

New Travel and Expense Reimbursement Process Chrome River – Cash Advance

A closer look at Chrome River Business Expense Cash Advance:

Chrome River **Cash Advance** allows users to **request and receive funds in advance of a business related expense** – for example, funds needed for upcoming business travel. Prior to the travel date, staff can create an expense report for the cash advance and have it routed automatically for approval based on Humber's business rules. Approved requests are automatically sent to Banner, and the funds are electronically transferred (EFT) on the next payment run.

During business travel or shortly thereafter, staff can access Chrome River to log the **ACTUAL** expenses and electronically attach their receipts. Completed Cash Advance expense reconciliation reports are electronically routed for approval, and the approved expenditures are automatically posted in Banner Finance.

The screenshot shows a web form titled "Business Expense Cash Advance". At the top right are "Cancel" and "Save" buttons. Below the title is a disclaimer: "I acknowledge that I will receive the amount from Humber College Institute of Technology and Advanced Learning for the purposes outlined. I undertake to submit receipts for the amount by the due date or return the funds or part thereof to Humber College Institute of Technology and Advanced Learning. Should the amount not be received in accordance with the above terms, this note constitutes my written authorization for Humber College to collect any outstanding balance from my salary or any other monies owed me." The form contains several input fields: "Date" with a calendar icon, "Amount (including taxes)" with a value of "0.00" and a "CAD" currency selector, a large "Description" text area, "Cash Advance Policy Ack" with an unchecked checkbox, "Cash Advance Use By Date" with a calendar icon, and an "Allocation" dropdown menu currently set to "Cash Advance Humber College Cash Advance".

End Users:

- **Electronic submission** replaces the existing paper/PDF-based format
- Submit requests and expense reconciliation reports on any **mobile device**
- Easily **reconcile** actual expenses with the cash advance received
- Easily **track** a submitted cash advance request
- Ability to **recall** a submitted cash advance request that has not been approved
- Ability to attach **supporting documentation** for a cash advance request
- Approved cash advance requests are **automatically sent to Banner** and the funds are electronically transferred (EFT) within the next payment run

Approvers:

- Receive **email notifications** and **electronically approve/disapprove** requests – includes mobile devices
- Electronically **disapprove/return** a cash advance request (i.e. request more information, request for adjustment) during the approval process
- **Visibility** into the cash advance request and the expense reconciliation report – including supporting documentation
- **Streamline** the approval process

**When can I start using
Chrome River Cash Advance?**

Stay tuned to learn more about the rollout for **Chrome River - New Travel and Expense Reimbursement Process** next week.