

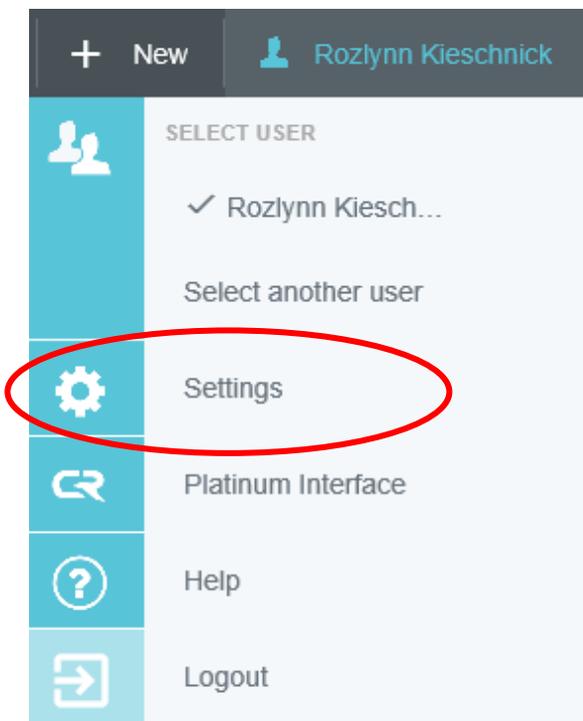
## Delegates

Chrome River offers two types of delegation to allow users to create and approve expense reports for each other at SHSU.

- **Delegate:** Create expense reports for another user and access his or her Settings menu, Home screen and Inquiry Reports. You will receive copies of any e-mail notifications regarding rejection or adjustment of reports created for the user. However, *you will not be able to approve expenses that are routed to the user.*
- **Approval Delegate:** Temporarily approve expenses and pre-approvals for another user—for example, when he or she is on vacation—via email. You will not be able to access the user's Approval screen.

Click on Your Name in the top right corner of the Chrome River Dashboard

Select Settings



**Personal Settings:** Primary SHSU email address is automatically populated. **User will need to add SHSU alias email address, if applicable.** Verification is required for alternative email address. Chrome River application must be open and the link must open in the same internet browser for successful verification.

Email address tied to the device sending receipts must be added in Chrome River as an email for receipts to submit in receipt gallery.

|  |   |
|--|---|
| Rozlynn Kieschnick<br><i>Asst Dir Disburs &amp; Travel</i> | <b>Account Information</b>  |
| <b>Personal Settings</b>                                   | <b>Email Addresses</b>  |
| Preferences Settings                                       | Primary Email      rxk006@shsu.edu  |
| Delegate Settings  |  |
| Notification Settings                                      |   |

### Emailing receipts to your Chrome River account:

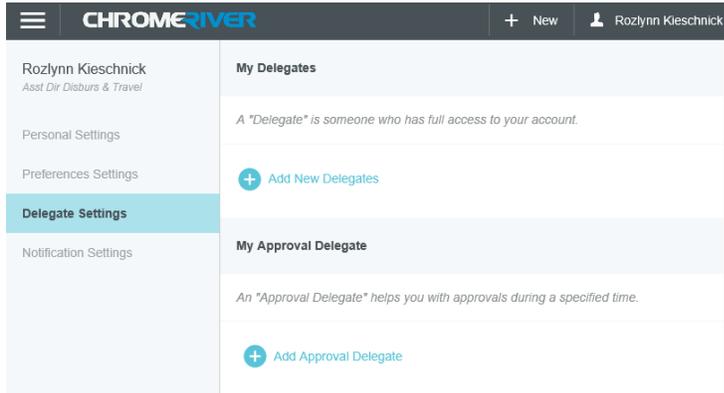
- Users have the option to email any receipt to [receipt@chromefile.com](mailto:receipt@chromefile.com). Please make sure to send the email from the email account that is registered online so the system can recognize and store the receipt in your account. The receipt will then be available within your Receipt Gallery.

**Preference Settings:** All selections remain as populated except *Mileage Deduction* allows user to enter amount for commute miles to be enabled on expense report when applicable for daily trips. Commute miles need to be deducted from mileage reimbursement if no travel to headquarters. *Mileage policy FO-TR-04*

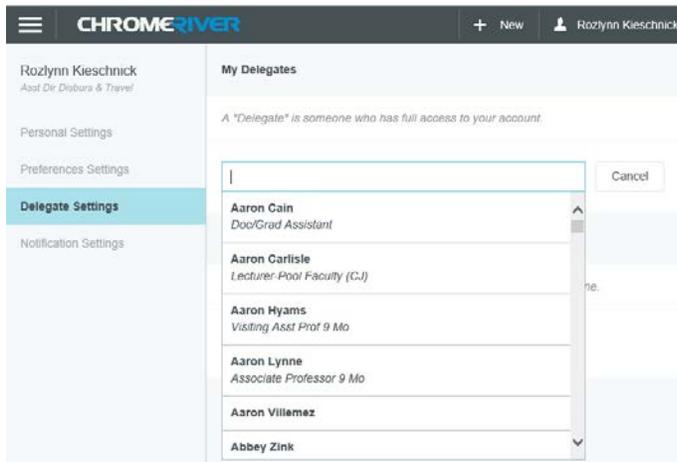
Mileage Deduction: Simple click the pencil icon and enter the number of miles for commute from home to headquarters. Click SAVE.

|  |   |
|--|---|
| Rozlynn Kieschnick<br><i>Asst Dir Disburs &amp; Travel</i> | <b>User Preferences</b>   |
| Personal Settings  | Language      English   |
| <b>Preferences Settings</b>                                | Birth Date      MM/DD/YYYY                         |
| Delegate Settings  | Mileage Deduction      20.00 Miles<br>0.00 Amount  |
| Notification Settings                                      | Copy Expense Attributes      Yes                   |
|  | Number Format      ###,###.00                      |

## DELEGATE SETTINGS, then select ADD NEW DELEGATES.



Start entering the user's name to jump down the list or drag the slider to scroll through the list of potential delegates. Use can select more than one delegate to create reports.



Now that user will be able to select you from his or her own delegation list and create expenses on your behalf.

**My Approval Delegate** – User can only have **ONE** approver delegate for a designated time-period.

**My Approval Delegate**

An "Approval Delegate" helps you with approvals during a specified time.

Select a User: Renee Starns

Start Date: 04/01/2018

End Date: 04/30/2018

Save Cancel

## Work as a User Delegate

- When other users have authorized you to work as their delegate, you will see their names under your name when you tap it in the upper right hand corner.

Click Logo (Chrome River wording) to return to Dashboard.

