

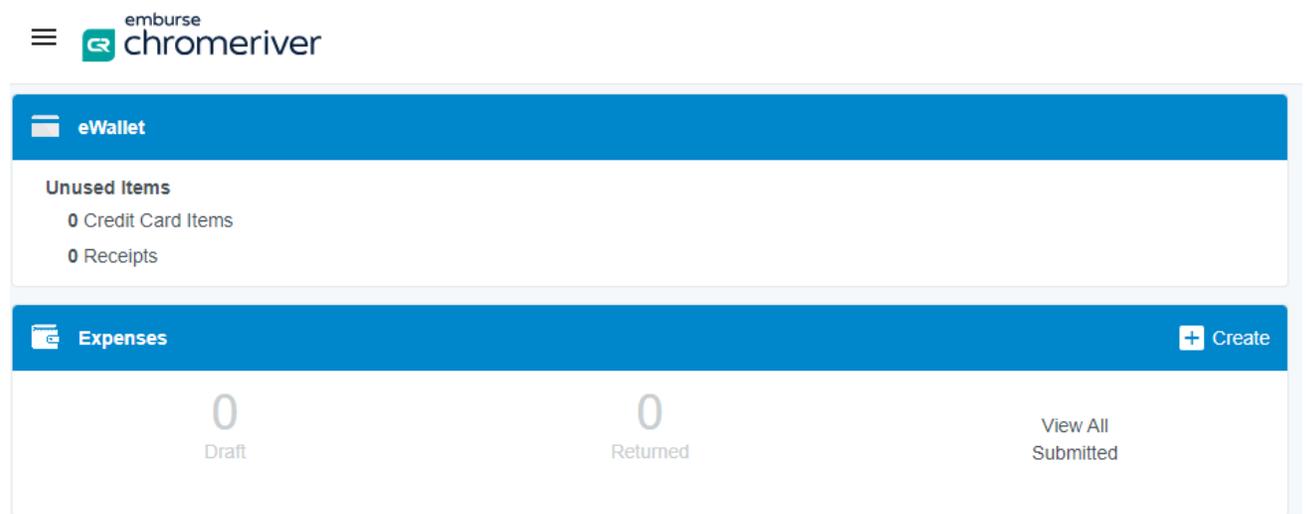
Chrome River Procedures for Faculty Expenses

(Please note, a pre-approval is no longer needed when traveling)

Log into Chrome River, the application can be accessed through the Faculty and Staff Link on the College's Home Page under Employee Resources

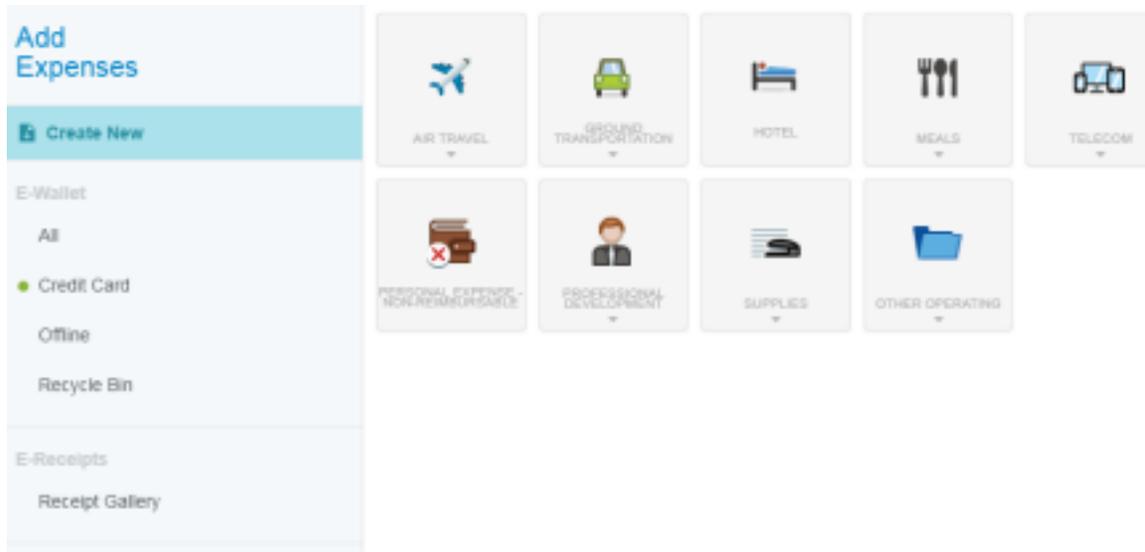
<https://www.holycross.edu/faculty-staff>

- On the dashboard you will see your name in the upper right hand corner, to the left of the screen you will see the image below. To the right of expenses click the  button to create a new expense report.



