New Travel and Expense Reimbursement Process Including Cash Advance – Using Chrome River

WE ARE FINANCE

Chrome River Travel & Expense Reimbursement Process is Now Live!

Humber has been using *Ellucian Travel & Expense Management powered by Chrome River* for our Pcard process. We are very excited to announce that we are now ready to use Chrome River for our *Travel & Expense Reimbursement/Claims and Business Expense Cash Advances* process. This new process replaces 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.

Some of the New Chrome River Features:

- Paperless/online processing
- Fully integrated with Banner Finance
- Automated spend control and approval routing
- Mobile access and approvals
- Online Business Expense Cash Advance management
- Online dashboards and self-service inquiries
- Easily attach receipts to expense report (i.e. PDF attachments, email attachments, snap photo of receipt and attach), thus replacing paper receipts
- Optical character recognition (OCR) receipt processing

How Can I Access Chrome River?

Starting this week and until mid/late June, the new Travel & Expense Reimbursement Process (including Business Expense Cash Advances) is **being rolled out on a Faculty-by-Faculty and Department-by-Department basis**. Faculty/Staff who have been identified by their Business Manager as someone who may be submitting re-imbursement requests over the next 6 months will be sent an introductory email during the week of their deployment. The introductory email will contain information regarding training and live support sessions. New/refresher training and live support will be provided in fall 2021 for anyone who was notified and missed their roll-out week.

Faculty/Staff who will not be submitting requests over the next 6 months can be added to Chrome River on an "*as needed basis*". Please contact your Business Manager to submit a Chrome River security eForm request on your behalf.

How do I submit my reimbursement request if I have not been notified to use Chrome River?	Please continue to use the **PDF paper format** for submitting your request until such time that you are provided with a Chrome River account.

If anyone has any questions, please contact:

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