HOW TO GIVE DELEGATION AUTHORITY

What is a delegate? A delegate is a person you set up with full access into your account to create expense reports, access your Settings menu, Home screen and Reports. However, they WILL NOT have access or authority to approve expense reports on your behalf. You and your delegate will receive e-mail notifications regarding approval, rejection or adjustments to any reports created by your delegate. You have the ability to designate more than one delegate.

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.
Enter your DUO Information

Authentication with Duo is required for the requested service.

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.

For help, contact the JMU IT Help Desk. 540-568-3555
You can also access the Chrome River application by the Accounts Payable webpage.

Chrome River System

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

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- Mission and Vision
- Statement
- Staff
- Local Funds
- Travel Program

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Harrisonburg, Virginia 22807
crepm@jmu.edu
540/568-6433
Fax: 540/568-3346
This is the Welcome or Home Screen.

In the upper right hand corner of the Welcome Screen, Click on your Name and then Click Settings.
You will see this screen. Click Delegate Settings.

Click on Add New Delegate.

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

My Approval Delegate

An "Approval Delegate" helps you with approvals during a specified time.
Click in the Box a drop down list of names will appear. Type in the name of the person you want to give access to your account and Click their name.

Once you choose their name this person will be able to “delegate” into your account and process expense reports on your behalf. They WILL NOT be able to Approve on your behalf.

Now, Bonnie Knight is able to choose Tina Wells and process an expense report on her behalf.

Note: This person is a Delegate as long as you leave them a Delegate. If you no longer want this person as your Delegate, complete the steps above and Click the “X” and it will delete them.