Getting Started with Chrome River

Log in to MyU (myu.umn.edu)

Navigate to: Key Links > U Travel / Chrome River > Chrome River Login

Chrome River (CR) is used by faculty and staff with active employment records to reconcile Travel Card and out-of-pocket business expenses, track pre-approvals for business trips, and request cash advances when applicable. Contact your local Chrome River expert for guidance (see directory listing).

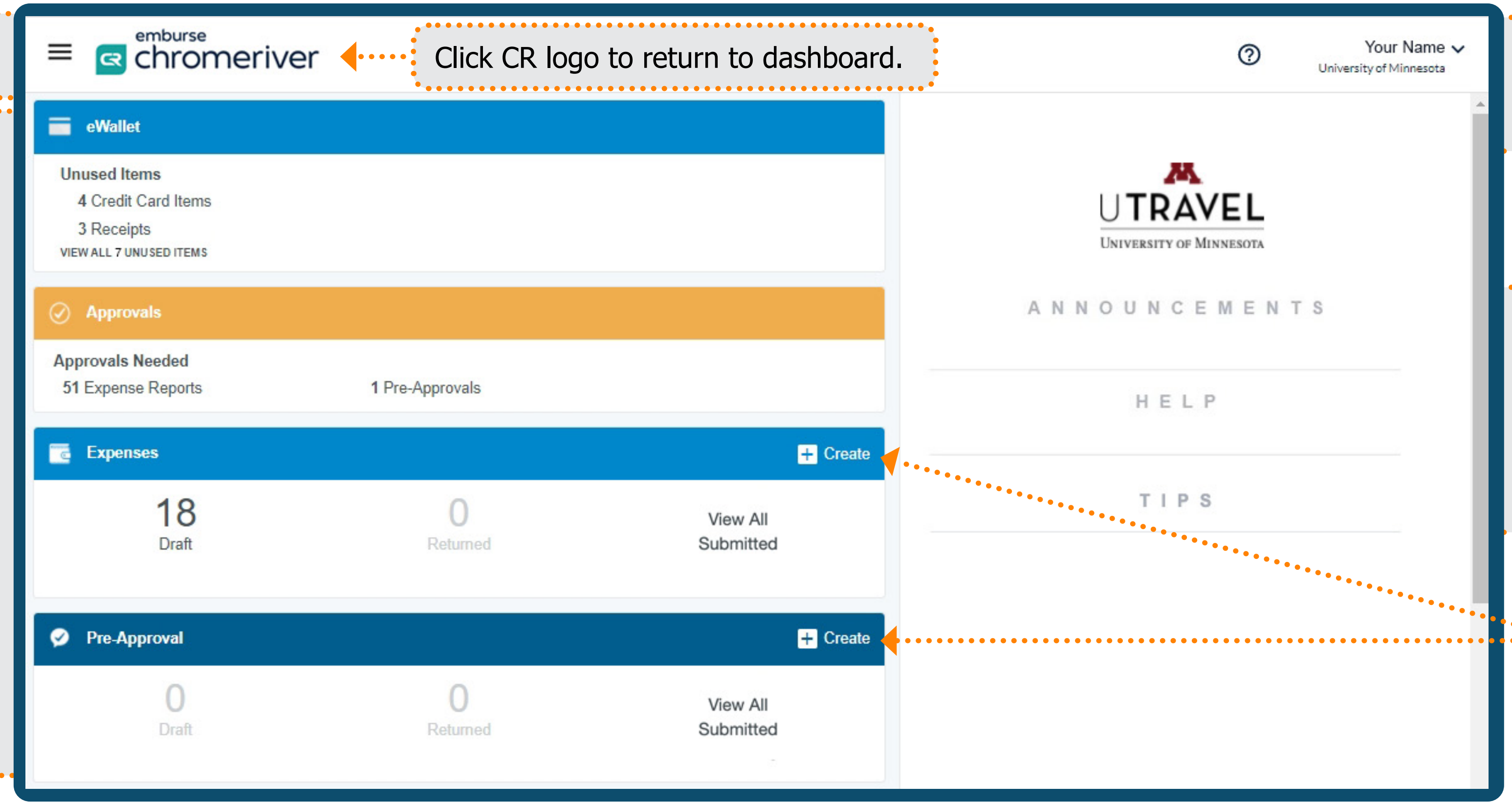
Click triple bar to access navigation menu.

Access eWallet, Approvals, Expenses, or Pre-Approval.

Click <Draft>, <Returned>, or <Submitted> to view specific reports.

Access is based on your role.

Click CR logo to return to dashboard.



Click name drop-down menu to access Account Settings and delegates.

Access announcements, help, or tips.

Click <+ Create> to start an Expense Report or Pre-Approval Report. After expenses are added to report, click<Save>.

