

Hello! This packet is designed to help you complete a Chrome River pre-approval step-by-step.

**Information in this packet may be out of date and should serve as a guide rather than a definitive how-to.**

Our Travel page contains **a lot** of useful information. **For the most up-to-date information, please check Stockton University's Travel page:**

<https://stockton.edu/accounts-payable/travel.html>

**Some** quick links to get you started can be found by clicking the categories below, but please check the link above for additional assistance (some links may require you to be logged into the GoPortal):

- [Stockton University's Domestic Travel Procedure](#)
- [Stockton University's International Travel Procedure](#)
- [Vehicle Request Form](#) – for travelling between campuses or site-to-site
- [Accounts Payable's PowerPoint on Chrome River](#)
- [Accounts Payable's Guide to Creating a Pre-Approval](#) – **much** shorter than this document
- [Pre-Approval Reminders](#)
- [RAAE \(Request for Approval for Attendance at Events\) Form](#) – found under the “Digital Forms” section

Additionally, if you plan on doing a lot of travel or would prefer to put your hotel on a University-issued credit card (pcard), our Pcard website can be found here:

<https://stockton.edu/accounts-payable/pcard.html>

Please be sure to read the [Pcard Guidelines](#) and [Pcard Reference Guide \(2022\)](#) created by Accounts Payable before applying for a pcard. I will do my best to attach this information when a pcard is requested.

**Please note that a pcard can only be used for travel and will only be opened if a Chrome River pre-approval has been fully approved.**

For those with a pcard who have a fully-approved Chrome River: please email the approved Chrome River number, the amount of requested increase, and the last 4 numbers of the card to:

[Pcard@stockton.edu](mailto:Pcard@stockton.edu)

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# Navigating to Chrome River

**Make sure you are logged into the GoPortal before the following steps (optionally, you can skip step 1 by clicking the hyperlink in step 2):**

Chrome River can be found by going to the Stockton homepage (<https://stockton.edu/>) and searching for “Travel” in the Search Box at the top right of the page:



This will take you to our Travel Procedures & Forms page (you can also click this link: <https://stockton.edu/accounts-payable/travel.html> this will allow you to skip the step above).

Once on this page, scroll down to the “Chrome River” information block and pressing “CLICK HERE”, highlighted in yellow below:

# Travel Procedures & Forms

## Travel Procedure, Forms & Guides

[Travel Procedure](#)

[2022 Payment Voucher Form](#)

[2023 Payment Voucher Form](#)

[Vehicle Request Form](#)

Credit Card Guidelines: [see Pcard webpage](#)

## Travel Agency Information

**Newark Gateway Travel Services, Inc.**

Contact: Christina Malanga

Phone: 973-624-4462

Email: [info@gatewaycentertravel.com](mailto:info@gatewaycentertravel.com)

Please reference "B190001 Travel Management Services" when reaching out to utilize their services.

## Domestic Travel

[Domestic Per Diem Rates](#)

[Overtime Meals](#)

[Meal Money Guidelines](#)

## Foreign Travel

[Refer to OGE Webpage](#)

[Foreign Per Diem Rates](#)

## Student Travel

Modifications to overnight accommodations must be sent to the Clery Act officer for reporting-  
[Rosanne.Latoracca@stockton.edu](mailto:Rosanne.Latoracca@stockton.edu)

Please attach the email to the fully approved Chrome River pre-approval report.

## Chrome River

To access Chrome River, **you must first log into the Stockton portal**. Once you are logged in, [CLICK HERE](#). You can also find the Chrome River link on the Employee tab in the Finance section under Other Links.

**Chrome River app** allows you to create, submit and approve from your mobile device.

**CR Snap app** allows you to upload receipt images directly into your Chrome River account.

Download apps here:

[Apple App Store](#)

[Google Play Store](#)

When clicked, you should be brought to a page similar to below (sorry it's so small!); you are now in Chrome River:

The screenshot displays the Chrome River web application interface. At the top, the browser address bar shows 'app.chromeriver.com/index'. The application header includes the 'chromeriver' logo and the user name 'Haley Hancharuk' from 'Stockton University'. The main content area is divided into two primary sections: 'Expenses' and 'Pre-Approval'. The 'Expenses' section shows 0 Draft, 0 Returned, and 0 Submitted (Last 90 Days) items. The 'Pre-Approval' section shows 2 Draft, 0 Returned, and 0 Submitted (Last 90 Days) items. To the right, the 'CONTACT' section lists the 'Travel Office/Official Reception & Entertainment' with contact information for Mary Hughes and the 'Chrome River Support & Training' with contact information for Stacey Harnett. Below this is a 'NOTICES & TIPS' section with information about mobile app access and links to download the app from the App Store and Google Play Store, as well as a link to the Travel webpage for policies and training guides.

Category	Draft	Returned	Submitted (Last 90 Days)
Expenses	0	0	0
Pre-Approval	2	0	0

**CONTACT**

Travel Office/Official Reception & Entertainment:

- Mary Hughes, Travel Officer 609-652-4784 [Travel@stockton.edu](mailto:Travel@stockton.edu)

Chrome River Support & Training:

- Stacey Harnett 609-652-4745 [StaceyHarnett@stockton.edu](mailto:StaceyHarnett@stockton.edu)

**NOTICES & TIPS**

**You can also access Chrome River on your phone!**

Chrome River app allows you to create, submit and approve from your mobile device.  
CR Snap app allows you to upload receipt images directly into your account.

Download mobile apps here:  
[Apple App Store](#)  
[Google Play Store](#)

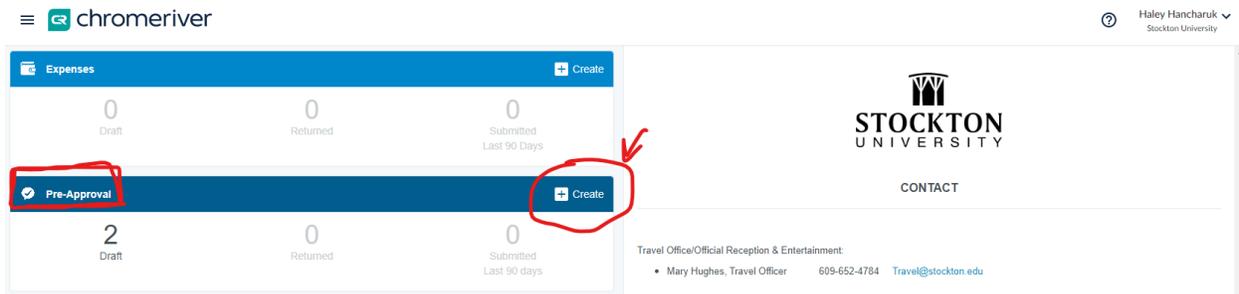
Visit the [Travel webpage](#) for updated policies, forms and training guides.

# How to Set Up a Chrome River Pre-Approval

On the left side of Chrome River, there are two boxes.

For right now, we will be focusing on the box with the DARK BLUE banner that says, “Pre-Approval”.

On the right side of the banner, you will see, “[+] Create” – click this button:



A box should open on the right side of the screen that looks like the following two screenshots:

? Haley Hancharuk   
Stockton University

---

 Pre-Approvals For Haley Hancharuk

Report Name / Name of Event	<input type="text"/>
Start Date	<input type="text" value="01/03/2023"/> 
End Date	<input type="text" value="01/03/2023"/> 
Number of Days	<input type="text" value="1"/>
Pay Me In	<input type="text" value="USD - US Dollars"/>
Business Purpose/ Sponsorship Benefit to University	<input type="text"/>
Divisional Executives	<input type="text" value="-- Select --"/>
Will this trip include personal time? <small>Optional</small>	<input type="text" value="-- Select --"/> 
Report Type	<input type="text" value="-- Select --"/> 
Are you attending this event for scholarly purpose (teaching or research)?	<input type="text" value="-- Select --"/> 
Chartwells	<input type="checkbox"/>
Outside Vendor	<input type="checkbox"/>

Cancel

Save

Will employee receive an  
Honarium or be paid from  
outside sources in connection  
with this assignment?

-- Select --

Trip Type

-- Select --

Are you presenting?

Co-Presenter / Others  
Attending / Sponsorship  
Attendees

Optional

Official Campus Location

-- Select --

Trip Destination

-- Select --

Country

-- Select --

State

-- Select --

City

Departure Time

-- Select --

Return Time

-- Select --

ID Number

Optional

**Organization / Fund / Program**

Going down the options, the following should be input:

- **Report Name / Name of Event** – Please name this something applicable to your travel. A conference/workshop/course name is sufficient.
  - Please don't name your pre-approval after yourself because it may cause confusion for future travel and reimbursements.
- **Start Date** – FIRST DAY OF TRAVEL. This may not always be the first day of the conference itself. For example, if you are leaving to go down to the conference a day early, then this would be considered your first day of travel.
- **End Date** – LAST DAY OF TRAVEL. This may not always be the last day of the conference itself. For example, if you are staying overnight after the conference concludes, then the following day would be your last day of travel.
  - Please keep in mind that, if there isn't sufficient reason, any travel dates outside of the conference dates may not be reimbursable. This includes the hotel for that day, per diem meals, and any other expenses that may be applicable to those days.
- **Number of Days** – Non-fillable
- **Pay Me In** – Non-fillable
- **Business Purpose / Sponsorship Benefit to University** – Please provide a short explanation of how this will benefit your professional development or give a short description of the event. This is applicable to any travel for conferences, any workshops, any courses (online or not), etc. This is also applicable to any travel under a grant.
- **Divisional Executive** – This is a drop-down menu. The answer to this will always be the Provost. **AS OF 8/31/23, THIS BOX IS NO LONGER ON CHROME RIVER, BUT IF IT REAPPEARS: Our current Provost is: Dr. Marissa Levy.**
- **Will this trip include personal time?** – Optional.
- **Report Type** – As a faculty member, this should always be "Employee".
- **Are you attending this event for scholarly purpose (teaching or research)?** – Select the applicable answer.
  - Either way, you will need to fill out an RAAE form on the Ethics website if the event is IN-PERSON.
  - A link to the RAAE form can be found at the start of this document.
- **Will employee receive an Honorarium or be paid from outside sources in connection with this assignment?** – Select the applicable answer.
- **Trip Type** – This is important because it will be used when allocating your reimbursement! The most common "Trip Types" and their uses are as follows:
  - **741008** – Faculty Travel – Meetings & Conferences
    - This is for any travel in which you will be physically going somewhere or for any conference (online conferences will fall under this as well). **THIS APPLIES TO TENURED AND NTP FACULTY MEMBERS.**
  - **741005** – Employee Travel – Meetings & Conferences
    - This is for any travel in which you will be physically going somewhere or for any conference (online conferences will fall under this as well). **THIS APPLIES TO DEANS, ASSISTANT DEANS, AND ACADEMIC FIELDWORK COORDINATORS.**

- **741007** – Junior Faculty Travel – Meetings & Conferences
  - This is for any travel in which you will be physically going somewhere or for any conference (online conferences will fall under this as well). **THIS APPLIES EXCLUSIVELY TO TENURE-TRACK (JUNIOR) FACULTY MEMBERS.** **Once tenure is achieved, you will then use the tenured code above.**
- **731090** – Faculty and Staff Training and Professional Development
  - This is for any workshops, courses, or otherwise that will fall outside of what qualifies as a conference. This is applicable to **any** faculty member, no matter the title.
- **741009** – Faculty Site-to-Site – Same Day
  - This should only be used when requesting a travel reimbursement between any Stockton campuses. This is applicable to **any** faculty member, no matter the title.
- **741006** - Employee Site-to-Site – Same Day
  - This should only be used when requesting a travel reimbursement between any Stockton campuses. This **ONLY** applicable to staff and Academic Fieldwork Coordinators.
- **741025** – International Travel
  - This is for **anyone** who is travelling out of the United States.
- **7G1035** – Grant Travel
  - This is for **any** travel (includes mileage reimbursements) - **GRANTS ONLY.**
- **Are You Presenting?** – Check the box if you are presenting, otherwise leave unchecked.
- **Co-Presenter / Others Attending / Sponsorship Attendees** – Optional, but useful to cross-reference if sharing a hotel room with another person at Stockton.
- **Official Campus Location** – Select which campus your office is at.
- **Trip Destination** – Select whatever is applicable to your travel.
- **State** – Select the state the conference is in (if applicable).
- **City** – Type which city you will be staying in or where the conference takes place (if applicable).
- **Departure Time** – Pick the time of day your first date of travel is.
- **Return Time** – Pick the time of day your last date of travel is.
- **ID Number** – Optional. Can include your Z# if you'd like.

**Organization / Fund / Program** – This determines where your funds are drawn from. **The Budget Coordinator will correct this if incorrect.**

For anyone who wants to import the correct numbers, the information needed to complete this is below:

**Organization** – Each program has its own organization code which is as follows:

- 220005 – School of Health Sciences Admin – ONLY APPLICABLE TO GRANTS
- 220020 – Nursing (BSN)
- 220021 – Manahawkin Nursing (ABSN)
- 220025 – Physical Therapy
- 220030 – Public Health
- 220033 – Masters of Public Health
- 220035 – Speech Pathology & Audiology
- 220040 – Occupational Therapy
- 220050 – Masters Nursing
- 220051 – Doctor of Nursing Practice
- 220095 – BS Health Science
- 220115 – Exercise Science
- 220116 – Simulations Lab

**Fund** – Typically, there's only one fund type that's used for travel under normal circumstances.

- For anything **NOT grant funded**, the fund is **110005**.
- For anything GRANT funded, the fund is the grant number. The Budget Coordinator can correct this.

