

**New Process Introduced in June 2021**

**Travel and Expense Reimbursement Process**

**Including Cash Advance – Using Chrome River**

In June 2021 Financial Services introduced ***Ellucian Travel & Expense Management powered by Chrome River*** for all Pcard processing and out-of-pocket employee reimbursements. The Chrome River process replaced the existing PDF paper format, including approvals. Simply email or upload your receipts to Chrome River, login to Chrome River to create an expense report, add your transactions, and electronically submit your request for approval.



All employee PDF submissions will be returned, and the employee will be asked to re-submit online via Chrome River.

As of **February 28, 2022**, employee PDF requests for out-of-pocket reimbursement will NOT be accepted.

**Chrome River Training**

Training will be offered throughout the month of February 2022. Click [here](https://www.humber.ca/finance/news/chrome-river-training-new-and-existing-humber-and-guelph-humber-employees) to register for the sessions.

You **cannot** use your Chrome River account to:

* submit out-of-pocket reimbursements on behalf of another staff member. All Humber and Guelph-Humber employees must submit their own expense claims.
* submit out-of-pocket reimbursement requests for students, non-employees, and/or former employees. Instead use the [**Expense Reimbursement-Non-Employee**](https://www.humber.ca/finance/forms) PDF form posted on the Finance website ([humber.ca/finance](https://www.humber.ca/finance))

**Did you know?**

**How Do I Access Chrome River?**

1. Go to [myexpenses.humber.ca](http://myexpenses.humber.ca)
2. Login with your Humber credentials

Please ask your Business Admin to submit a **Grant or Revoke Finance Security** eForm if you do not have Chrome River access.

If anyone has any questions, please contact:

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