

# Getting Started with Chrome River

Log in to MyU ([myu.umn.edu](https://myu.umn.edu))

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

Chrome River (CR) is used for reconciling Travel Card expenses, out-of-pocket business expenses, tracking pre-approvals for business trips, and requesting cash advances when applicable. Contact your local Chrome River Expert for guidance ([see directory listing](#)).

Click the triple bar to access the navigation menu.

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

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

Access is based on your role.

The screenshot shows the Chrome River dashboard. At the top left is a triple bar menu icon. Next to it is the 'chromeriver' logo with an orange arrow pointing to it and a callout: 'Click the CR logo to return to dashboard.' Below the logo is a sidebar with sections: 'eWallet' (Unused Items: 4 Credit Card Items, 3 Receipts, VIEW ALL 5 UNUSED ITEMS), 'Approvals' (Approvals Needed: 51 Expense Reports, 1 Pre-Approvals), 'Expenses' (18 Draft, 0 Returned, 0 Submitted Last 90 Days, + Create), and 'Pre-Approval' (0 Draft, 0 Returned, 0 Submitted Last 90 days, + Create). On the right is a main content area with the 'UTRAVEL UNIVERSITY OF MINNESOTA' logo, 'ANNOUNCEMENTS', 'HELP', and 'TIPS'. On the far right, there are callouts: 'Access announcements, help, or tips.' pointing to the right sidebar, and 'Click <+ Create> to start an Expense Report or Pre-Approval Report. <Save> report then add expenses to the report.' pointing to the '+ Create' buttons in the Expenses and Pre-Approval sections.

1 Upload Receipts	2 Create New Report
<ul style="list-style-type: none"><li>• Via <b>Email</b>: Send image of the receipt to <a href="mailto:receipt@chromefile.com">receipt@chromefile.com</a> from University email.</li><li>• Via <b>CR SNAP</b> (<a href="#">see job aid pdf</a>): Take a picture using the CR SNAP smartphone app.</li><li>• Via <b>Computer</b>: Upload image file from computer to CR.</li></ul> <div> Most receipts are converted to expense transactions based on receipt date, amount, and supplier name.</div>	<ul style="list-style-type: none"><li>• New <b>Expense Reports</b> (<a href="#">see job aid pdf</a>) are created to account for Travel Card purchases, out-of-pocket business expenses, and for requesting cash advances when applicable. See the</li><li>• New <b>Pre-Approval Reports</b> (<a href="#">see job aid pdf</a>) are created for tracking pre-approvals for business trips. Certain units may require Pre-Approval Reports.</li></ul>

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### 3 Add Expenses to Report

● Green dot indicates that 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.

Delete

Add

Sort ▼

1 ☒



US Bank Travel Card

Conference / Meeting Registration ...

05/02/2021

▶ ACT\*BIG TEN ACADEMIC A

☒

325.00

USD

### <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.

Sort 

Delete

Add

1 





Receipt

Supplies and Services

05/01/2021

► Misc. Book Store



95.44

USD

**<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.

A diagram showing six categories of expenses, each represented by an icon and a label in a light gray box. The categories are arranged in a 2x3 grid. Each box has a downward-pointing arrow below the label.

- AIR TRAVEL**: Represented by a blue and white airplane icon.
- LODGING**: Represented by a bed icon with a blue blanket and a yellow pillow.
- GROUND TRANSPORTATION**: Represented by a green car icon.
- CONFERENCE / MEETING REGISTRATION**: Represented by an icon showing a person at a podium and a screen.
- PER DIEM**: Represented by an icon showing a fork, spoon, and knife.
- MEALS AND EVENTS**: Represented by an icon showing a calendar with a red square.

#### 4 Select Allocation and Account Value

## Select your Allocation.\*

10074
3002-10074-UMSPR-00049843-1 <b>SPON</b> OIT Network & Design - CC*DNI Network Infrastructure:
1000-10074-20004-OIT0000020-1000008906 <b>NONSP</b> OIT Network & Design - System Administration

### Select the Account.

-- Select --

\*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

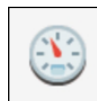
- Click <Submit> to route your report for approval.
- Approvers verify all transactions are allowable and within policy.

## ATTENTION

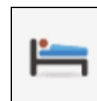
Specific expense types cannot exceed allowable per diems.  
Automatic per diem rates are applied to these expense types.



Per Diem



Mileage



### Lodging

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