**Program** – Like the Fund, there's typically only one program type used under normal circumstances.

- For anything **NOT grant funded**, the program is **10**.
- For anything GRANT funded, the program varies per grant. The Budget Coordinator can correct this.

Once all the information is filled out, hit the “Save” button in the upper right corner of the pre-approval and you should have a started pre-approval!

? Haley Hancharuk  
Stockton University

Cancel Save

Return Time

ID Number Optional

**Organization / Fund / Program**

+ Add Another Allocation

**Comments (0)**

**Attachments (0)**  

Drag image here to upload

This is what your Chrome River page should look like once the pre-approval is complete:

The screenshot displays the Chrome River interface for a pre-approval request. The top navigation bar includes the Chrome River logo and the user's name, Haley Hancharuk, from Stockton University. The main content area is titled "Pre-Approvals For Haley Hancharuk" and contains a form with the following fields:

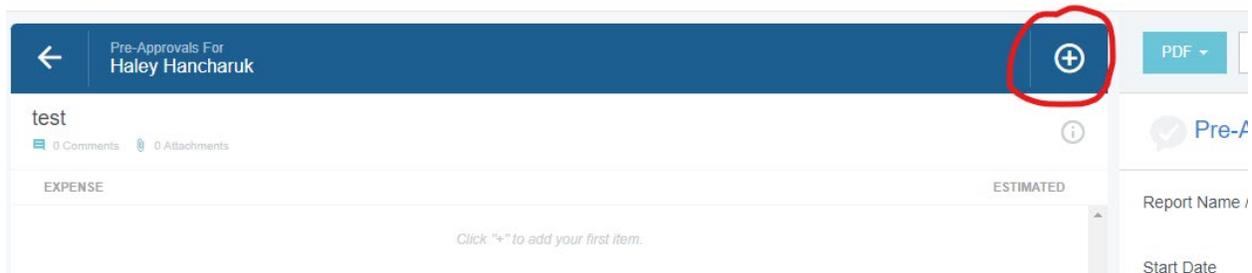
Report Name / Name of Event	test
Start Date	11/15/2021
End Date	11/15/2021
Number of Days	1
Pay Me In	USD - US Dollars
Business Purpose/ Sponsorship Benefit to University	test
Divisional Executives	Leamor Kahanov
Will this trip include personal time?	No
Report Type	Employee
Are you attending this event for scholarly purpose (teaching or research)?	No- Complete and Submit Request for approval...
Will employee receive an Honorarium or be paid from outside sources in connection with this assignment?	No
Trip Type	741005 Employee Travel - Meetings & Confere...

At the bottom of the form, there is a summary section with the following information:

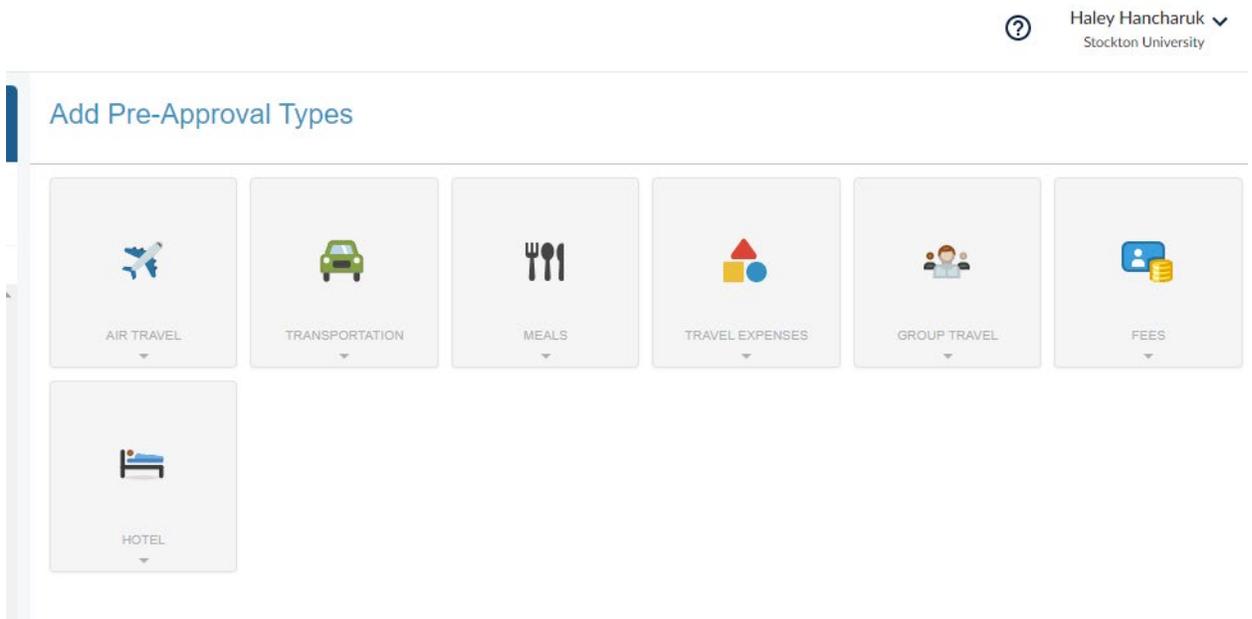
PA Report ID 010001090493	Total Estimated Amount 0.00 USD	<input type="button" value="Submit"/>
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# Adding Pre-Approval Types

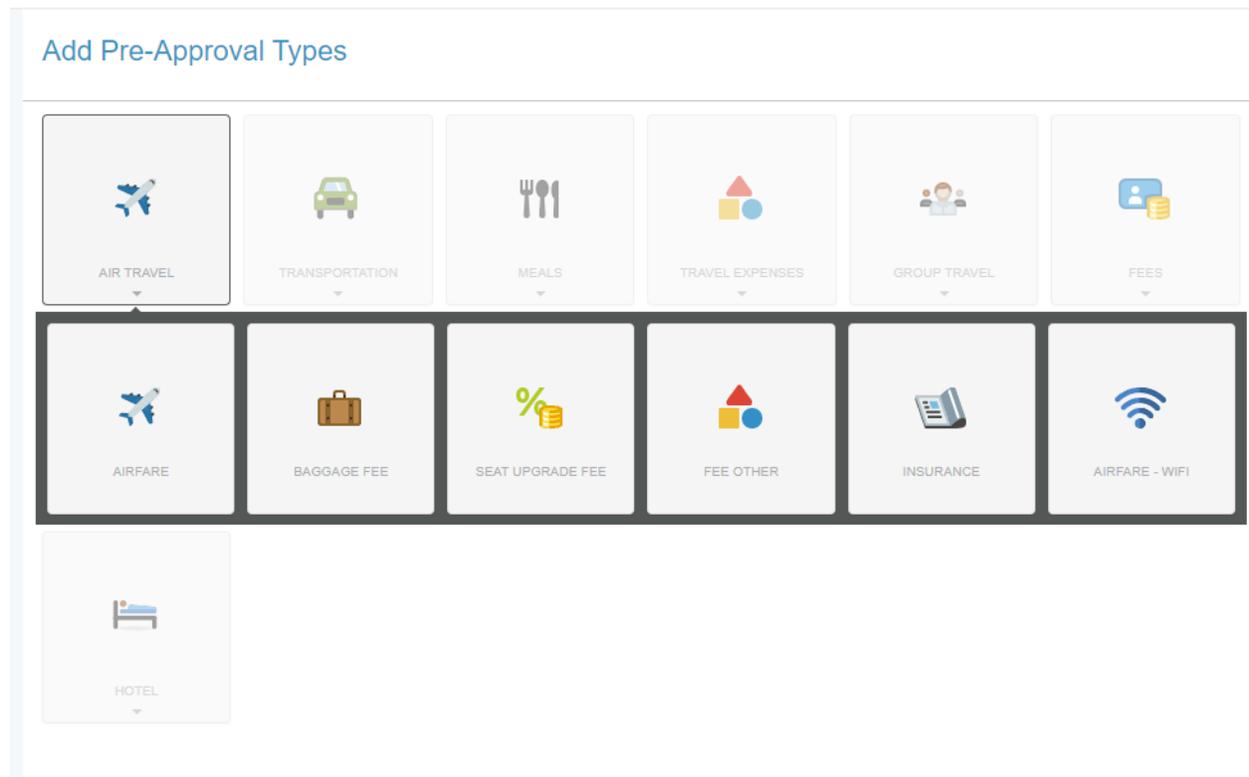
To add an expense line, navigate to the dark blue banner on the left side of the screen and press the, “(+)” button:



To the right, you should see a pane open that looks like this:



If you click on any square, you will be brought to more specific options:



What is needed for each type of pre-approval will vary, but this step-by-step guide will go over the most common additions to a Chrome River.

# Registration – Adding a Registration Fee

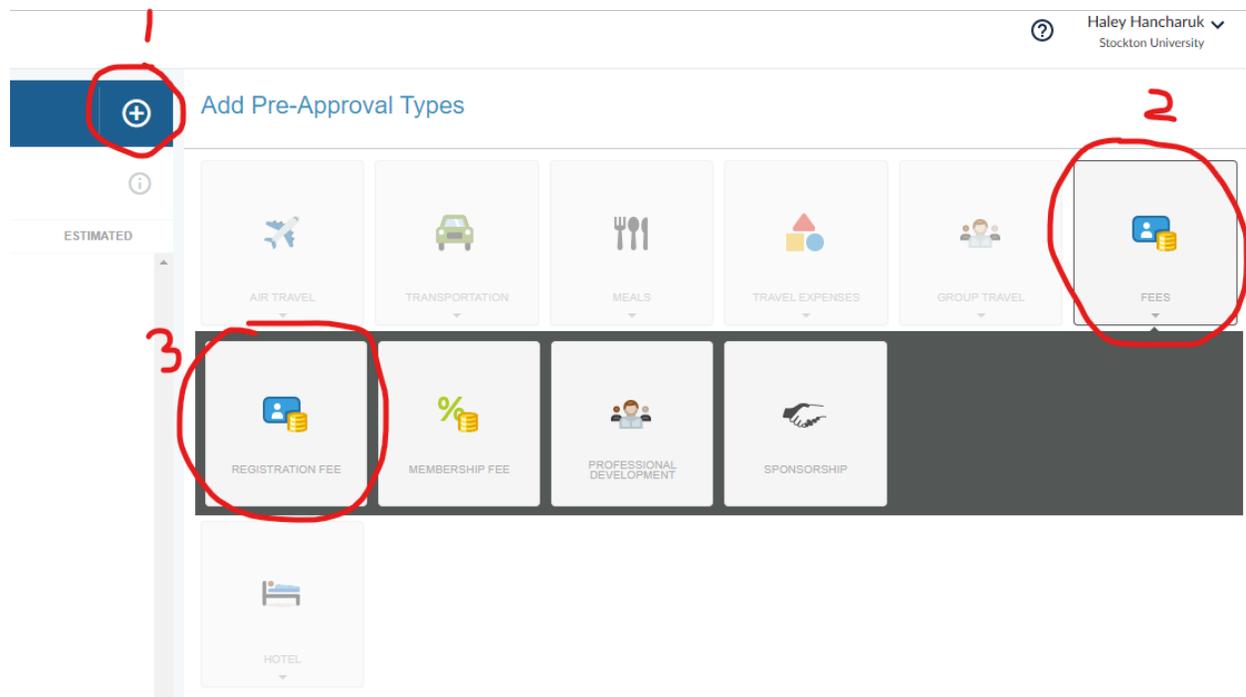
The most likely thing you will be creating a Chrome River for is for registration – whether it’s for an in-person or virtual event, many events, courses, and workshops will have a registration fee.

**Please note that registration fees REQUIRE A QUOTE. See more information below under, “Uploading Quotes, Estimates, and Receipts”.**

A “quote” can be a screenshot of prices at the time found on the website, a PDF of the webpage showing the prices (“Print” > “Save as PDF” instead of sending to a printer), or an email confirmation showing the purchase of the registration.

If the “Add Pre-Approval Types” box isn’t open, please open it by following the instructions under “Adding Pre-Approval Types”.

When opted to add a line, please select “Fees” > “Registration Fee” (note that “1” in the diagram is if the “Add Pre-Approval Types” window isn’t open):



If done correctly, the following pane should pop up on the right side of the screen:

Estimated Amount: 0.00 USD

Description (Optional)

Conference (Optional)

Website (Optional)

In addition to the conference website, please attach backup documentation. Often the conference information is removed from the website after the event has taken place, so attached backup is required for audit compliance

- **Estimated Amount** – Amount your ticket will cost. If you don't think you will meet a deadline (ie. "early bird registration"), then please estimate the higher cost.
- **Description** – Optional
- **Conference** – Though it's "Optional", **please include the name of the conference you will be attending**
- **Website** – Though it's "Optional", **please include the URL of the conference you will be attending.**
  - The URL is the webpage address near the top of the browser:



Once the boxes are filled out and completed, hit "Save" in the upper right:

---

 **Registration Fee**

---

Estimated Amount	<input type="text" value="1.00"/> <input type="button" value="USD"/>
Description <small>Optional</small>	<input type="text"/>
Conference <small>Optional</small>	<input type="text" value="test"/>
Website <small>Optional</small>	<input type="text" value="www.stockton.edu"/>

In addition to the conference website, please attach backup documentation. Often the conference information is removed from the website after the event has taken place, so attached backup is required for audit compliance

Congratulations! You now have a line for your registration fee:

Pre-Approvals For Haley Hancharuk Add Pre-Approval Types

EXPENSE	ESTIMATED
Registration Fee	1.00 USD

AIR TRAVEL

TRANSPORTATION

MEALS

TRAVEL EXPENSES

GROUP TRAVEL

FEES

HOTEL

PA Report ID: 010001090493

Total Estimated Amount: 1.00 USD

# Air Travel – Adding Airfare

When travelling out of state, you may either fly or take a plane. Since flying is more common, we will review adding airfare and all its components to the pre-approval report first.

