Chrome River Enhancements/Travel Reminders/Changes

June/July 2019

June and July have been slow months for enhancements and changes in Chrome River (CR). Most changes were to the reporting tools.

CR Enhancements:

1. CR has introduced a new indicator to alert approvers when the expense they’ve been assigned was previously recalled and then resubmitted. The text “This report was recalled and resubmitted” will appear under the Submit Date on the Expense Report Summary Screen on the Approval Dashboard. The new message is designed to help approvers understand why they are receiving the same expense report multiple times.
2. When an approver approves a document in CR, instead of the email, they will be required to check a box on the Submit Confirmation screen, this box will certify they have read the approval notice and understand what they are approving.

Reminders:

1. If a third party will be paying for all or a portion of a travelers expenses, please check the box on the header “Are any of your travel expenses being paid by a third party”, and completed the requested information.
2. Blanket travel pre-approvals can be created for FY20. They can now be created for the whole fiscal year. Remember to make your estimate as accurate as possible, so that the Pre-Approval will remain open for the fiscal year. When creating the Blanket Pre-Approval and Blanket Expense Report please be sure to use the report type of Blanket Travel.

The Travel Office will be posting the consultants recommendations and changes that are being implemented to the travel website this month. We will be holding our first monthly meeting in August with campus to discuss travel issues, policy and procedure reviews and changes in CR.