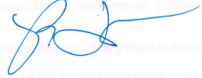


BUSINESS AFFAIRS MEMORANDUM 2020-03

TO: All Departments

FROM: 
Paul Forte
Vice Chancellor for Business Affairs

REFERENCE: Travel Changes Effective January 1, 2021 in Chrome River

DATE: November 5, 2020

This is to notify campus faculty and staff of the upcoming implementation of Chrome River and transition away from the Excel travel workbook. Beginning on January 1, 2021, all campus travel authorizations must be submitted through Chrome River. Beginning on February 1, 2021, all travel reimbursement requests must be submitted through Chrome River.

What is Chrome River?

Chrome River is an expense management solution that allows users to submit travel authorizations (pre-approvals) and travel reimbursement requests (expense reports) through an intuitive web application. Approval workflow and compliance notifications are built into the program, and integration with Banner Finance allows for automated reimbursement processing. You will no longer be required to create and maintain paper records. Travel documentation and approval will all be managed with the Chrome River system.

Can I use the software prior to January 1?

Due to the Covid-19 pandemic, university-sponsored travel is limited. In addition, the software is in the initial stage of release to campus users. Due to these factors, the Chrome River Administrator will reach out to departments directly to notify them that travel processing through Chrome River is available to their area and provide personalized training as required ahead of the January 1 transition.

How can I learn more?

Training workshops and additional resources will be provided by the Chrome River Administrator throughout the remainder of the year. To register for a workshop, visit <https://workshops.appstate.edu/>, and search for “Chrome River.”

For specific questions related to Chrome River, please contact Justin Hodges in the Business Systems Office.

Justin Hodges
Chrome River Administrator
hodgesjh@appstate.edu
828-262-8006