

ALERT NOTICE

Business Office

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Chrome River

Chrome River – Delegate Access Form

As of 10/19/2020 Travel & Expense Management System (TEMS) is no longer available for processing travel documents. We will be using the new Chrome River travel system.

Delegate Access:

1. The Traveler can submit travel requests in Chrome River directly.
2. The Traveler can select a delegate to enter travel on their behalf.
3. The attached Delegate Access Form was sent to Trainees to assist departments in delegate set up if needed.

The instructions to fill out the form are on the 2nd page of the Delegate Access Form. Please review the signature requirements below:

12	Employee Signature	Signature of Employee needed if available. If employee is not available , please have Supervisor sign (on behalf of employee), and attach an email where employee listed in #1 above is letting traveler know they will be requesting delegate access, and the supervisor is "copied" in the email and has signed the form
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Approval Delegate Access:

1. The designated Approver may set up an Approval Delegate to approve travel documentation on their behalf for a specified time period if that Approver will be unavailable.

The attached Delegate Access Form was not intended for Approval Delegates, only for delegates who will enter travel on behalf of Travelers.

Chrome River approval workflow is set up differently than the Travel & Expense Management system approval workflow process. While Travel & Expense allowed the "proxy" and the Approver to see the document, and one or the other could approve, in Chrome River, if an Approver sets up an Approval Delegate, the assigned original approver will never see the documentation (during the time period that an Approval Delegate is active in Chrome River).

It is recommended for Approvers to set up an Approval Delegate only if they will be unavailable for an extended period of time. If an emergency arises where the Approver is not able to set up their Approval Delegate, please contact the Travel Office to discuss and for assistance.

Thank you in advance for your attention and cooperation, please feel free to contact the Travel Office at 956-872-4618 should you have further questions.