Setting Up Entry Delegation in Chrome River Job Aid

Chrome River offers an option to have a specific delegate enter your expense reimbursements and travel card reconciliations on your behalf. In order to use a delegate, you’ll need to set up the delegation. This is a one-time process, until you need to change your delegate.

Basic Expense Reimbursement & Travel Card Reconciliation Process Using a Delegate:
- Faculty sets up delegate (one-time process)
- Faculty provides delegate with receipts & information about reimbursement or travel card reconciliation
- Delegate enters the reimbursement or reconciliation & notifies faculty the reimbursement or reconciliation report is ready to be submitted
- Faculty logs in to Chrome River and submits the report
- Report routes for approval
- If the report is returned for revision, both the delegate and the faculty receive notification from Chrome River
- Delegate completes revisions and facilitates obtaining additional documentation or information from the faculty & notifies faculty when report is ready to be resubmitted
- Faculty logs in and submits the report

Setting Up Delegation
1. Log in to Chrome River through myu.umn.edu; click Key Links > U Travel
2. Click “Chrome River Login” on the right side of the screen

3. Click on your name in the upper right corner, then click “Settings”

4. Choose “Delegate Settings from the menu on the left
6. Under the “My Delegates” section, click the “+ Add New Delegates” Button
   - *DO NOT* click “Add Approval Delegate” under the “My Approval Delegate” section

7. Type in the name or employee ID number of your delegate
   - Do not press tab or enter; let the system find the name, then click on the correct delegate

8. Your delegate settings should now show your delegate like the picture below