Getting Started with Chrome River

REPORT YOUR EXPENSES QUICKLY AND EASILY

LOGIN to MyU: myu.umn.edu.
Navigate to: Key Links > U Travel > Chrome River Login.

Click logo to return to dashboard.

Click triple bar to view E-Wallet.

Access existing reports to modify or approve.

Notices and Information Area

Create New Report

Access job aids.

Advantages of Chrome River

✓ Captures Pre-Approval
  Captures Pre-Approval Report prior to your trip.

✓ Accepts Images of Receipts
  Email: receipt@chromefile.com from University email.
  Upload so receipts are ready to process later.

✓ Stores Expenses in E-Wallet
  Stores Travel Card expenses and receipts electronically. System reads receipts, pulling in as much data as possible, so you don’t have to enter details.

✓ Uses E-Wallet for Expense Reports
  Creates Expense Reports by adding travel card expenses, receipts, and out-of-pocket costs. Expenses should be verified for accuracy.

✓ Checks System Rules for Compliance
  Added expenses are checked against built-in University policies and automated rates. System checks for compliance before submitting Expense Report.

✓ Routes for Approval and Tracks Status
  Routes for approval. Tracks status of reports. Approvers verify dates and receipts.
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**NAVIGATION TIPS**

**Add Expenses to Expense Report**

- **Click <Credit Card>**
  Use for Travel Card expenses.
  ![Credit Card Expense Example]
  - Green dot indicates expenses are ready to process.

- **Click <Offline>**
  Use for out-of-pocket expenses where receipt has been sent to Chrome River. Most receipts are converted to expense transactions and provide date, amount, and supplier. Verify for accuracy.
  ![Offline Expense Example]

- **Click <Create New>**
  Use for out-of-pocket expenses, such as mileage, per diem.
  ![Create New Expense Example]

**Select Allocation and Account Value**

Talk to your unit admin or finance person for guidance.

- Allocations (ChartStrings) and Account values are loaded in the system. Search, find, select.

- **Write your allocation(s) here:**
  ![Allocation Selection Example]

**University Policy and Compliance**

- Stop looking up rates! The system applies rates and policies.
  - Per Diem
  - Mileage
  - Lodging

- **Missing something on your report? Expenses must pass system rules.**
  If flagged, read and resolve violation.

**Need Assistance?** Contact your unit’s Chrome River Navigator:

- **Name**
- **Email**
- **Phone**

**Financial Helpline**
controller@umn.edu
612-624-1617