**Please note that airfare/plane tickets REQUIRE A QUOTE. See more information below under, “Uploading Quotes, Estimates, and Receipts”.**

A “quote” can be a screenshot of prices at the time using your preferred booking method or a flight confirmation.

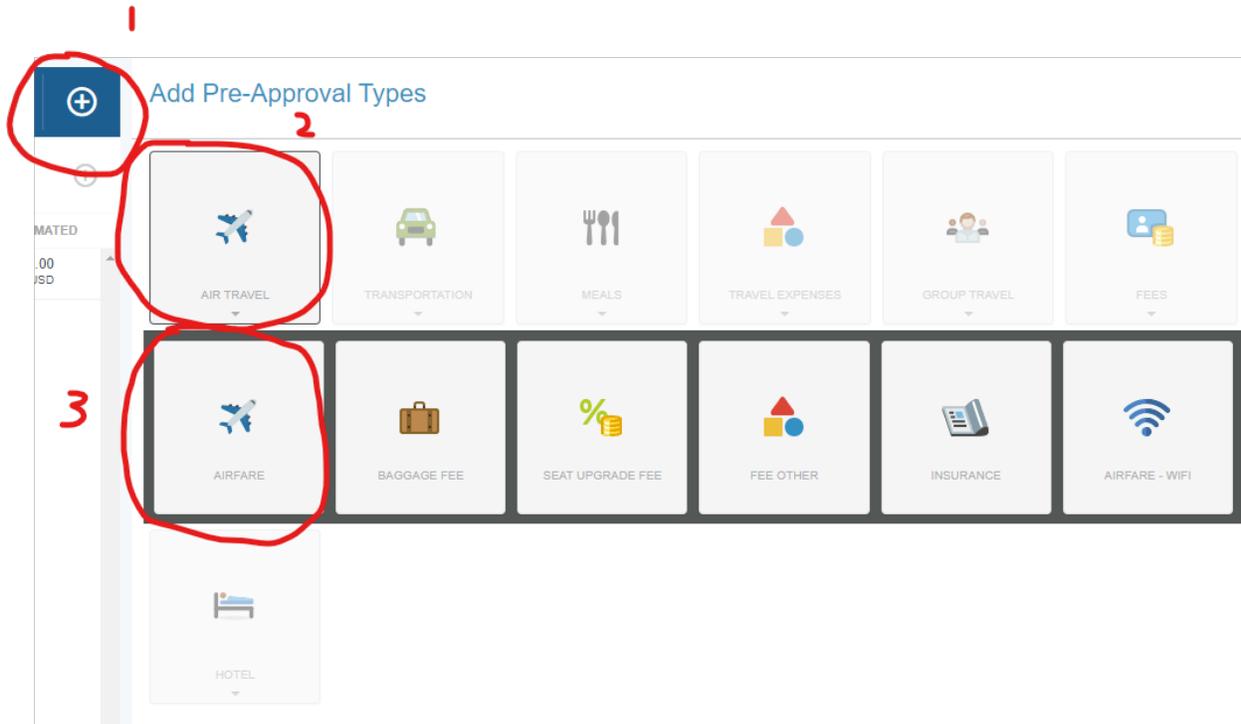
**Please also note that NO SPECIAL SEATING OR ADD-ONS ARE PERMITTED UNLESS NECESSARY FOR A MEDICAL CONDITION.**

Anything that’s an add-on (seat upgrade, choosing your seat (if it costs money to choose your seat), boarding priority, etc.) is **NON-REIMBURSABLE** and will either be not included in your reimbursement or deducted from the reimbursement if put on a University credit card (pcard).

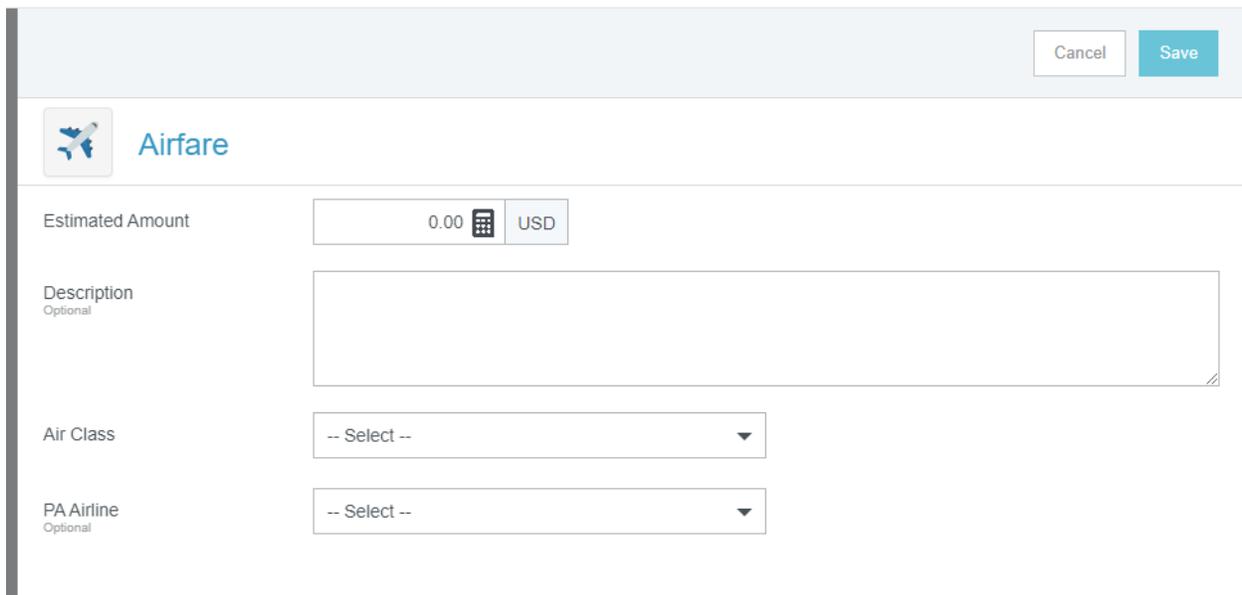
**If the non-reimbursable amount exceeds the remaining amount of professional development funds you have, then you may have to pay the University back (if purchased on a pcard).**

If the “Add Pre-Approval Types” box isn’t there, please open it by following the instructions under “Adding Pre-Approval Types”.

When opted to add a line, please select “Air Travel” > “Airfare” (note that “1” in the diagram is if the “Add Pre-Approval Types” window isn’t open):



If done correctly, the following pane should pop up on the right side of the screen:



The screenshot shows a form titled "Airfare" with a "Cancel" button and a "Save" button in the top right corner. The form contains the following fields:

- Estimated Amount:** A text input field containing "0.00" with a calculator icon and a "USD" dropdown menu.
- Description:** A large text area labeled "Optional".
- Air Class:** A dropdown menu with "-- Select --" as the selected option.
- PA Airline:** A dropdown menu labeled "Optional" with "-- Select --" as the selected option.

- **Estimated Amount** – Amount for the airfare (either estimated through an airline’s website or the actual amount you’ll be paying if flight was purchased out of pocket before creating the pre-approval).
- **Description** – Optional.
- **Air Class** – Please note that all flights should be **the most economic option available at the time**. Economy class must be taken at all times UNLESS the most basic economy option isn’t available.
  - If any other class or upgrade package must be chosen, justification must be provided showing that there were no other types of flight available at the time.
- **PA Airline** – Optional, but useful if you specify the airline

Once the boxes are filled out and completed, hit "Save" in the upper right:

Cancel **Save**

 **Airfare**

Estimated Amount: 1.00 USD

Description: Optional

Air Class: Economy/Coach

PA Airline: Optional Air Canada

You now have a line for Airfare!

Pre-Approvals For Haley Hancharuk

test

EXPENSE	ESTIMATED
Registration Fee	1.00 USD
Airfare	1.00 USD

PA Report ID: 010001090493 | Total Estimated Amount: 2.00 USD | **Submit**

Add Pre-Approval Types

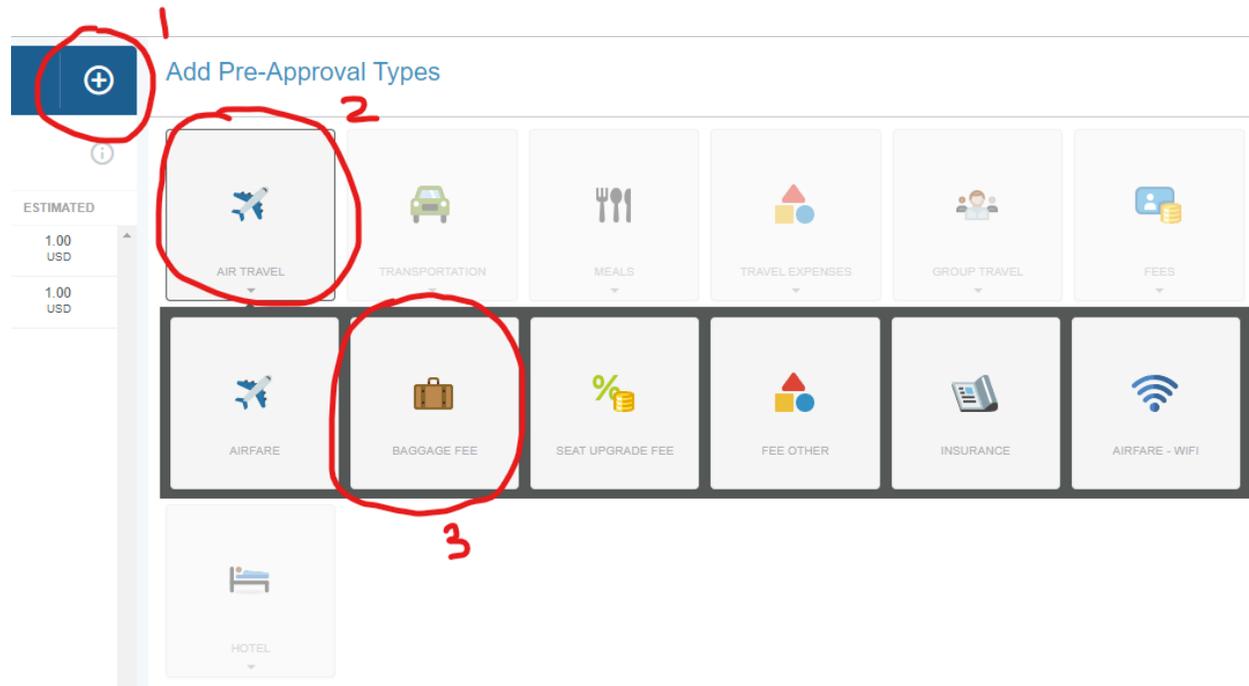
- AIR TRAVEL
- TRANSPORTATION
- MEALS
- TRAVEL EXPENSES
- GROUP TRAVEL
- FEES
- HOTEL

# Air Travel – Adding Baggage Fees

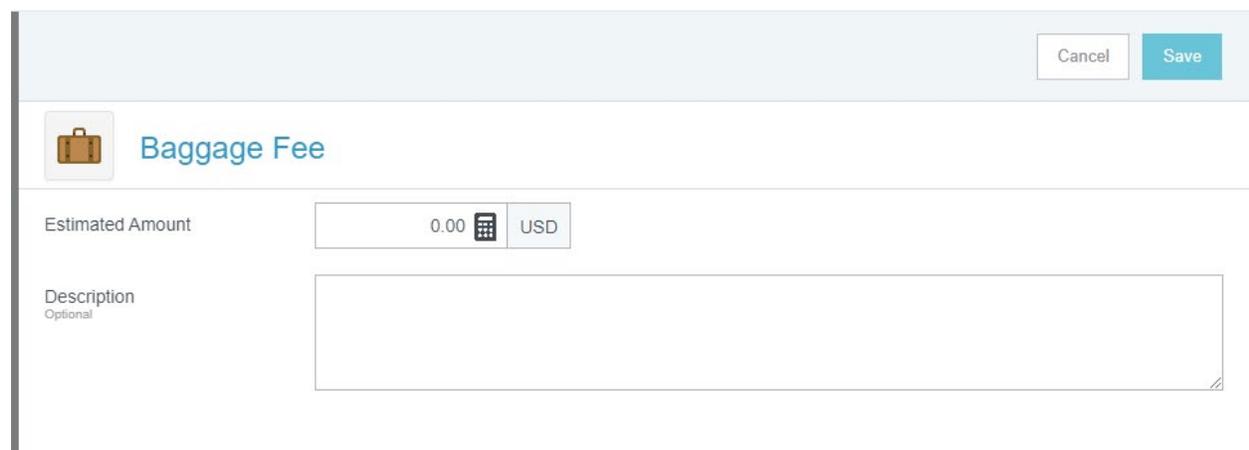
Sometimes, you may want to bring a bag for presentation materials or clothes. This is one of the simplest ones to do and does NOT require a quote.

If the “Add Pre-Approval Types” box isn’t there, please open it by following the instructions under “Adding Pre-Approval Types”.

