WE ARE FINANCE

New Travel and Expense Reimbursement Process
# Chrome River – Pre-Approval

A closer look at Chrome River Pre-Approval:

Chrome River Pre-Approval allows you to track your spending before it happens and **proactively, rather than reactively, enforce Humber policies**. Pre-approval allows users to obtain pre-authorization for an expense before a reservation/booking is made – for example, out-of-province business travel.

Staff can create requests for categories such as airfare, hotel, meals, and conference registration fees which are then routed automatically for approval based on Humber's business rules.

End Users:

- **Electronic submission** replaces the existing paper/PDF-based format
- Easily **track** a submitted pre-approval request
- Ability to **recall** a submitted pre-approval request that has not been approved
- Ability to attach **supporting documentation** for a pre-approval request
- Easily **convert** your approved pre-approval expense report into a reimbursement expense report – eliminates double entry
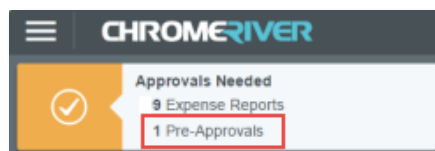
Approvers:

- Receive **email notifications** and **electronically approve/disapprove** requests
- Electronically **return** a pre-approval request (i.e. request more information, request for adjustment) during the approval process
- Quick access to view pre-approval request and **supporting documentation**
- **Streamline** the approval process

User **A**cceptance **T**esting

Last week we successfully completed **User Acceptance Testing**. UAT ensures the system has been built to meet Humber's business needs. A select group of end users were invited to participate in four test sessions. The users tested and confirmed that the system is ready for Production. Users tested Chrome River's Travel & Expense module, including Pre-approvals and Cash Advance.
Thank you to all of the participants!