Chrome River Enhancements/Travel Reminders/Changes

January 2020

As many of you are aware Ben Cowell has taken the position as travel specialist in the Travel Office. He is learning all about travel policies and procedures and his looking forward to helping campus with travel.

Chrome River Enhancements or Changes:

Over the past several months Chrome River has been focused on improving the mercury interface they introduced last year. Their efforts have been directed at making changes to the Chrome River setup, reporting, and administration, but there have been a few changes we would like to make you aware of.

1. Chrome River Training Camp is a free unlimited training for all users. It is designed for those who are brand new to Chrome River and want to quickly bring themselves up to speed on the solution and for those who would just like a refresher or to get acquainted with new features. Live webinars will be held three to four times a week, and recordings will also be available for anyone unable to attend live. The link to the trainings can be found at the bottom of the "Welcome to Chrome River" landing page.
2. Beginning in January there will a tiered rollout of enhanced Expense Approval, Adjust, Return, Unused Firm-Paid Items, Paid Expenses, Unapproved Items Reminder and Audit Return email notifications. All institutions should have the enhanced emails by January 29. The enhancement will not change the content or structure, but will improve the aesthetics and readability.
3. Chrome River has introduced a mobile app for Apple and Android devices. These apps will allow mobile users to easily upload receipts, create, submit and approve reports. The instructions on how to download the mobile apps can be found on the travel website under Help with Chrome River or a copy has been attached to this email.

Travel Reminders or Changes:

1. Chrome River and Travel Discussion Group and Travel Training dates have been set for this calendar year. Our next Chrome River and Travel Discussion meeting will be held February 18 at 2:00 pm in Rendezvous Suite B. For future dates and travel training please see the Travel Calendar on the Travel Services website: https://www.isu.edu/travel/.
2. When using the google map to calculate mileage on a travel expense report please use the street address of your departure and destination, not just the city. If travelers are concerned about HIPA issues, the do not need to put a house number, just the street.
3. We have been having some issues with travelers not being able to download a conference agenda. If your traveler can not find downloadable conference agenda or conference at a glance please contact the travel office for assistance. The agenda helps the Travel Office determine the start and end date of the conference and meals provided.

4. Comment, Comment, Comment. Adding a comment explaining anything unusual or unclear helps the Travel Office to determine if what is being reimbursed follows policy. Comments can help avoid having an expense report for more information.