When opted to add a line, please select “Air Travel” > “Baggage Fee” (note that “1” in the diagram is if the “Add Pre-Approval Types” window isn’t open):



If done correctly, the following pane should pop up on the right side of the screen:



**Estimated Amount** – Baggage fee for ROUNDTRIP! It's common to only put one way in and not the other, so please remember to include both ways.

**Description** – Optional.

Once the boxes are filled out and completed, hit "Save" in the upper right:

Cancel Save

**Baggage Fee**

Estimated Amount: 1.00 USD

Description: Optional

You now have your baggage fees completed!

Pre-Approvals For Haley Hancharuk

test

EXPENSE	ESTIMATED
Registration Fee	1.00 USD
Airfare	1.00 USD
Baggage Fee	1.00 USD

PA Report ID: 010001090493

Total Estimated Amount: 3.00 USD

Submit

Add Pre-Approval Types

- AIR TRAVEL
- TRANSPORTATION
- MEALS
- TRAVEL EXPENSES
- GROUP TRAVEL
- FEES
- HOTEL

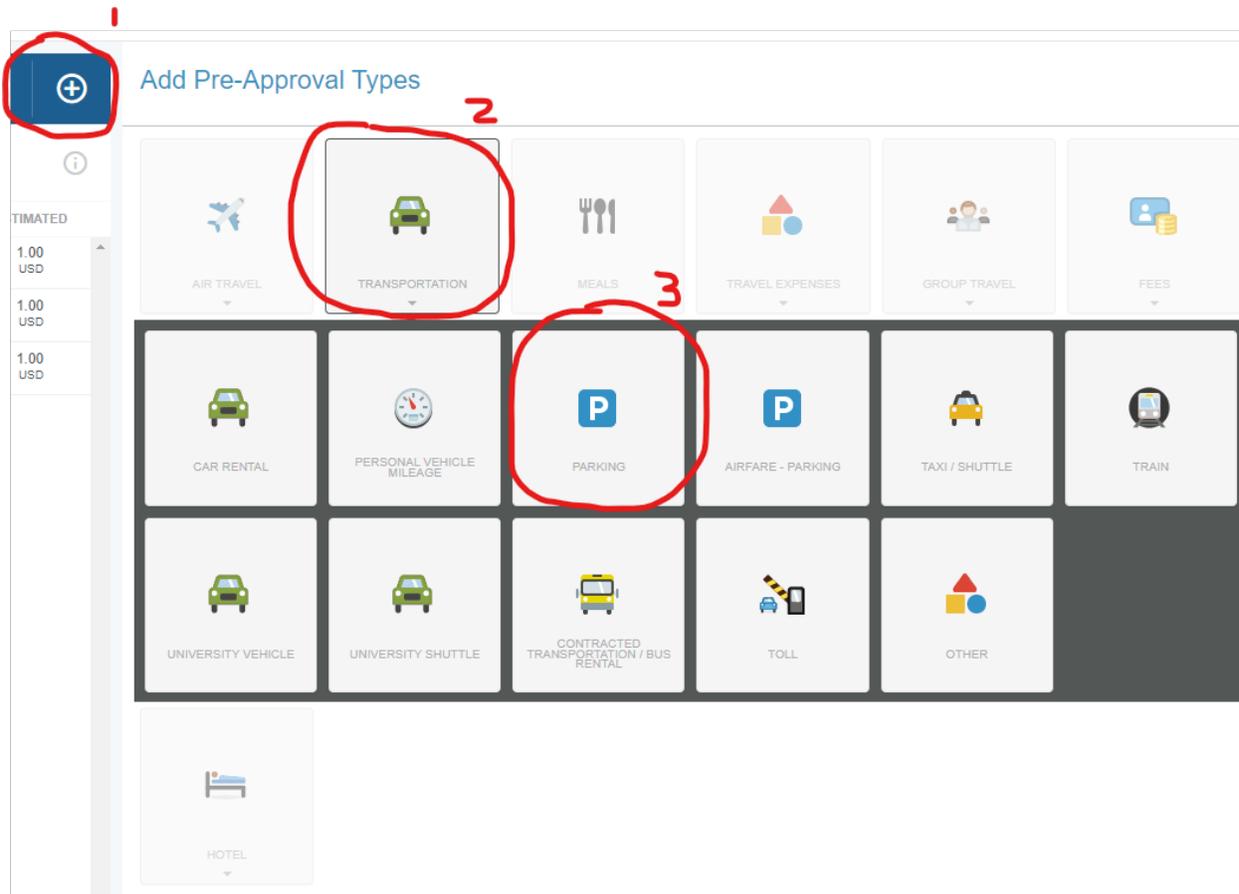
# Parking – Adding Parking Fees

Parking fees can be for airport parking or for parking at a hotel or convention center (if you drove your car to a destination).

**Please keep in mind that there are daily per diem rates when parking your car at an airport for multiple days. This per diem rate may be less than what you actually pay. [NOTE: INCLUDE RATES FOR EWR/PHL]**

If the “Add Pre-Approval Types” box isn’t there, please open it by following the instructions under “Adding Pre-Approval Types”.

When opted to add a line, please select “Transportation” > “Parking” (note that “1” in the diagram is if the “Add Pre-Approval Types” window isn’t open):



If done correctly, the following pane should pop up on the right side of the screen:

---

**P** **Parking**

---

Estimated Amount	<input type="text" value="0.00"/> <input type="text" value="USD"/>
Description <small>Optional</small>	<input type="text"/>
Number of Days	<input type="text"/>
Parking Rate	<input type="text"/>

**Description** – Please note if only valet parking is available at a hotel.

**Number of Days** – Number of days vehicle will be parked at the airport or at the hotel.

**Parking Rate** – Daily rate of parking. **ADD PER DIEM RATES HERE**

Once the boxes are filled out and completed, hit “Save” in the upper right:

---

**P** **Parking**

---

Estimated Amount	<input type="text" value="2.00"/> <input type="text" value="USD"/>
Description <small>Optional</small>	<input type="text"/>
Number of Days	<input type="text" value="2"/>
Parking Rate	<input type="text" value="1"/>

You now should have Parking added to your Chrome River:

Pre-Approval For  
Haley Hancharuk

test

EXPENSE	ESTIMATED
Registration Fee	1.00 USD
Airfare	1.00 USD
Baggage Fee	1.00 USD
Parking	2.00 USD

PA Report ID: 010001090493

Total Estimated Amount: 5.00 USD

Submit

Add Pre-Approval Types

- AIR TRAVEL
- TRANSPORTATION
- MEALS
- TRAVEL EXPENSES
- GROUP TRAVEL
- FEES
- HOTEL

## Hotel – Adding Hotel Accommodations

If you are staying out of state and are not within the tri-state area, then you're eligible for nightly accommodation reimbursement.

**Like airfare, please be mindful that the most basic/economic room must be used at all times unless there is a medical issue that requires otherwise.**

Please keep in mind that, if you are staying at the CONFERENCE HOTEL, then you will FULL REIMBURSEMENT for the nightly rate + taxes.

If you are staying at a NON-CONFERENCE HOTEL, then you will only be reimbursed up to the maximum per diem rate, which varies by city. If the rate for the hotel is less than the nightly per diem rate, then you will be reimbursed for the hotel and will not receive the excess per diem rate.

**Please note that Hotel accommodations REQUIRE A QUOTE. See more information below under, "Uploading Quotes, Estimates, and Receipts".**

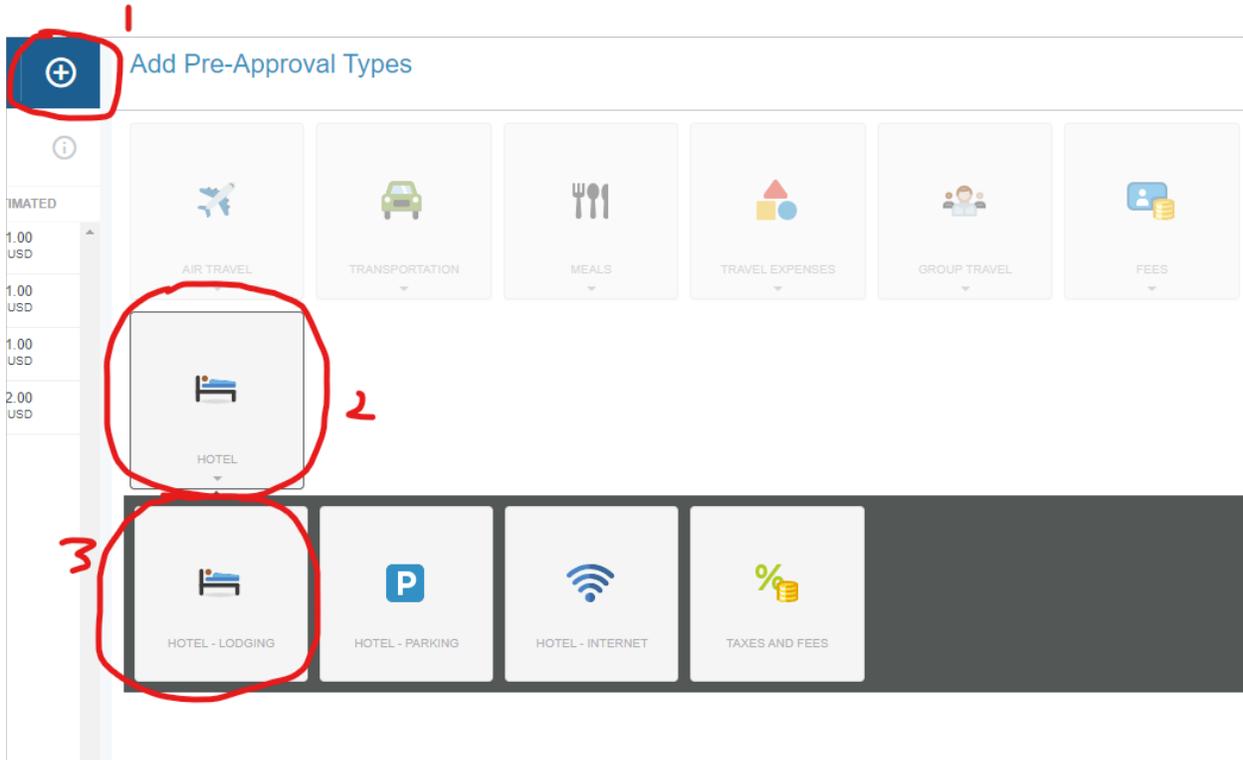
**A "quote" be a screenshot of prices at the time using your preferred booking method, a PDF of the conference webpage showing the nightly rate of hotel ("Print" > "Save as PDF" instead of sending to printer), or an email confirmation showing the expected price when the hotel room was booked.**

Please be mindful that, **upon return, a HOTEL FOLIO is due.** You can ask for the folio at the time of check out or call the hotel afterwards and request a folio. The folio must break down any charges during your stay. If any meals were purchased under the bill, they will be deducted from your reimbursement.

Additionally, if you are staying at the hotel longer than the duration of the conference, then you will not be reimbursed for these additional days and they will be considered "Personal Days". The only exception is if there is a different reason to be in the area (ie. A Board meeting happening right after the conference in the same area).

If the “Add Pre-Approval Types” box isn’t there, please open it by following the instructions under “Adding Pre-Approval Types”.

When opted to add a line, please select “Hotel” > “Hotel - Lodging” (note that “1” in the diagram is if the “Add Pre-Approval Types” window isn’t open):



If done correctly, the following pane should pop up on the right side of the screen:

CancelSave



## Hotel - Lodging

Estimated Amount	0.00	USD
Description <small>Optional</small>		
Number of Nights	0	
Hotel Rate	0	
Conference Hotel	<input type="checkbox"/>	
Hotel Name		
Hotel Address		

**Description** – Optional.

**Number of Nights** – Number of nights at the hotel.

**Hotel Rate** – Hotel nightly rate. PLEASE INCLUDE TAXES IN THIS AMOUNT! If you're not sure what the tax rate is, add an additional 15% onto the nightly rate – this should cover most taxes.

**Conference Hotel** – Please check this box if staying at a conference hotel. If conference hotel isn't checked, then the nightly per diem rate for the city will be used in place of the hotel rate.

**Hotel Name** – Name of the hotel.

**Hotel Address** – Hotel's full address so it's on record in case something happens.

Once the boxes are filled out and completed, hit "Save" in the upper right:

Cancel **Save**

 **Hotel - Lodging**

Estimated Amount  USD

Description  
Optional

Number of Nights

Hotel Rate

Conference Hotel

Hotel Name

Hotel Address

You should now have Hotel added to your Chrome River:

← Pre-Approval For Haley Hancharuk + Add Pre-Approval Types

test

EXPENSE	ESTIMATED
Registration Fee	1.00 USD
Airfare	1.00 USD
Baggage Fee	1.00 USD
Parking	2.00 USD
Hotel - Lodging	2.00 USD

PA Report ID: 010001090493 | Total Estimated Amount: 7.00 USD | **Submit**

AIR TRAVEL  
TRANSPORTATION  
MEALS  
TRAVEL EXPENSES  
GROUP TRAVEL  
FEES  
HOTEL

## Meals – Adding Per Diem Meals

If you are travelling outside of the tri-state area, you are eligible for meal reimbursements.

NO RECEIPTS ARE REQUIRED FOR PER DIEM MEAL REIMBURSEMENTS. This makes it easier on everyone. When doing per diem meals, you are reimbursed a rate rather than per meal receipt.

