

From: Marty Morrison (mmorris3)
Sent: Wednesday, November 07, 2018 2:29 PM
To: Marty Morrison (mmorris3) <mmorris3@umw.edu>
Subject: Chrome River Travel Expense Management

The following message is from Accounts Payable in the Office of Finance:

We are pleased to introduce Chrome River, the online reimbursement and travel pre-approval system that is replacing our current paper-intensive process. We plan to open Chrome River to the campus on Thursday, November 15th, 2018. Access to Chrome River will be available from the Accounts Payable website <https://adminfinance.umw.edu/ap/> on that date. Travel reimbursement requests for travel dates that are after November 15th should be entered in Chrome River. Travel reimbursement requests for dates of travel prior to November 15th can also be entered in Chrome River, but paper reimbursement requests will continue to be accepted for dates of travel that are prior to November 15th. Paper "Request for Travel Forms" that are for travel after November 15th **AND** currently have signatures and approval dates of 2018 will need to be uploaded into Chrome River; they will be accepted in Chrome River until June 2019. Non-travel reimbursement requests must be submitted in Chrome River effective November 15, 2018.

Every employee (except student employees) will have access to Chrome River. Any employee can create a Travel Pre-Approval or an Expense Report for reimbursement in Chrome River. In addition, an employee can delegate out to another employee to enter on his/her behalf; however, even if an employee delegates out to another, that employee still has to approve the request before it will route to the next approver in line, and the employee still has full and complete access to Chrome River. Finance will not determine how requests are entered for your department.

If you have a basic understanding about navigating within Chrome River, it's fairly intuitive. Although we will have open training sessions at specific dates and times, we also wanted the campus to have the tools to learn at a time and pace that suits them. Therefore, we created videos. Some videos are broad, but we have many that are very specific to subject matter. Any employee who travels, any employee who will need reimbursement, or any employee who will be involved in the travel or reimbursement process for employees, students, or guests should watch these three (3) PASSWORD-PROTECTED videos first:

[INTRODUCTION \(Part I\) to Chrome River and Basic Navigation](#) (13 minutes)

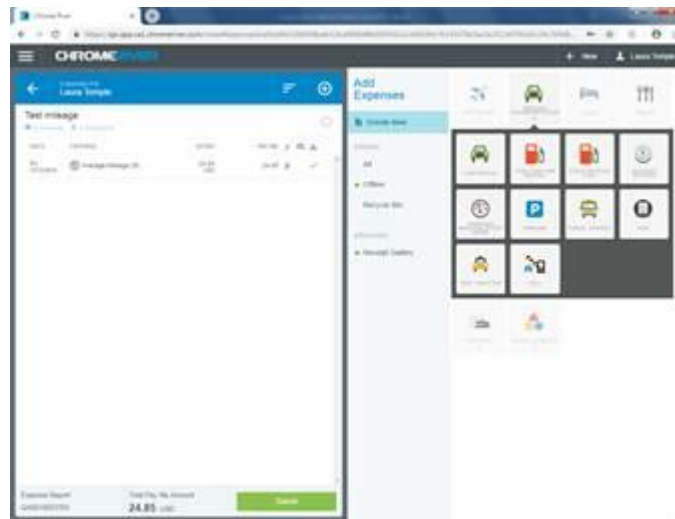
[INTRODUCTION \(Part II\) to Chrome River – Tiles and Rule Messages](#) (34 minutes)

How to [APPROVE IN CHROME RIVER](#) (14 minutes)

The password for every video is CRUMW2018

After watching these three videos, you will be ready to use Chrome River. We encourage you to watch any additional videos which might apply to your specific situation (multiple funding sources, limited funding amounts, lodging, loading your RFT as the pre-approval, etc.). ALL videos are found at <https://adminfinance.umw.edu/ap/video-training/> and all videos have the same password. The videos are password protected because the information and screens shared are Chrome River proprietary information and screens. The password should not be shared with anyone other than UMW employees. The videos should provide enough instruction to serve as your initial training and as refreshers when needed. We also have a Chrome River Frequently Asked Questions website found at

<https://adminfinance.umw.edu/ap/chrome-river-faq/>. We've included a screenshot of the tiles so you'll have a peek at Chrome River.



We will announce dates and times for open training sessions. If those dates and times don't work for you OR if you prefer to learn independently, please be sure to watch the videos by November 15th so you'll have a basic understanding of Chrome River (entry, approval processes, and tracking) when it becomes available for all employees. Please let Laura Temple (ltemple@umw.edu) or Leigh Penn (lpenn@umw.edu) know if you have any questions after watching the videos.

Thank you for your time!

This email is being sent to you in accordance with the UMW Broadcast Email Policy. Please do not respond directly to this message with comments or questions, but to the office or individuals listed above.