

HOW TO GIVE APPROVAL DELEGATION TO ANOTHER PERSON

What is an Approval (Vacation) Delegate? It is a person you give authority to temporarily approve expenses and pre-approvals on your behalf while you are on vacation or otherwise unable to fulfill your Chrome River approval obligations. Approval delegation must be granted to an Approving Authority. An email will be sent to you and your approval delegate with notification of this designation. This email notification will include the date range of the approval delegation. You may only have one active approval delegate at a time. All expenses and pre-approvals normally assigned to you will automatically queue up for the delegate to approve. In addition, all approval emails will be sent to the approval delegate.

Note: This will be monitored. No one will be allowed to “permanently” delegate his or her approval authority. Please reference the Financial Procedures Manual (FPM) for additional information on Approving Authority’s.

Log into the Chrome River application on any web browser by going to the JMU webpage (www.jmu.edu). Choose Faculty/Staff and the IS Applications. Choose Chrome River.

The screenshot shows the James Madison University website's 'Quick Login Access' page. The page is divided into several sections:


- IT HOME**: Includes a search bar for 'Search Computing' and a 'GO' button.
- SERVICES**: A section for various services.
- ACADEMIC SUPPORT**: A dropdown menu with options like 'ACCOUNTS & ACCESS', 'Quick Login Access', 'All Accounts & Access', 'Affiliate Accounts', 'eID', 'Listservs', 'Two Factor Authentication (Duo)', 'File Storage for Fac/Staff', and 'Web Publishing'.
- ADMINISTRATIVE SYSTEMS**: A dropdown menu with options like 'All Administrative Systems', 'Advancement Systems', 'AiM', 'Cascade', 'Cherwell', 'Chrome River', 'Effort Reporting (ERS)', 'e-VA', 'Finance', and 'Human Resources'.
- Quick Login Access**: A grid of application tiles. The 'Finance' tile is highlighted in green and contains 'Finance' and 'Chrome River' (circled in red). Other tiles include 'HR Management', 'JMU PositionLink', 'JobLink - Manager', 'JobLink - Applicant', 'Student Administration', 'MyMadison', 'Advance iModules Email', 'Cognos', 'Exchange', 'Dukes Email', 'SharePoint', 'e-VA', 'AiM Facilities Management', 'OnBase', 'Nolijweb', 'Canvas', 'Cherwell', 'Cascade', 'Effort Reporting (ERS)', 'Parking', and 'STAR-TOOL'.
- Administrative Systems Access**: Three buttons for 'Administrative Systems Access', 'Administrative Systems Issue', and 'Project Initiation Questionnaire'.
- Information Technology**: Contact information for Massanutten Hall, MSC 5733, 1031 S. Main Street, Harrisonburg, Virginia 22807. Email: computing.webmaster@jmu.edu, Phone: (540) 568-3555. Social media icons for Facebook, Twitter, YouTube, and Instagram.

Enter your DUO Information

JAMES MADISON UNIVERSITY

Authentication with Duo is required for the requested service.

[> Need Help?](#)

☰ Settings

Device:

Android (XXX-XXX-1461) ▼

Send Me a Push

Enter a Passcode

Remember me for 24 hours

Cancel this Request

Enter your EMPLID and password then Click Log in.



JAMES MADISON UNIVERSITY

JMU e-ID

Password

For help, contact the JMU IT Help Desk. 540-568-3555

You can also access the Chrome River application by the Accounts Payable webpage.


JAMES MADISON UNIVERSITY MORE JMU  Search JMU 

ABOUT ACADEMICS ADMISSIONS VISIT TUITION & FINANCIAL AID STUDENT LIFE ATHLETICS

Chrome River System

FINANCE OFFICE

- DIVISION OF ADMINISTRATION AND FINANCE
- ABOUT FINANCE
- CODE OF ETHICS
- FINANCIAL PROCEDURES MANUAL
- NEWS AND ANNOUNCEMENTS
- ORGANIZATION CHART
- SIGNATURE AUTHORITY
- ACCOUNTING OPERATIONS AND DISBURSEMENTS
 - Overview
 - Announcements
 - FAQ
 - Accounts Payable
 - Overview
 - Chrome River System**
 - Mission and Vision Statement
 - Staff
 - Local Funds
 - Travel Program



The Finance Office has partnered with Chrome River to provide campus with an electronic travel management solution which replaces the paper Travel Expense Reimbursement Voucher (TERV) and the paper International Travel Authorization Form (TA). Travel incurred after July 1, 2017 is required to be processed through the Chrome River system, and paper TERVs and TAs will no longer be accepted.

