TTU Online Travel System | Chrome River
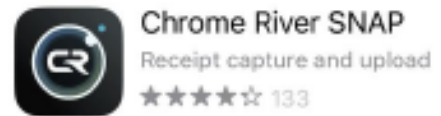
emburse chromeriver

Purpose: To provide the Graduate Advisor (aka; travel preparer) with information to successfully complete documents using the online travel system <mark>PRIOR to departure.</mark>

Pre-Approval Travel Process

The purpose of the pre-approval is to **encumber funds** and document the whereabouts of our travelers. The Graduate Advisor (delegate) will work with the student (traveler) to submit the travel pre-approval.

- Authorize a User to Work for You
    - o The traveler will sign into the Chrome River system (login may also be used from most mobile devices) using this link: https://app.ca1.chromeriver.com/login/sso/saml?CompanyID=ttu.edu
    - o Go to account settings under your name in the upper right corner.
    - o Click delegate settings, then click add new delegates, type in Patricia Earl
    - o Now, the user you selected will be able to select you from their own delegation list and create expenses on your behalf.
- Submit pre-approval
    - o The delegate will submit the estimated travel expenses into the system prior to departure.
    - o The traveler can open the report in Chrome River and view the tracking status.
    - o **Pending Status** = waiting for approval(s) or budget check.
    - o **Approved Status** = pre-approval has been approved.
    - o The traveler will be able to upload **itemized receipts** during the trip.

Chrome River SNAP
Receipt capture and upload
★★★★☆ 133

While Traveling

Travelers are encouraged to use the Chrome River SNAP app on their phones to capture and upload receipts in real-time.

Download the free SNAP app from the App Store (iOS) or Google Play Store (Android).

- Only JPG, PDF, PNG, OFD, and TIFF files can be accepted when an image is attached via the Chrome River app.
- Only JPG, PNG, and HEIC/HEIF files can be accepted via Chrome River SNAP.
- No file may be greater than 10 MB, and there is a limit of 499 images per Expense Report.

Return from Travel ("Expense Report")

Purpose: to "true-up" all travel information and to input all expenses so the traveler can be reimbursed

The travel expense report is to be submitted, by the Graduate Advisor, when the trip is completed.

- Failure to submit within 60 days after the trip end date causes reimbursement to become **taxable** to the traveler and is reported to Payroll as taxable income.

Process

- Within 3 days of the return date of the trip, the traveler is responsible for providing all itemized receipts related to travel to the Graduate Advisor. Only receipts up to the amount of funding received will be accepted.
    - o If SNAP app was not utilized, **ALL itemized receipts** should be provided with all legible details including date, time, location, business name, and amount paid.
    - o Once the Graduate Advisor has input all information, the traveler will be prompted **to electronically approve the expense(s)** in the system.
    - o Once approved, the traveler will **receive funds as a direct deposit** if set up already through payroll, otherwise, a check will be sent to the address on file for the traveler

Contact: Graduate Travel Preparer, Tricia Earl, at patricia.a.earl@ttu.edu.