① Upload Receipts

- Via **Email**: Send image of the receipt to **receipt@chromefile.com** from University email.
- Via **CR SNAP** (see job aid pdf): Take a picture using the CR SNAP smartphone app.
- Via **Computer**: Upload image file from computer to CR.

Most receipts are converted to expense transactions based on receipt date, amount, and supplier name.

② Create New Report

- New **Expense Reports** (see job aid pdf) are created to account for Travel Card purchases, out-of-pocket business expenses, and for requesting cash advances when applicable.
- New **Pre-Approval Reports** (see job aid pdf) are created for tracking pre-approvals for business trips. Certain units may require Pre-Approval Reports.

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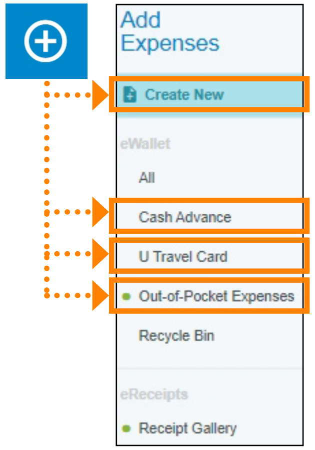
3 Add Expenses to Report



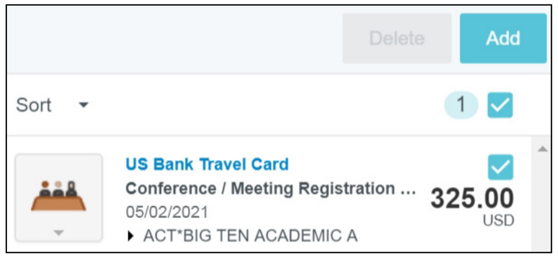
Green dot indicates expenses are ready to process.

<U Travel Card>

Add expenses created by credit card transactions to the report.

Receipts are matched up with credit card expenses automatically.

Verify for accuracy.



Note: Credit card expenses are not uploaded immediately to CR. Be patient and do not process credit card receipts as out-of-pocket.

<Cash Advance>

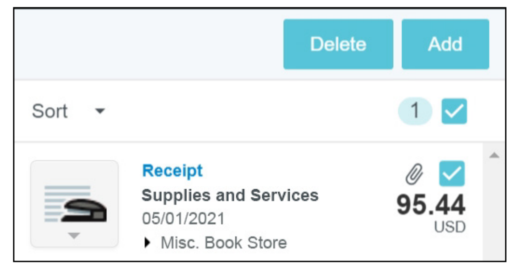
Cash advances are rare. Specific criteria must be met to qualify for a cash advance.

See Cash Advances policy.

<Out-of-Pocket Expenses>

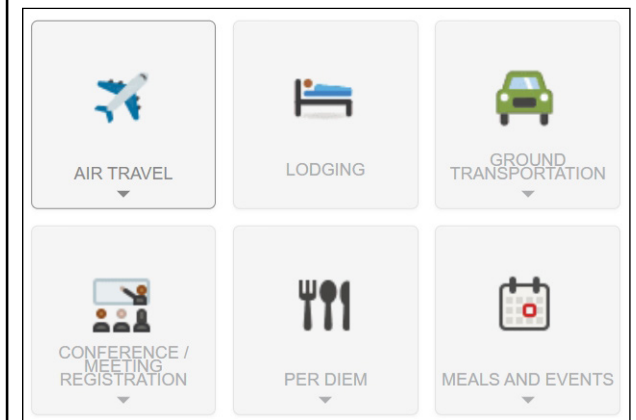
Add expenses created by uploaded receipts to the report. Expenses do not match existing Travel Card expenses and therefore are considered out-of-pocket expenses.

Most receipts are converted to expense transactions based on receipt date, amount, and supplier name. Verify for accuracy.



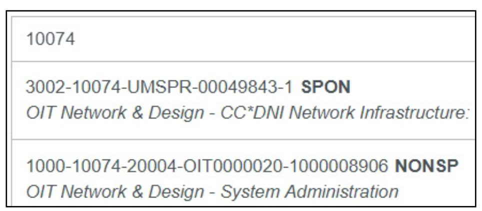
<Create New>

Add expenses based on expense tiles to the report. These expenses do not require receipts: meal per diem, mileage, and expenses less than $25.00.

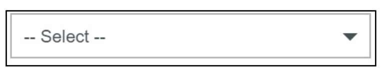


4 Select Allocation and Account Value

Select your Allocation.*



Select the Account.



*Allocations are also known as ChartField strings. Contact your unit finance person for guidance. Previously used allocations are saved by the system and will be remembered.

5 Submit Report

- Click <Submit> to route your report for approval.
- Approvers verify all transactions are allowable and within policy.

ATTENTION

Specific expense types cannot exceed allowable per diems. Automatic per diem rates are applied to these expense types.

Per Diem Mileage Lodging

Expenses missing required information will be flagged. Read messages and resolve the violation.