with travel Pre-Approvals and reimbursements!)
- Image Receipts (traveler can load receipts immediately and send receipt images from a smart phone)
- Chrome River will also be used for non-travel reimbursements
- Tracking (so you'll know the exact status of the Pre-Approval or reimbursement request)
- Automatic mileage calculation based upon map wizard that is built-in
- For International travel, automatic U.S. dollar conversion based upon foreign currency amount entered

These are just a few of the many wonderful ways Chrome River will streamline and simplify UMW travel pre-approvals and reimbursements.

#### **A FEW KEY POINTS**

- ALL employees (and only employees!) will have access to Chrome River. Chrome River will be single sign-on, so you'll use your net ID and password to access the system.
- Employees will have to be enrolled in Direct Deposit for reimbursements, which is separate from Direct Deposit for Payroll. Employees enroll at <http://adminfinance.umw.edu/ap/travel/direct-deposit/>.
- Delegating
  - Entry of travel pre-approval and reimbursement requests can be delegated. For example, if a department wants the office manager to handle travel pre-approval entry and reimbursement request entry, each employee in that department can delegate to the office manager, and the employee who delegated to the office manager will still

have complete access to Chrome River. Departments can collaborate to decide how they will handle the travel pre-approval and reimbursement entry processes in Chrome River. Finance will not mandate how offices handle these processes, but Finance will monitor delegations to ensure internal controls.

- Supervisory approvers can delegate to a higher supervisory level to only one person at a time for a specified amount of time. For example, if a chair is going out-of-country, the chair can delegate to the dean during the dates the chair is out. If a Designated Signer is going out-of-country, the Designated Signer can delegate to another Designated Signer OR to the Chief of Staff during the dates the Designated Signer is out.
- Employees will have the ability to enter travel pre-approvals and reimbursement requests for students and guests, as needed, through Chrome River. In order to get a student or guest in Chrome River, a COV W9 must be completed and submitted to Accounts Payable, and Accounts Payable will take necessary steps to get a Cardinal ID and entry into Chrome River. The COV W9 is found at <http://adminfinance.umw.edu/ap/forms/#SubstituteW9> .

As with any new system, there is a learning curve. Finance wants this process to be as easy as possible, so we'll offer face-to-face training soon, prior to rolling out the system, and continuing after system roll out. In addition, we're creating videos that will be available 24/7 to walk users through various reimbursement processes, such as:

- How to prepare a Pre-Approval
- How to claim mileage for reimbursement
- How to claim lodging and per diem for multiple city lodging
- How to track the status of a reimbursement
- How to get reimbursed for non-travel
- How to approve in Chrome River

Finance will notify the campus when Chrome River is ready for roll out. We are VERY excited to offer this online travel pre-approval and reimbursement process and hope you will find the videos helpful for independent processing. As always, Finance will be available to help! Please contact Leigh Penn ([lpenn@umw.edu](mailto:lpenn@umw.edu)) or Laura Temple ([ltemple@umw.edu](mailto:ltemple@umw.edu)) with questions or concerns.