**Any food or reception provided by the hotel or conference will be deducted from the per diem reimbursement.**

**Any food purchased on a pcard or added to a hotel bill **WILL** require an itemized receipt and an email stating whether or not alcohol was purchased. It is advised to not to put food on pcard or hotel bill, hence the per diem meals.**

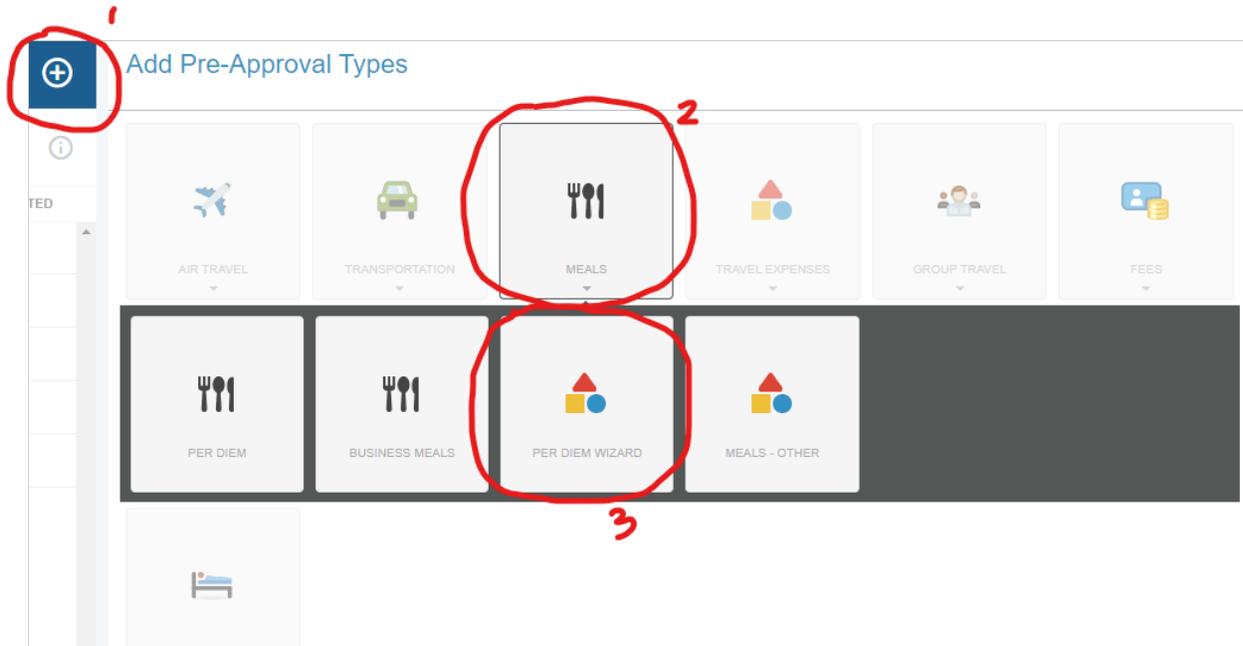
If any box is checked on a per diem meal line, it DEDUCTS the amount. For example, if you want to be reimbursed for breakfast, lunch, and dinner, do not check any boxes.

This issue should be resolved with the method we will use below, but there has been confusion with this previously!

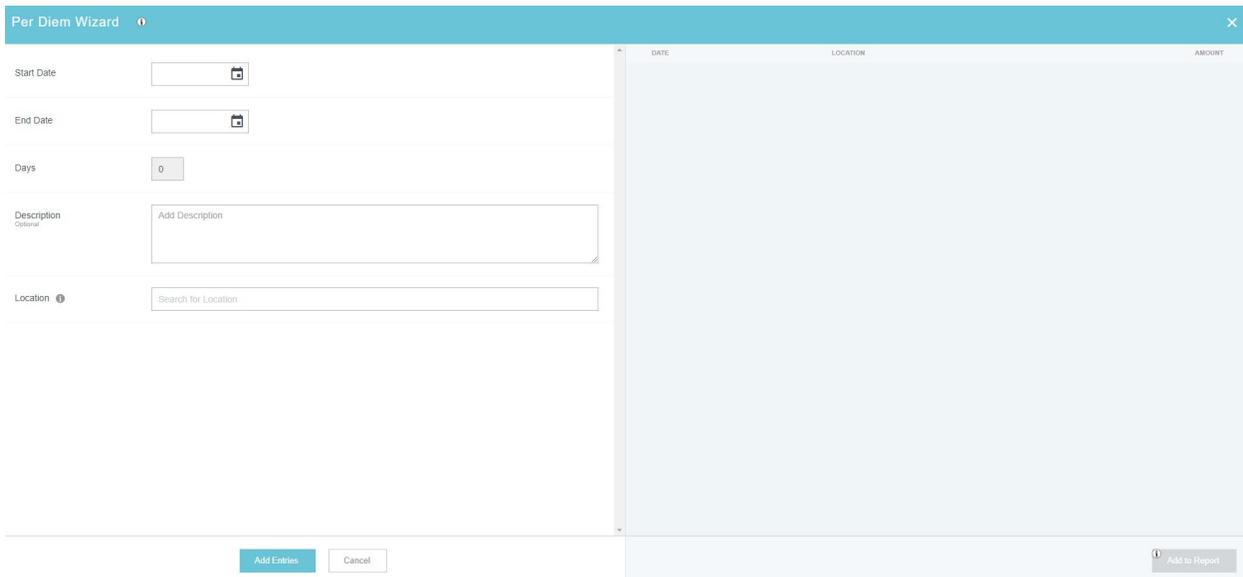
The first day and last day for per diem will always be checked off as a travel day.

If the “Add Pre-Approval Types” box isn’t there, please open it by following the instructions under “Adding Pre-Approval Types”.

When opted to add a line, please select “Meals” > “Per Diem Wizard” (note that “1” in the diagram is if the “Add Pre-Approval Types” window isn’t open):



If done correctly, you should be brought to a completely new screen:



**Per Diem Wizard** ⓘ

Start Date  

End Date  

Days

Description Optional

Location ⓘ

Start Date – First day of travel you entered when setting up the pre-approval.

End Date – Last day of travel you entered when setting up the pre-approval.

Description – Optional.

Location – Start by typing in the name of the city you will be attending the conference in. Sometimes you get lucky and the exact location will show up as the only option:

Location ⓘ

Moab-Grand County, Utah (UT), United States

Other times, you will have a plethora of options to pick from... typically this happens with larger cities that have suburbs:

Location ⓘ	los angeles
	Los Angeles-La Salle County, Texas (TX), United States
	Los Angeles-Los Angeles County, California (CA), United States
	Nosc Los Angeles-Los Angeles County, California (CA), United States
	Los Angeles County-Los Angeles County, California (CA), United States
	Los Angeles Afb-Los Angeles County, California (CA), United States

I'd recommend finding whatever option has the name of the city and the name of the county:

Location ⓘ	los angeles
	Los Angeles-La Salle County, Texas (TX), United States
	Los Angeles-Los Angeles County, California (CA), United States
	Nosc Los Angeles-Los Angeles County, California (CA), United States
	Los Angeles County-Los Angeles County, California (CA), United States
	Los Angeles Afb-Los Angeles County, California (CA), United States

Alternatively, if there's no option for this, picking the county option (name of the county twice) is likely your best option:

Location ⓘ	los angeles
	Los Angeles-La Salle County, Texas (TX), United States
	Los Angeles-Los Angeles County, California (CA), United States
	Nosc Los Angeles-Los Angeles County, California (CA), United States
	Los Angeles County-Los Angeles County, California (CA), United States
	Los Angeles Afb-Los Angeles County, California (CA), United States

There are probably a few other outliers with different options, but the above is the most common and what would be best situationally.

Once everything is set up and the boxes are completed, click “Add Entries” at the bottom of the left side of the screen:

☰  chromeriver

---

Start Date  

---

End Date  

---

Days

---

Description Optional

---

Location 

---

You'll then see the right pane populate:

	DATE	LOCATION	AMOUNT	
	Sun, 01/01/2023	Los Angeles, California (CA), United States	55.50 USD	
	Mon, 01/02/2023	Los Angeles, California (CA), United States	74.00 USD	
	Tue, 01/03/2023	Los Angeles, California (CA), United States	55.50 USD	

Notice how there are two \$55.50 days and one \$74.00 lines:

DATE	LOCATION	AMOUNT
× Sun, 01/01/2023	Los Angeles, California (CA),United States	55.50 USD >
× Mon, 01/02/2023	Los Angeles, California (CA),United States	74.00 USD >
× Tue, 01/03/2023	Los Angeles, California (CA),United States	55.50 USD >

The \$55.50 charges correspond to my first and last day of travel. Both days automatically deduct for a “Travel Day”. Please do not uncheck these boxes.

Also, it should be noted that, **if you are returning home from travel and it’s a morning or afternoon flight, lunch and/or dinner will not be reimbursed (depending on time of day)**. This is because you are considered “Home” from your travels.

If you press on any of these items, you will see the following drop down:

DATE	LOCATION	AMOUNT
× Sun, 01/01/2023	Los Angeles, California (CA),United States	55.50 USD >
× Mon, 01/02/2023	Los Angeles, California (CA),United States	74.00 USD >
Deductibles		
<input type="checkbox"/> Breakfast		
<input type="checkbox"/> Lunch		
<input type="checkbox"/> Dinner		
<input type="checkbox"/> Travel Day		
<input type="checkbox"/> Additional Deduction		
× Tue, 01/03/2023	Los Angeles, California (CA),United States	55.50 USD >

PLEASE ONLY CHECK OFF A BOX IF A MEAL IS BEING PROVIDED (notice how it reduces the reimbursable amount for the day):

DATE	LOCATION	AMOUNT
× Sun, 01/01/2023	Los Angeles, California (CA),United States	55.50 USD >
× Mon, 01/02/2023	Los Angeles, California (CA),United States	40.00 USD ✓
Deductibles		
<input type="checkbox"/> Breakfast		
<input type="checkbox"/> Lunch		
<input checked="" type="checkbox"/> Dinner		
<input type="checkbox"/> Travel Day		
<input type="checkbox"/> Additional Deduction		
× Tue, 01/03/2023	Los Angeles, California (CA),United States	55.50 USD >

Once you check off any provided meals, click, "Add to Report" at the lower left of the screen:

×

DATE	LOCATION	AMOUNT
× Sun, 01/01/2023	Los Angeles, California (CA),United States	55.50 USD >
× Mon, 01/02/2023	Los Angeles, California (CA),United States	40.00 USD ▾
<b>Deductibles</b>		
<input type="checkbox"/> Breakfast		
<input type="checkbox"/> Lunch		
<input checked="" type="checkbox"/> Dinner		
<input type="checkbox"/> Travel Day		
<input type="checkbox"/> Additional Deduction		
× Tue, 01/03/2023	Los Angeles, California (CA),United States	55.50 USD >

Clear All **+** Add to Report

You will now have all per diem meals added to your report!

Pre-Approvals For Haley Hancharuk

test

EXPENSE	ESTIMATED
Registration Fee	1.00 USD
Airfare	1.00 USD
Baggage Fee	1.00 USD
Parking	2.00 USD
Hotel - Lodging	2.00 USD
Per Diem	55.50 USD
Per Diem	40.00 USD
Per Diem	55.50 USD

PA Report ID: 010001090493

Total Estimated Amount: 158.00 USD

Submit

Add Pre-Approval Types

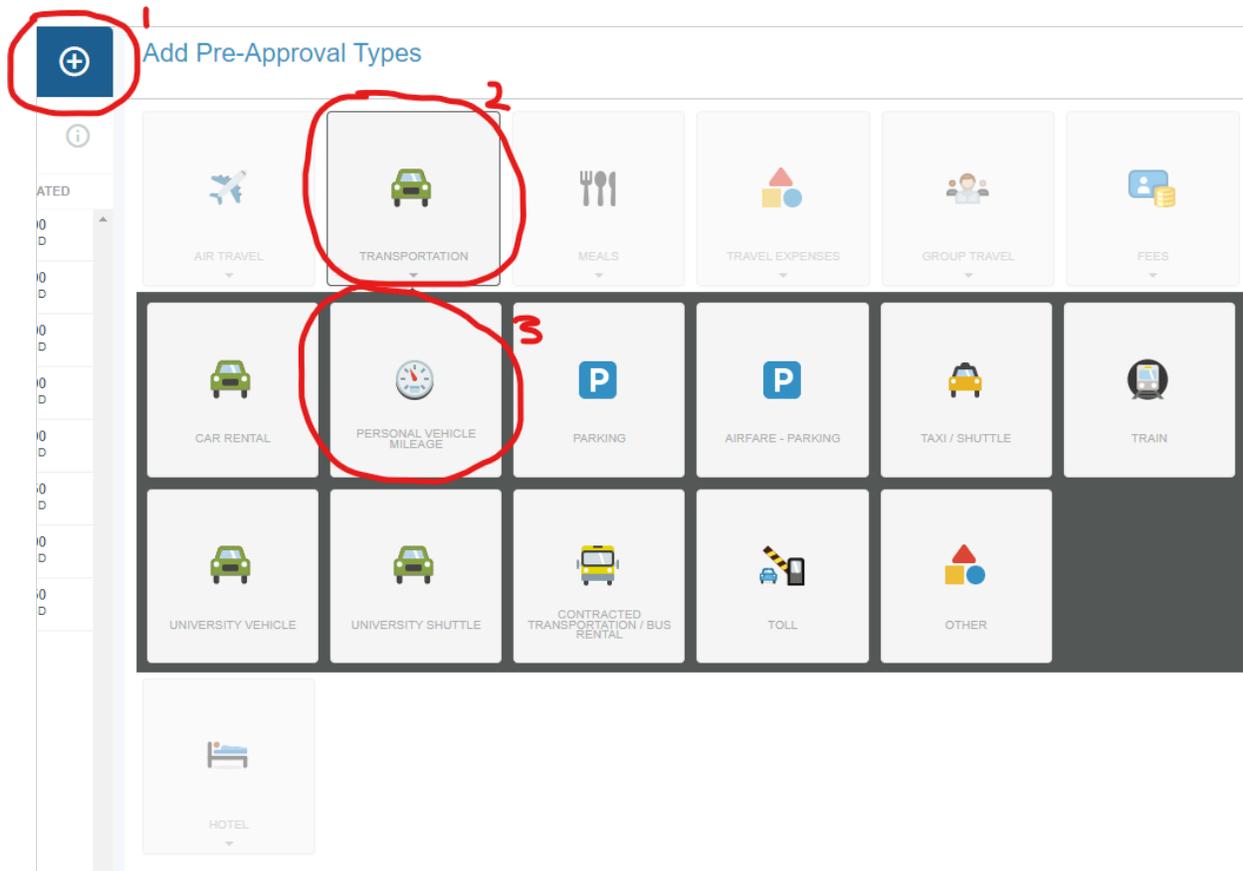
- AIR TRAVEL
- TRANSPORTATION
- MEALS
- TRAVEL EXPENSES
- GROUP TRAVEL
- FEES
- HOTEL

# Personal Vehicle Mileage – Adding Personal Vehicle Mileage

Personal vehicle mileage can be added for any travel where driving a personal car is involved. There are some rules which I will add to the notes section below, but please be advised that any weekday travel deducts the commute it would take for you to get from your home to Stockton.