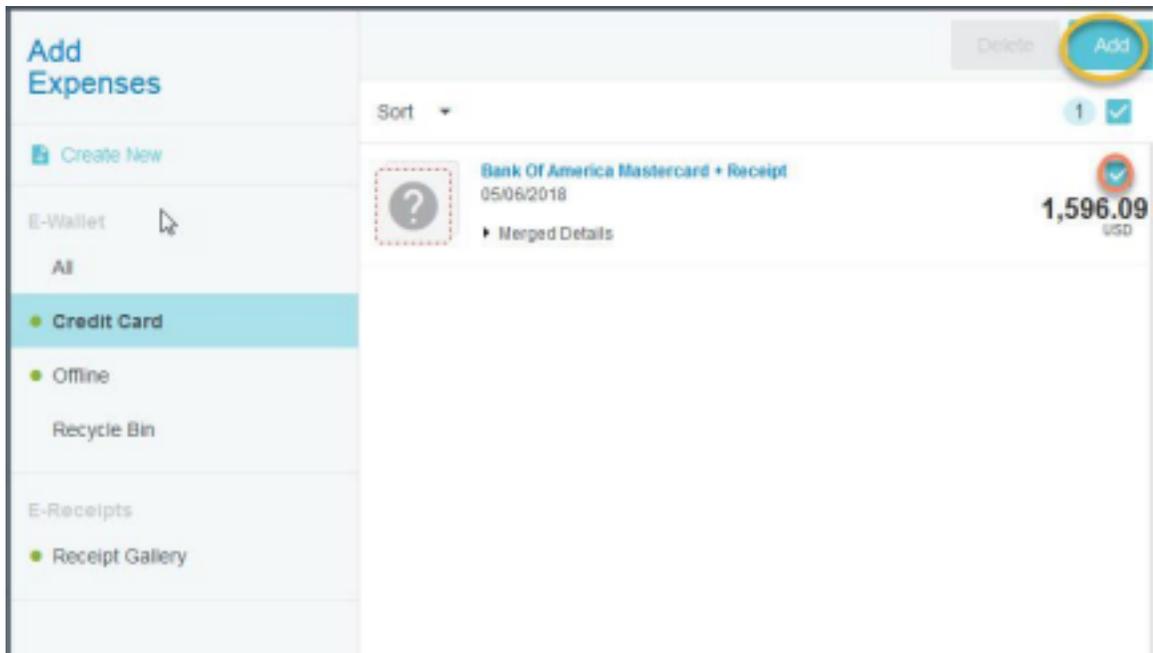
- The expense report name should coincide to your expenses.
(Examples: Travel for research or conference / Books, subscriptions/ Equipment).
- Select the report type: all report types should be **Faculty Expenses**

Hit the save button and the screen below will appear.



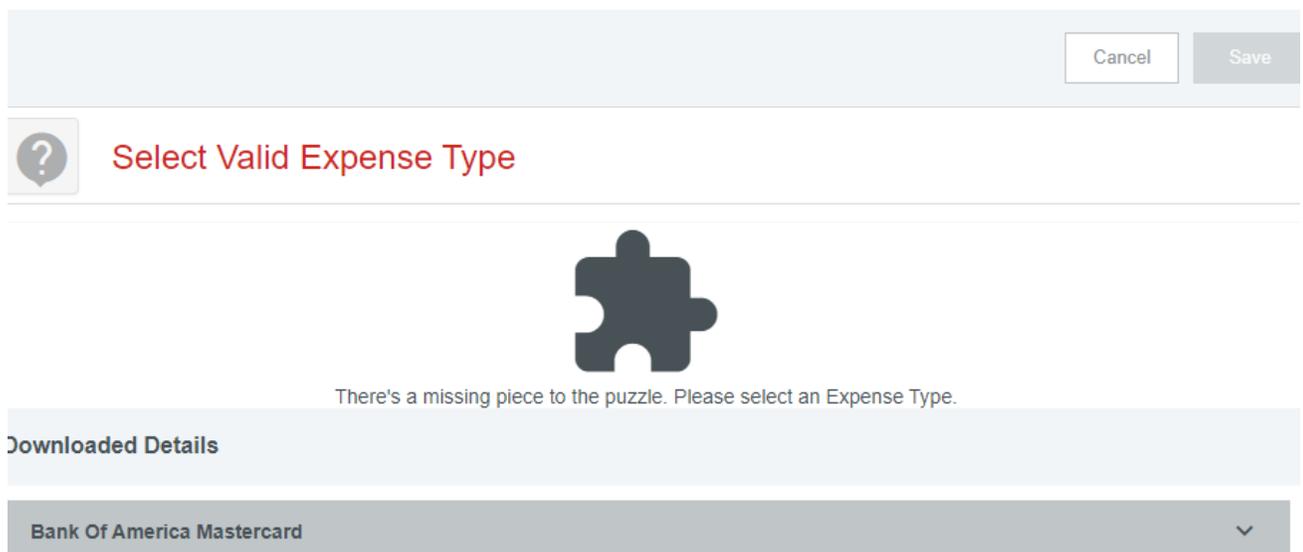
- **PCard expenses:** will have a green dot next to it. This will indicate any expenses that were charged to your Holy Cross PCard
- **Offline :** This will be for any out of pocket expenses or any credit card transaction that wasn't on the College's PCard. Note receipts will need to be sent to receipt@ca1.chromeriver.com or uploaded to your expense report
- **E-Receipts:** will be any receipts that you electronically sent or uploaded to Chrome River.