Click [here](#) to login to Chrome River using your JMU credentials.

Chrome River Resources:

- [Chrome River Contact Information](#)
- [Chrome River FAQs](#)
- [Chrome River Forms](#)
- [Chrome River Training and Help](#)


Links

- [AP Forms](#)
- [Frequently Asked Questions](#)
- [Other Financial Forms](#)

JMU Office of Finance

Massanutten Hall
MSC 5719
1031 S. Main Street
Harrisonburg, Virginia 22807

crowepm@jmu.edu
540/568-6433
Fax: 540/568-3346



This is the Welcome or Home Screen.

CHROMERIVER + New Tina Wells

APPROVALS Approvals Needed
4 Expense Reports 2 Pre-Approvals

EXPENSES 6 Draft 0 Returned 12 Submitted Last 90 Days

PRE-APPROVAL 1 Draft 1 Returned 4 Submitted Last 90 days

JAMES MADISON UNIVERSITY

C O N T A C T

For Expense reimbursement and Invoice processing assistance, please contact:

- Accounts Payable Support (888) 268-9101 [Email Us](#)
- Credit Card Support (888) 268-9102 [Email Us](#)
- Accounts Payable Manager (888) 268-9103 [Email Us](#)

N O T I C E S

UPDATE: New Expense Policy Limits
The new expense policy, which is available online in the HELP section below, has a new limits on Airline Club memberships.

REMINDER: Emailing Receipts to Your Account
You have an option to email any receipt to [expensememo@chromeriver.com](mailto:toexpensememo@chromeriver.com). Please make sure to send the email from the email account that is registered online so the system can recognize and store the receipt in your account. The receipt will then be available within your Receipt Gallery.

H E L P

Full HELP is available throughout the application in the Chrome River Help Center.

- [New Travel Policy Guide](#)
- [Quick Start: Creating a New Expense Report](#)
- [Quick Start: Expense & Invoice Approvals](#)

In the upper right hand corner of the Welcome or Home Screen, Click on your Name and then Click Settings.

+ New Tina Wells

SELECT USER

- ✓ Tina Wells
- Select another user

Settings

Platinum Interface

Help

Logout

Click Delegate Settings.

CHROMERIVER

Tina Wells
Manager - Accounts Payable

Personal Settings

Preferences Settings

Delegate Settings

Notification Settings

Account Information

Password [Change Password](#)

Email Addresses

Primary Email wells2tm@jmu.edu

[+ Add Alternative Emails](#)

Click Add Approval Delegate.

Tina Wells
Manager - Accounts Payable

Personal Settings

Preferences Settings

Delegate Settings

Notification Settings

My Delegates

A "Delegate" is someone who has full access to your account.

[+ Add New Delegates](#)

My Approval Delegate

An "Approval Delegate" helps you with approvals during a specified time.

[+ Add Approval Delegate](#)

Click in the Box Select a User and a drop down list of names will appear. Type in the name of the person you want to give Approval authority to then Click on their name. Add a Start Date and an End Date and Click Save.

CHROME RIVER

Tina Wells
Manager - Accounts Payable

Personal Settings

Preferences Settings

Delegate Settings

Notification Settings

My Delegates

A "Delegate" is someone who has full access to your account.

+ Add New Delegates

My Approval Delegate

An "Approval Delegate" helps you with approvals during a specified time.

Select a User

Start Date

End Date

Bonnie Knight

05/01/2017

05/05/2017

Save Cancel

This person now has "Vacation Delegation" for approving reports on your behalf during your specified time. Any Expense Reports submitted between the dates you set will be sent to the Vacation Delegate you chose.

If you made a mistake and do not wish to give Approval authority, you can click the Cancel button and it will delete your selection.