If the “Add Pre-Approval Types” box isn’t there, please open it by following the instructions under “Adding Pre-Approval Types”.

When opted to add a line, please select “**Transportation**” > “**Personal Vehicle Mileage**” (note that “1” in the diagram is if the “Add Pre-Approval Types” window isn’t open)



If done correctly, the following pane should pop up on the right side of the screen:

Cancel Save



## Personal Vehicle Mileage

---

Estimated Amount

0.00USD

Description  
Optional

Rate

0.56

Miles

0.00🚗 Calculate Mileage ⓘ

Deduction

None

Mileage

-- Select --

Departure location

-- Select --

Site to Site

Unlike other additions to Chrome River, let's start by pressing the light blue "Calculate Mileage" button:

---

 **Personal Vehicle Mileage**

---

Estimated Amount	<input type="text" value="0.00"/> <input type="text" value="USD"/>
Description <small>Optional</small>	<input type="text"/>
Rate	<input type="text" value="0.56"/>
Miles	<input type="text" value="0.00"/> <input data-bbox="683 827 924 894" type="button" value="Calculate Mileage"/>
Deduction	<input type="text" value="None"/>
Mileage	<input type="text" value="-- Select --"/>
Departure location	<input type="text" value="-- Select --"/>
Site to Site	<input type="checkbox"/>

When pressed, you should see a map pop up that looks like the following:

Calculate Mileage ✕

Search for a place or address

Search for a place or address ↕

+ Add Destination Return to Start

0 Miles

Map Satellite

Map data ©2023 Google, INEGI | Terms of Use

Cancel Save Trip

In the top box, you will enter your starting location, which will likely be your home address. If this is for conference travel and it's not your home address, you will need to justify why you aren't leaving from home, as it's assumed you're not working on a travel day.

In the bottom box, enter your destination. For this example, I picked a random spot on the White Horse Pike and Newark Airport:

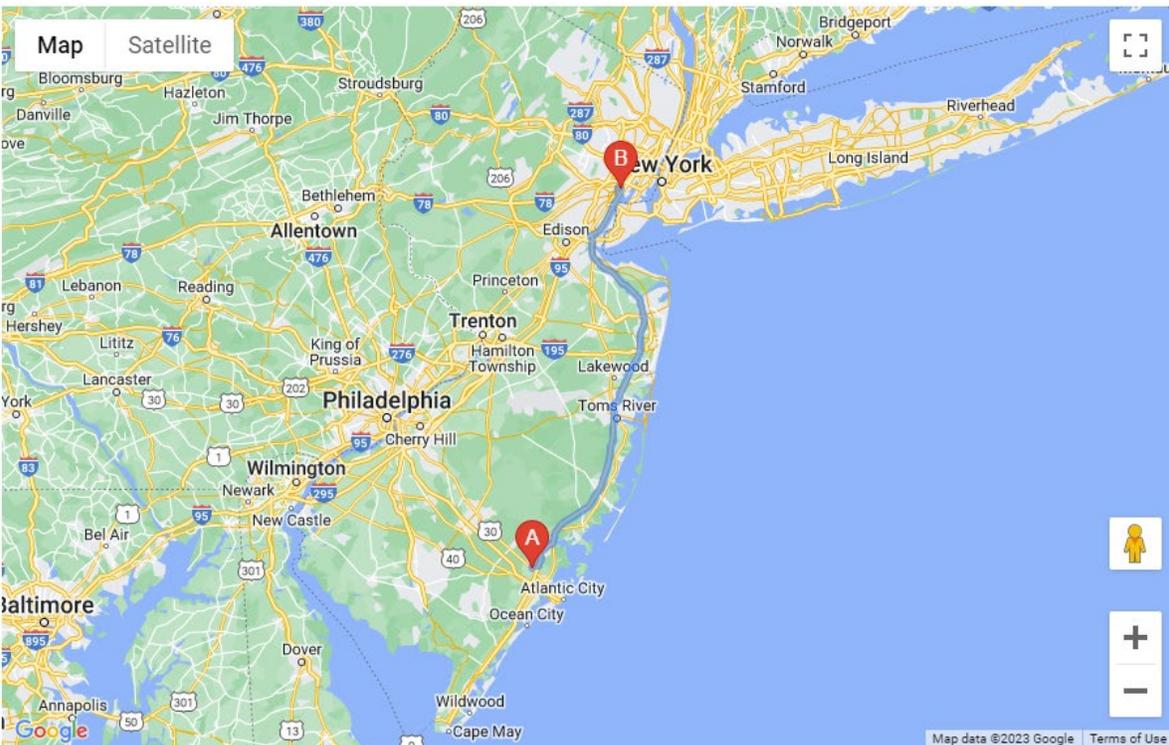
Calculate Mileage ✕

123 West White Horse Pike, Galloway, NJ, USA

3 Brewster Rd, Newark, NJ 07114, USA

+ Add Destination Return to Start

104.09 Miles



Map Satellite

Cancel Save Trip

This only calculates for one way. Please press **“Return to Start”** so a round-trip is calculated:

Calculate Mileage ✕

123 West White Horse Pike, Galloway, NJ, USA

3 Brewster Rd, Newark, NJ 07114, USA

+ Add Destination Return to Start

104.09 Miles

Once that’s done, press **“Save Trip”**:

Calculate Mileage ✕

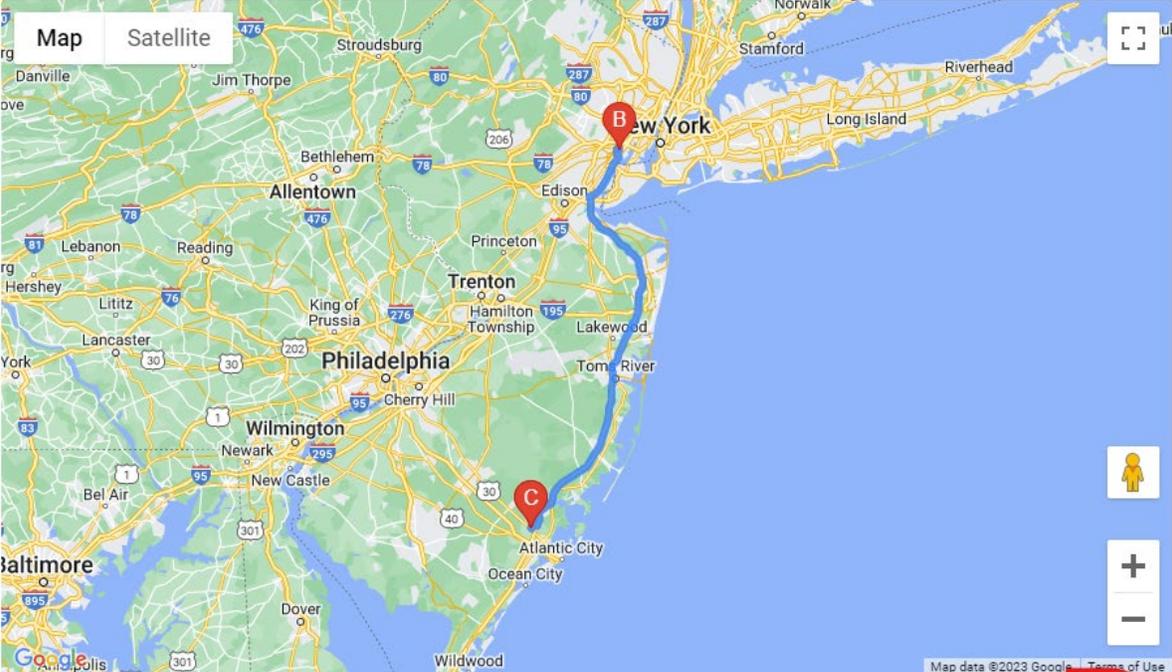
123 West White Horse Pike, Galloway, NJ, USA

3 Brewster Rd, Newark, NJ 07114, USA

123 West White Horse Pike, Galloway, NJ, USA

+ Add Destination Return to Start

209.47 Miles



Map Satellite

Cancel Save Trip

You will now have your round trip mileage calculated:

---

 **Personal Vehicle Mileage**

---

Estimated Amount	<input type="text" value="117.30"/> <input type="text" value="USD"/>
Description <small>Optional</small>	<div style="border: 1px solid #ccc; padding: 5px;"><p>From: 123 West White Horse Pike, Galloway, NJ, USA To: 3 Brewster Rd, Newark, NJ 07114, USA To: 123 West White Horse Pike, Galloway, NJ, USA</p></div>
Rate	<input type="text" value="0.56"/>
Miles	<input type="text" value="209.47"/> <a href="#">🚗 Calculate Mileage</a> ⓘ
Deduction	<input type="text" value="None"/>
Mileage	<input type="text" value="-- Select --"/>
Departure location	<input type="text" value="-- Select --"/>
Site to Site	<input type="checkbox"/>

**Mileage** – For any non-grant travel, select, “IRS Rate”

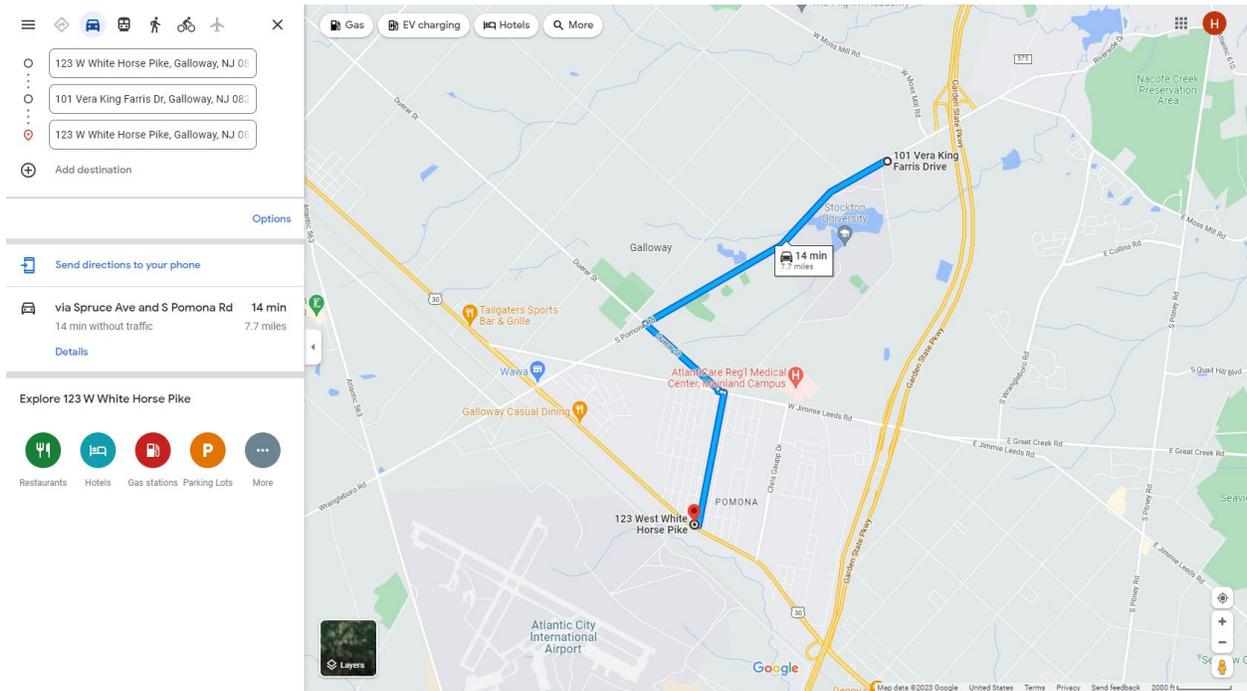
**Deduction** – Any travel that takes place on a weekday will deduct the round-trip “distance” between your home and whatever campus your office is located at. The Budget Coordinator can input this.

If inputting the deduction yourself, a screenshot of Google Maps showing the map and directions on the left with the mileage will need to be attached to Chrome River. An example is provided below.

