How to Set up a Delegate

If another ODU employee helps you with processing travel Pre-Approvals or Reimbursement Requests, then you will need to set the individual up as a Delegate in your Chrome River Delegate Dashboard. Chrome River requires you, the Expense Owner, to authorize the Delegate. A Delegate cannot assign this role to themselves. You may set up more than one Delegate if necessary.

WHAT CAN A DELEGATE DO FOR YOU?

1. Create pre-approval and expense reports for you to review and submit. They can submit an expense report to you as Expense Owner however, you must approve before it routes to your supervisor for their approval.
2. Access your Dashboard, Pre-Approvals and Expense Reports.
3. Receive copies of any e-mail notifications regarding approvals and rejections.

STEP-BY-STEP

1. Log into Chrome River using your MIDAS id and password: [http://www.odu.edu/chromeriver](http://www.odu.edu/chromeriver)
2. Click on the Delegate tab to go to the Delegate Dashboard.
3. Search for your Delegate’s name in the “People Assigned to Assist Me” drop down list.
4. Select the Delegate you wish to assign and click Add.

Delegates: You will see your travelers’ names in your “People I Assist” list. Use the “Switch User” functionality located at the top right hand corner to navigate between profiles. As a Delegate, you will receive all email notifications for your travelers, regardless of who created the Expense Report.

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