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.
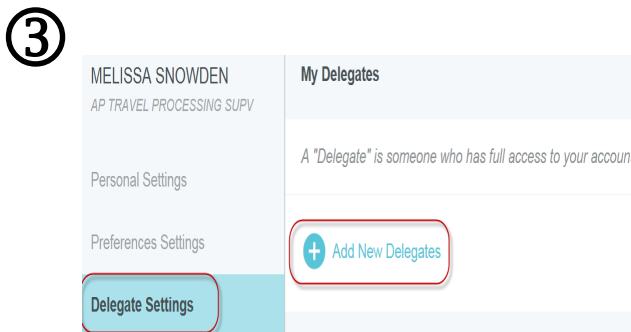
STEP-BY-STEP

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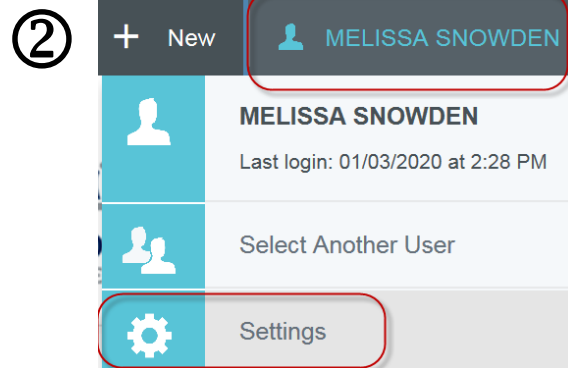
The Expense Owner must click on his/her name in the upper right hand corner, and select **Settings.**

③

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

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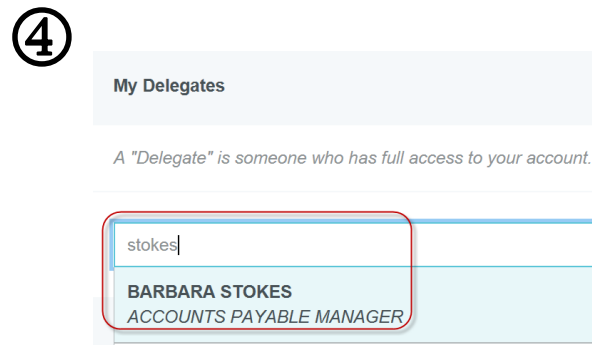
Type the Delegate's name to filter a search, and click on the ODU employee's name to assign him/her as Delegate.

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.