WHAT IS AN APPROVAL (VACATION) DELEGATE?

It is a person you give authority to temporarily approve expenses and pre-approvals on your behalf while you are on vacation or otherwise unable to fulfill your Chrome River approval obligations. Approval delegation must be granted to an Approving Authority. An email will be sent to you and your approval delegate with notification of this designation. This email notification will include the date range of the approval delegation. You may only have one active approval delegate at a time. All expenses and pre-approvals normally assigned to you will automatically queue up for the delegate to approve. In addition, all approval emails will be sent to the approval delegate.

NOTE: This will be monitored. No one will be allowed to "permanently" delegate his or her approval authority. Please reference the Financial Procedures Manual (FPM) for additional information on Approving Authority's.

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 yourEMPLID and password then Click Log in.

JMU e-ID
wells2tm

Password
*******

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.

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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MSC 5719  
1031 S. Main Street  
Harrisonburg, Virginia 22807  
crowpm@jmu.edu  
540/568-6433  
Fax: 540/568-3346
This is the Welcome or Home Screen.

In the upper right had corner of the Welcome or Home Screen, Click on your Name and then Click Settings.
Click Delegate Settings.

<table>
<thead>
<tr>
<th>Tina Wells</th>
<th>Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager - Accounts Payable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Password</td>
</tr>
<tr>
<td></td>
<td>Change Password</td>
</tr>
</tbody>
</table>

### Personal Settings
- Preferences Settings
- Delegate Settings
- Notification Settings

### Email Addresses
- Primary Email: wells2tm@jmu.edu

Add Alternative Emails

Click Add Approval Delegate.

<table>
<thead>
<tr>
<th>Tina Wells</th>
<th>My Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager - Accounts Payable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A &quot;Delegate&quot; is someone who has full access to your account.</td>
</tr>
</tbody>
</table>

Add New Delegates

<table>
<thead>
<tr>
<th>My Approval Delegate</th>
</tr>
</thead>
<tbody>
<tr>
<td>An &quot;Approval Delegate&quot; helps you with approvals during a specified time.</td>
</tr>
</tbody>
</table>

Add Approval Delegate
Click in the Box Select a User and a drop down list of names will appear. Type in the name of the person you want to give Approval authority to then Click on their name. Add a Start Date and an End Date and Click Save.

This person now has “Vacation Delegation” for approving reports on your behalf during your specified time. Any Expense Reports submitted between the dates you set will be sent to the Vacation Delegate you chose.

If you made a mistake and do not wish to give Approval authority, you can click the Cancel button and it will delete your selection.