

Many of our users have been receiving email notifications from Chrome River. Chrome River sends out email notifications to remind users to take action or to confirm a certain action. Questions have emerged surrounding two email notifications in particular.

Unused Firm Paid Items

Condition: The expense owner has PCard transactions that are more than 30 days old.

Action Required: Login to Chrome River (myexpenses.humber.ca) and complete the unsubmitted transaction(s).

ACTION REQUIRED Chrome River

Unused Firm Paid Items
The following firm-paid expense items are currently unsubmitted.

31-60 Days

Owner	Report	Description	Amount
In Co	December Expenses	Premise and Facilities Rentals (11/26/17)	422.60 CAD

Total Unused Firm Paid Items
422.6 CAD

To view the firm paid item(s) or access the Chrome River application, [click here.](#)

Unapproved Expense Items

Condition: The approver has an expense report pending their approval.

Required Action: Login in to Chrome River (myexpenses.humber.ca), review the pending expense report and approve or disapprove accordingly.

ACTION REQUIRED Chrome River

The following 1 expense reports are awaiting your approval.

Unapproved Expense Items

Owner	Report	Created	Amount
Co	2017 - December Expenses	01/16/2018	6,400.00 CAD

To view the expense report(s) or access the Chrome River application, [click here.](#)

The [click here](#) link enclosed in the email notifications is in the process of being fixed. Users are being directed to a Chrome River login page (see below) which is not accessible to Humber College users. Please enter myexpenses.humber.ca into the address bar of your browser to navigate to the correct URL.

CHROMERIVER

Login

User ID [Forgot?](#)

Password [Forgot?](#)

Company ID [Forgot?](#)

Login Remember me

DID YOU KNOW? ?

You can bookmark this page for quick access.

Ctrl + D (Windows)
Command + D (Mac)