After selecting Credit Card (PCard) purchases the following appears. Select the transaction you wish to add to the Expense Report and select Add.

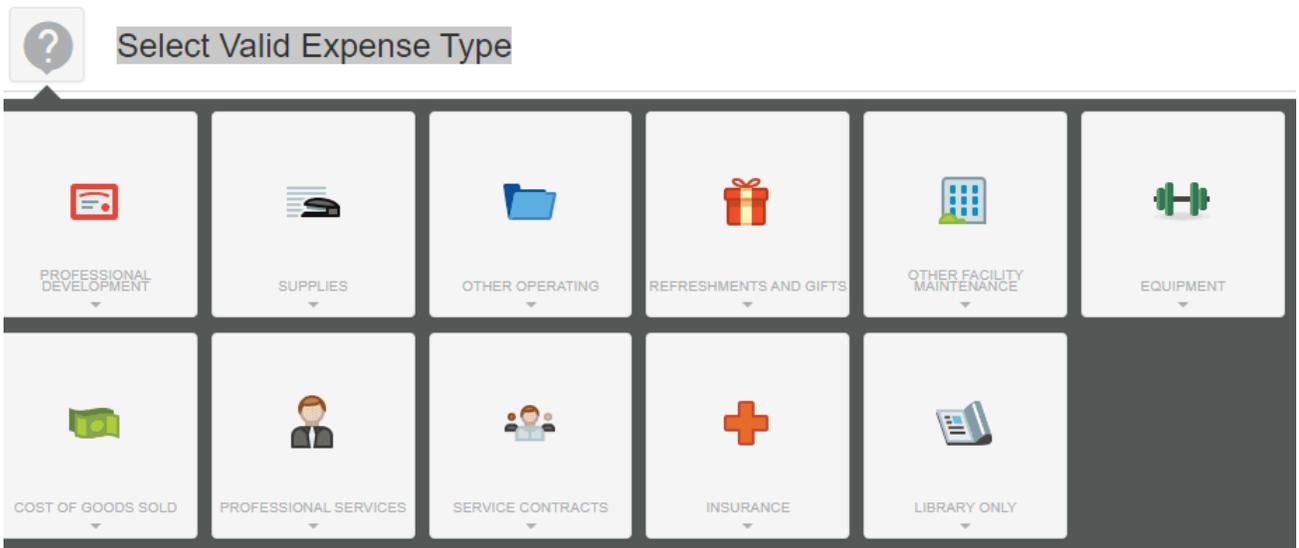


If the expense is \$75 or more, a receipt is required to be uploaded to the expense.

Add all expenses and necessary receipts related to this report, this includes any out of pocket expenses.



If this screen appears after selecting “Add”, click on the question mark and tiles will appear, select the appropriate tile for your expense, see below.



Once you have selected the correct tile you will need to allocate that expense then select save (see below for allocation information). Multiple expenses can be added and different allocation codes can be used in one report if necessary.

Your report can also be saved and it will appear in your “draft” folder until complete and submitted.

When allocating your expense(s) to your RPD funds use the following allocation code:1000-(unique department ID)-1000-FACPD

If you have other funding that is available to you (example: IFDA, FDA, Ardizzone) use the allocation code (chartstring) associated with your funding

- When the report is complete, hit the green submit button at the bottom left of your screen, then again at the top right.