How to Assign a Delegate

If an ODU employee assists an Expense Owner with processing travel Pre-Approvals and Expense Reports, the Expense Owner will need to assign the ODU employee as a Delegate. Chrome River requires the Expense Owner to authorize the Delegate, so a Delegate cannot assign the role. More than one Delegate may be assigned, if necessary.

What can a Delegate do?

1. Create pre-approval and expense reports for the Expense Owner to review and submit.
   (The Delegate can submit pre-approval and expense reports to the Expense Owner, but the Expense Owner must approve the report before it is routed for a supervisor's approval)
2. Access the Expense Owner's Dashboard, Pre-Approvals and Expense Reports, and
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
   You can also access Chrome River from the Office of Finance University Travel page by clicking on the “Access Chrome River” button on the right hand side.

2. The Expense Owner must click on his/her name in the upper right hand corner, and select Settings.

3. Click on Delegate Settings, and select Add New Delegates under My Delegates.

4. Type the Delegate’s name to filter a search, and click on the ODU employee’s name to assign him/her as Delegate.

Delegates: Click on your name in the upper right hand corner, and Select Another User to view the list of travelers assigned to you. Click on the traveler’s name in the upper right hand corner, and Revert or Select Another User to navigate between users. As a Delegate, you will receive all email notifications for your travelers, regardless of who created the Expense Report.