**Departure Location** – This should always be “Home”. If you are departing from Stockton University, you will need to make a note of it in the description under the addresses and provide justification as to why you left from Stockton and not from your home on a travel day.

**Site to Site** – Leave this box unchecked unless it’s travel to an event at a Stockton campus that is NOT your main campus location.

Below is an example of what would qualify as an attachment for a mileage deduction:



Once the boxes are filled out and completed, hit "Save" in the upper right:

---

 **Personal Vehicle Mileage**

---

Estimated Amount	112.99	USD
Description <small>Optional</small>	From: 123 West White Horse Pike, Galloway, NJ, USA To: 3 Brewster Rd, Newark, NJ 07114, USA To: 123 West White Horse Pike, Galloway, NJ, USA	
Rate	0.56	
Miles	209.47	<a href="#">Calculate Mileage</a> ⓘ
Deduction	7.70	Distance
Mileage	IRS Rate ▼	
Departure location	Home ▼	
Site to Site	<input type="checkbox"/>	

You now should have Personal Vehicle Mileage added to your Chrome River:

The screenshot shows a Chrome River expense report interface. The top header is blue with a back arrow, the text 'Pre-Approvals For Haley Hancharuk', and a plus icon. Below the header, there are tabs for 'test', 'Comments', and 'Attachments'. The main area is a table with two columns: 'EXPENSE' and 'ESTIMATED'. The table contains the following entries:

EXPENSE	ESTIMATED
Registration Fee	1.00 USD
Airfare	1.00 USD
Baggage Fee	1.00 USD
Parking	2.00 USD
Hotel - Lodging	2.00 USD
Per Diem	55.50 USD
Per Diem	40.00 USD
Per Diem	55.50 USD
Personal Vehicle Mileage	112.99 USD

At the bottom of the table, there is a summary row with the following information:

PA Report ID 010001090493	Total Estimated Amount 270.99 USD	Submit
------------------------------	--------------------------------------	--------

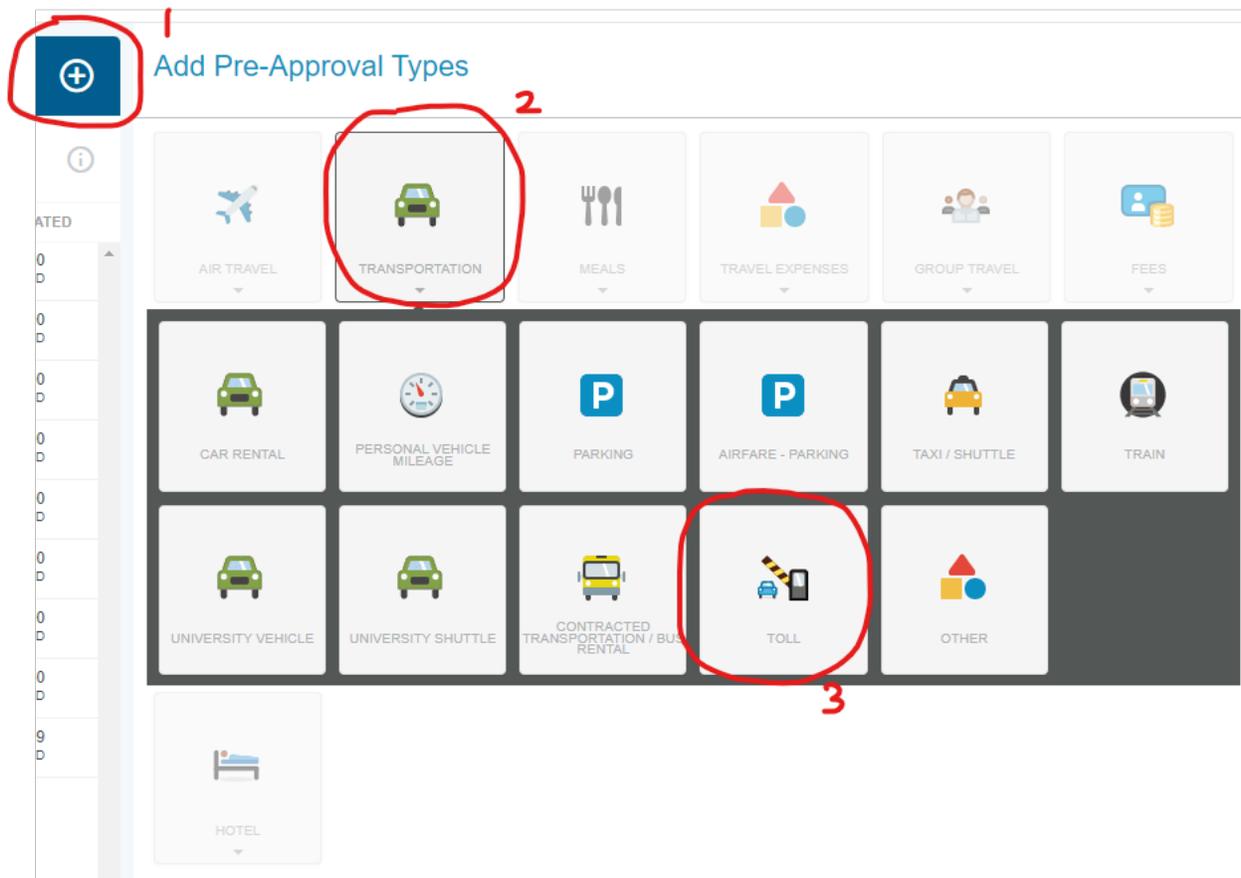
To the right of the expense list is a section titled 'Add Pre-Approval Types'. It contains several icons representing different expense categories: AIR TRAVEL, TRANSPORTATION, MEALS, TRAVEL EXPENSES, GROUP TRAVEL, FEES, and HOTEL. Each icon has a dropdown arrow below it.

# Tolls – Adding Tolls

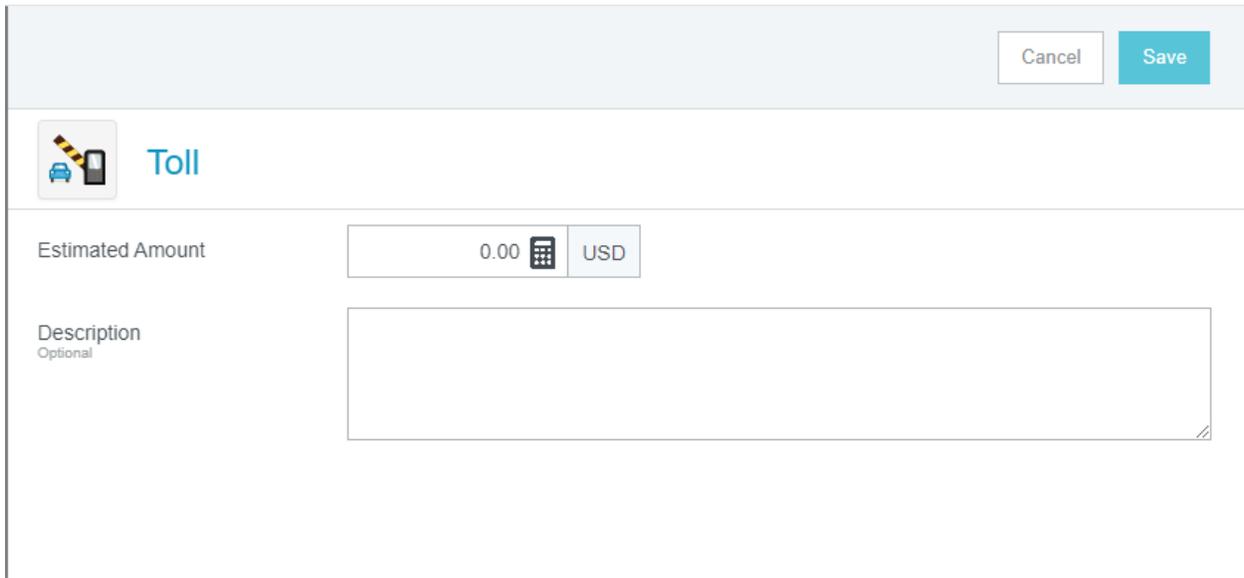
Tolls can be added to your travel if you anticipate taking a vehicle (personal or rental) through any route that has tolls. However, **only tolls that are outside of your normal workday commute are reimbursable.**

If the “Add Pre-Approval Types” box isn’t there, please open it by following the instructions under “Adding Pre-Approval Types”.

When opted to add a line, please select “Transportation” > “Toll” (note that “1” in the diagram is if the “Add Pre-Approval Types” window isn’t open)



If done correctly, the following pane should pop up on the right side of the screen:



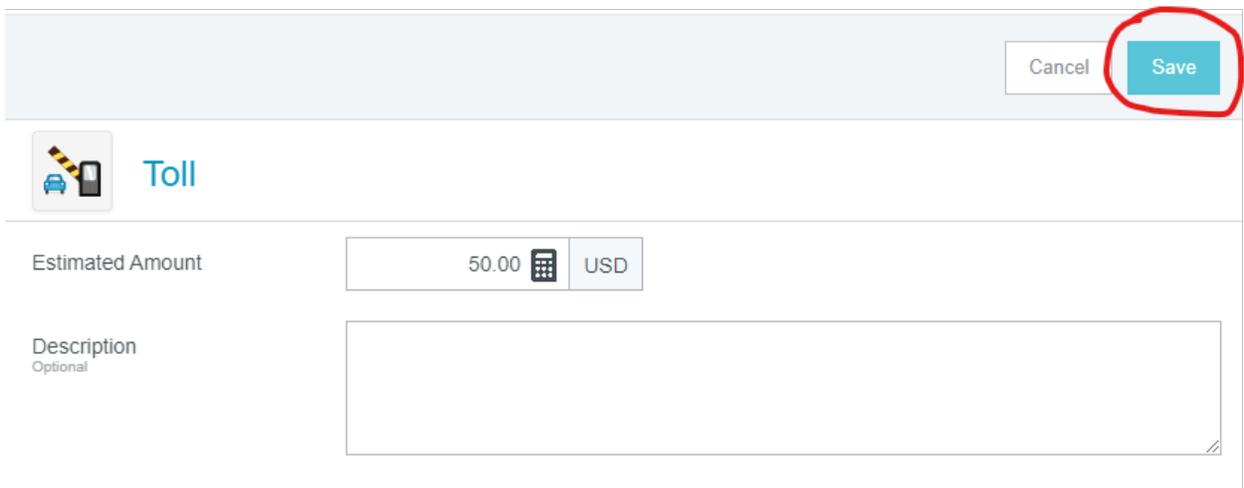
The screenshot shows a 'Toll' form with a light blue header containing 'Cancel' and 'Save' buttons. The form title is 'Toll' with a toll icon. The 'Estimated Amount' field contains '0.00' and 'USD'. The 'Description' field is empty and labeled 'Optional'.

**Estimated Amount** - Please put the amount you estimate for tolls in this box. No quote is needed, but a high estimate, within reason, is suggested.

If you're unsure, there are tools online that can help estimate the cost of tolls. An example of this is:

**Description** – Optional.

Once the boxes are filled out and completed, hit "Save" in the upper right:



The screenshot shows the 'Toll' form with 'Estimated Amount' set to '50.00' and 'USD'. The 'Save' button in the top right corner is circled in red. The 'Description' field remains empty.

You now should have Tolls added to your Chrome River:

Pre-Approvals For Haley Hancharuk

test

0 Comments 0 Attachments

EXPENSE	ESTIMATED
Registration Fee	1.00 USD
Airfare	1.00 USD
Baggage Fee	1.00 USD
Parking	2.00 USD
Hotel - Lodging	2.00 USD
Per Diem	55.50 USD
Per Diem	40.00 USD
Per Diem	55.50 USD
Personal Vehicle Mileage	112.99 USD
Toll	50.00 USD

PA Report ID: 010001090493

Total Estimated Amount: 320.99 USD

Submit

Add Pre-Approval Types

- AIR TRAVEL
- TRANSPORTATION
- MEALS
- TRAVEL EXPENSES
- GROUP TRAVEL
- FEEES
- HOTEL

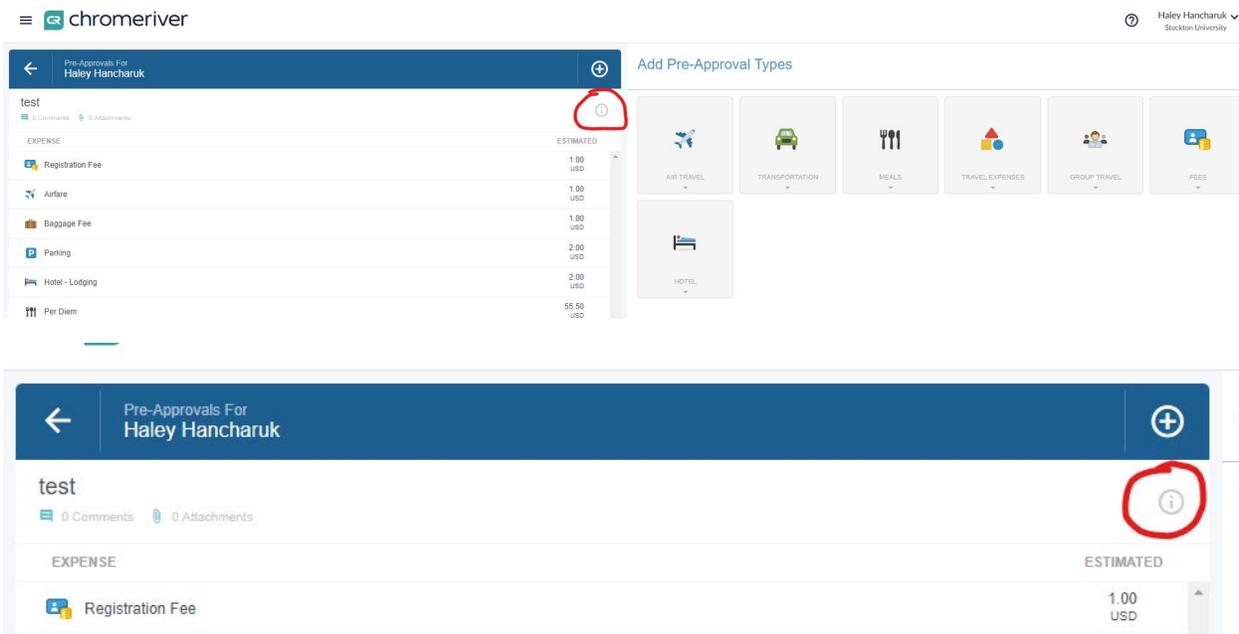
# Uploading Quotes, Estimates, and Receipts to Chrome River

