

Chrome River: Assign Delegates

1. In Vandal Web, click on the Chrome River travel link [.https://www.uidaho.edu/finance/controller/accounts-payable/travel-services/chrome-river](https://www.uidaho.edu/finance/controller/accounts-payable/travel-services/chrome-river)
2. Log into Chrome River.
3. Click on your name in the upper right corner.
4. From the drop down menu, click **Settings**.

The screenshot shows the Chrome River dashboard. On the left, there are two main sections: 'EXPENSES' and 'PRE-APPROVAL'. The 'EXPENSES' section has a blue header with a wallet icon and shows 1 Draft, 0 Returned, and 0 Submitted (Last 90 Days). The 'PRE-APPROVAL' section has a blue header with a checkmark icon and shows 0 Draft, 0 Returned, and 1 Submitted (Last 90 days). On the right, there is a contact list for 'CONTACT' with the following information:

- For expense reimbursement and processing assistance:
 - Accounts Payable Support 213-222-xxxx
 - Credit Card Support 213-222-xxxx
 - Accounts Payable Manager 213-222-xxxx

5. Under **Delegate Settings**, you can **Add New Delegate**.
 - a. As you type, a list will prefill. Use the mouse to scroll down and left click to select the individual who can *enter* travel on your behalf.
 - b. It will automatically save the delegate.

The screenshot shows the Chrome River settings page for Joe Vandal. The left sidebar contains the following menu items: 'Personal Settings', 'Preferences Settings', 'Delegate Settings' (highlighted in blue), 'Notification Settings', 'Privacy Policy', and 'About Chrome River'. A red arrow points from 'Preferences Settings' to 'Delegate Settings'. The main content area is titled 'My Delegates' and includes the following text: 'A "Delegate" is someone who has full access to your account.' Below this is a blue button with a plus sign and the text 'Add New Delegates'. Further down, there is a section titled 'My Approval Delegate' with the text: 'An "Approval Delegate" helps you with approvals during a specified time'. Below this is another blue button with a plus sign and the text 'Add Approval Delegate'.