BUSINESS AFFAIRS MEMORANDUM 2021-01

TO:	**All Departments**
FROM:	**Paul Forte** **Vice Chancellor for Business Affairs**
DATE:	**February 1, 2021**
REFERENCE:	**Chrome River Travel System**

Effective February 1, 2021, The University will transition from the paper-based travel workbook to Chrome River Travel System. Chrome River provides automated submission and approval routing with the integration of policies and travel standards, email notifications of pending approvals, and a mobile app that allows for the creation, submission, and approval of expenses anywhere on any device. Access to Chrome River will be available on January 11th at appleap.appstate.edu and at controller.appstate.edu under Travel Forms and Procedures.

Key Transition Dates:

February 1, all travel pre-approvals will be requested in Chrome River. This includes requests to travel, requests for 3rd Party Lodging Approvals, and requests for Travel Advances.

March 1, 2021, all travel expense reimbursements will be requested in Chrome River. Any travel reimbursements received in YoMart or on paper after this date will be returned to the traveler for submission in Chrome River. As a reminder, reimbursement for online virtual conferences is not considered travel and will to be processed in YoMart.

All original receipts and documentation should be kept in the department's or by the employee until the employee receives their reimbursement. Any requests for reimbursements not covered by State and University travel policies will be returned to the requester for additional approval and may be processed through payroll. Additional instructions and information can be on the University Controller's website at www.controller.appstate.edu.

If you have questions regarding the use of Chrome River, video tutorials and walkthrough documentation can be found at systems.appstate.edu/chrome-river or on the Chrome River dashboard once you log in. Introduction workshops are also available for registration at workshops.appstate.edu. You may also contact Justin Hodges in Business Systems (x8006, hodgesjh@appstate.edu) should you need assistance with the transition to Chrome River.