

# For Expense Owners who Delegate

## Key points for faculty:

- You only need to log into the system once to choose a delegate
- Digitized receipts mean you can start the expense process at any time
- This system means faster reimbursements



## Questions Faculty might have

Q. How do I select a delegate to prepare reports on my behalf?  
A. Log in to Chrome River, click the User Icon, and choose that person to be your delegate. You may choose more than one delegate.

Q. What if I want to prepare reports for myself?  
A. It's easier to do that with the user-friendly online system. Guardrails are in place to ensure your report is correct and in compliance with policy before you send it, and prompts within the system help you navigate.

Q. Why are we changing to another way of doing expenses?  
A. The online system provides easier access, trackable routing, faster reimbursements, with fewer ways to make errors that delay the process.

Q. What if our area's Ambassador changes jobs or retires?  
A. The Ambassador database maintained by the Travel & Expense Team catches these instances so that a new Ambassador can be chosen and trained.

## Helpful Resources for Faculty

### AMBASSADORS

Ambassadors are well-versed not only in the new system, but also, they know your school/unit policy and the routing structure for your report. They're your best first line of defense.

Not sure who your Ambassador is? Check the Ambassador Database!

### ONLINE TRAINING & RESOURCES

On-demand training organized by topic, is available online, in both written and video form.

Other resources and helpful info about the system are also online.

Online training will be available February 20!

### TRAVEL & EXPENSE TEAM

If you can't reach your ambassador, or you have a question or issue they can't resolve, please don't hesitate to contact a member of the T&E Team. We'll be happy to help!

EMAIL US AT [travel@virginia.edu](mailto:travel@virginia.edu)

## AN EXAMPLE OF AN EMAIL FOR EXPENSE OWNERS TO APPROVE:

The Chrome River Expense Approval email will come from [expense-noreply@chromefile.com](mailto:expense-noreply@chromefile.com)

In the email subject line, it will note the employee seeking reimbursement.

You will be able to 'click' and View Actual Receipts

View a Summary of the Reimbursement before 'Accepting' or 'Returning' the transaction.

## AUTHORIZE A USER TO WORK FOR YOU

To add a user who is allowed to work as your delegate, tap your name in the upper right corner, then tap **SETTINGS** (circled in red)

Tap **DELEGATE SETTINGS**, tap **ADD NEW DELEGATES**.

Click in the box, and then drag in the slider to scroll through the list of potential delegates or start entering the user's name from the drop down list.

Once selected, the user will be able to create expenses on your behalf.