Several expenses require a quote or proof of the anticipated cost mentioned in the pre-approval. The items that require quotes are as follows:

- Registration
- Airfare
- Hotel
- Parking (if at a hotel)
- **In addition to receipts/quotes, a copy of the conference website should also be added to the pre-approval to show authenticity of the event for auditing purposes.**

## In Chrome River:

Navigate to the description box. To do this, click the area below the dark blue banner (the whole rectangle is clickable, or you can click on the (i)):



The right pane should bring you back to the information that was filled out when setting up the pre-approval. You'll want to scroll to the bottom of this pane:

STOCKTON UNIVERSITY

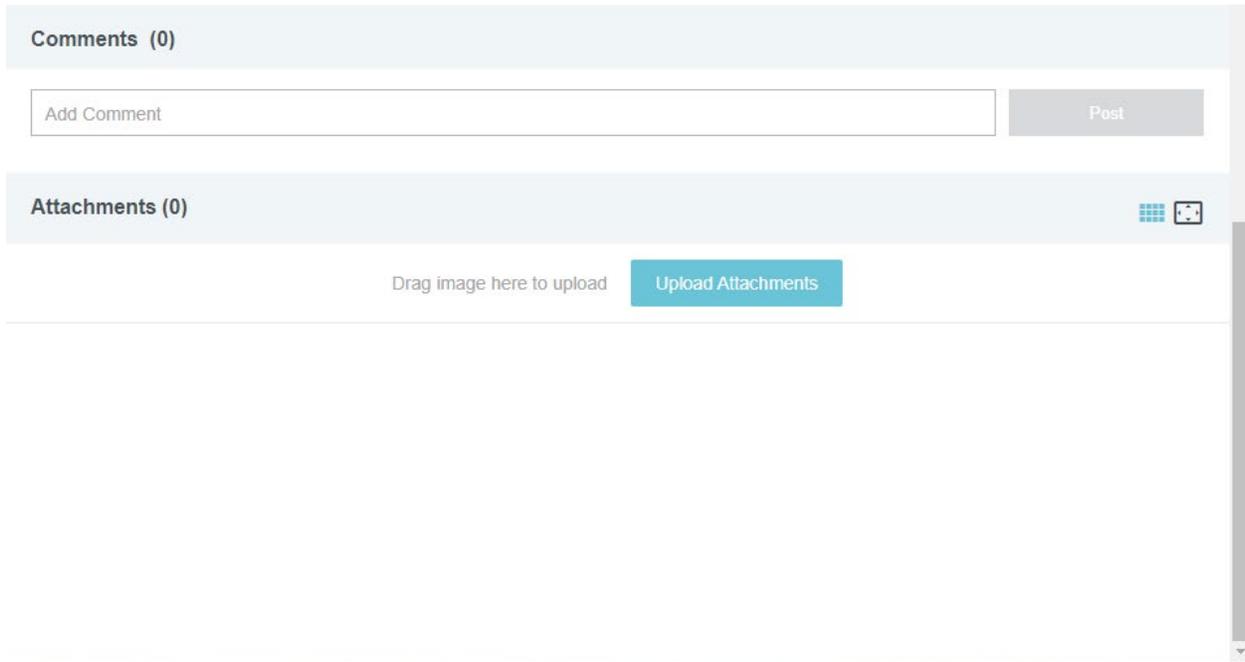
PDF Images Delete Edit

### Pre-Approvals For Haley Hancharuk

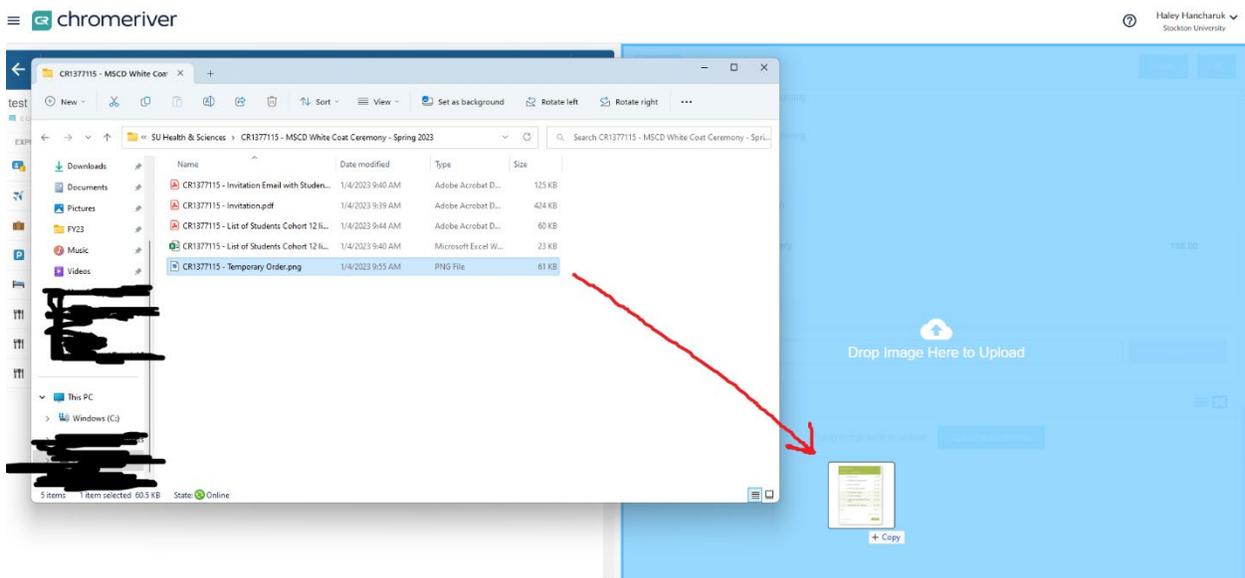
Report Name / Name of Event	test
Start Date	11/15/2021
End Date	11/15/2021
Number of Days	1
Pay Me In	USD - US Dollars
Business Purpose/ Sponsorship Benefit to University	test
Divisional Executives	Leamor Kahanov
Will this trip include personal time?	No
Report Type	Employee
Are you attending this event for scholarly purpose (teaching or research)?	No- Complete and Submit Request for approval...
Will employee receive an Honorarium or be paid from outside sources in connection with this assignment?	No
Trip Type	741005 Employee Travel - Meetings & Confere...



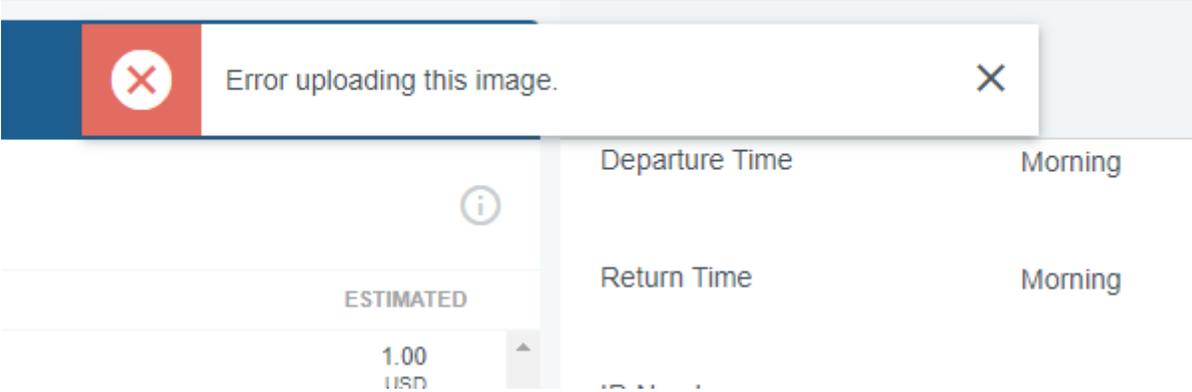
At the bottom, you should see a gray banner that says, “Attachments (0)”:



You can upload images (.PNG, .JPEG) and PDFs here by either pressing the turquoise “Upload Attachments” button or by simply dragging and dropping them from the folder on your computer to the “Attachments” area.



Excel and other files will not work when uploading and you'll get an error like this at the top of the screen:



# Helpful Hints – Saving Files for Uploading on Chrome River

Not everyone has the time to figure out how to save things if they're not tech savvy. Or, sometimes when items are uploaded to Chrome River, they're unreadable or incredibly blurry. I will explain below a few methods to getting the highest quality documentation in the shortest amount of time.

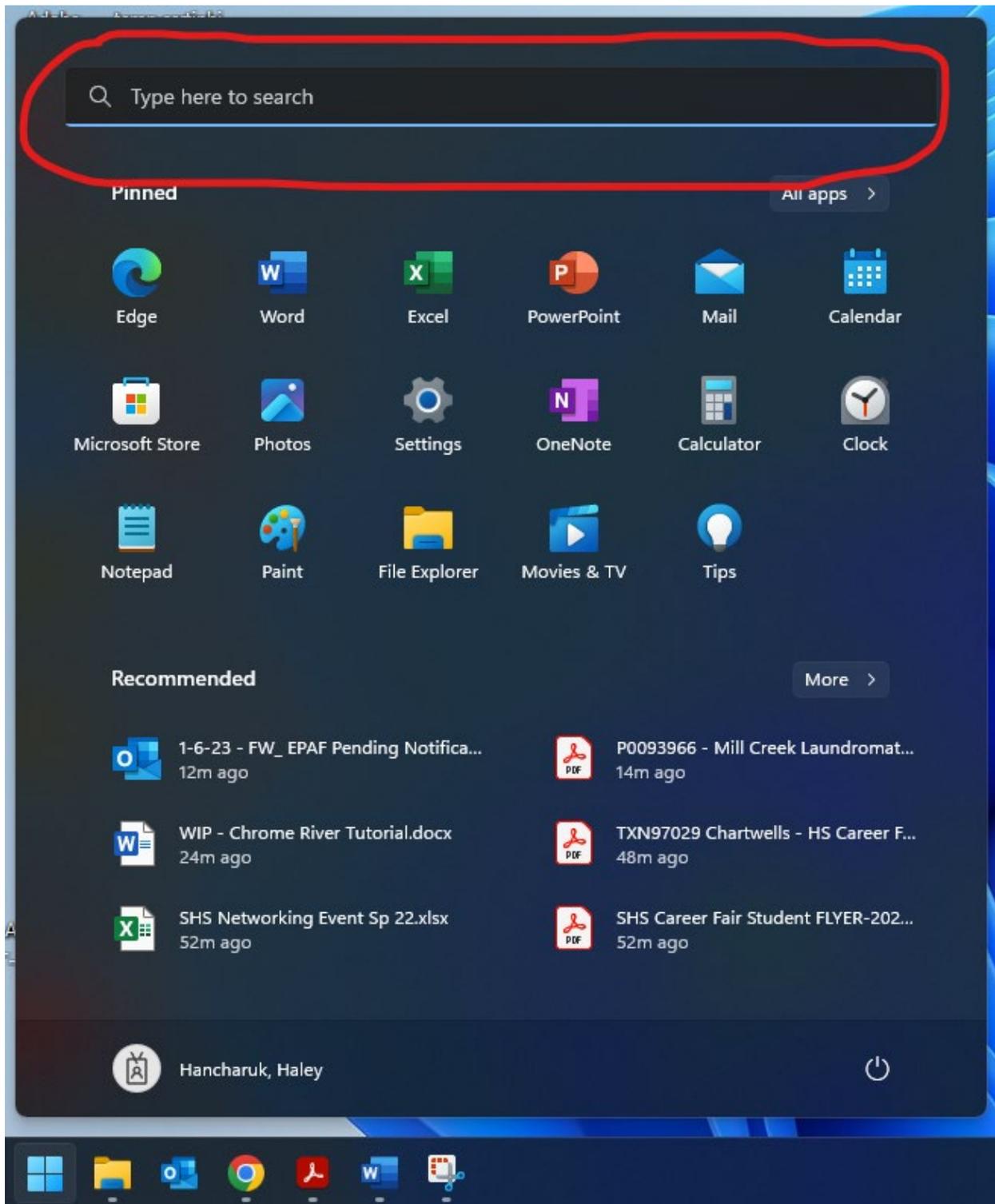
## Saving Images Using “Snipping Tool”

I will start by demonstrating how to do a screenshot on Windows computers **(Mac users have something similar, but I would need a Mac to demonstrate – look for online visual tutorial later)**

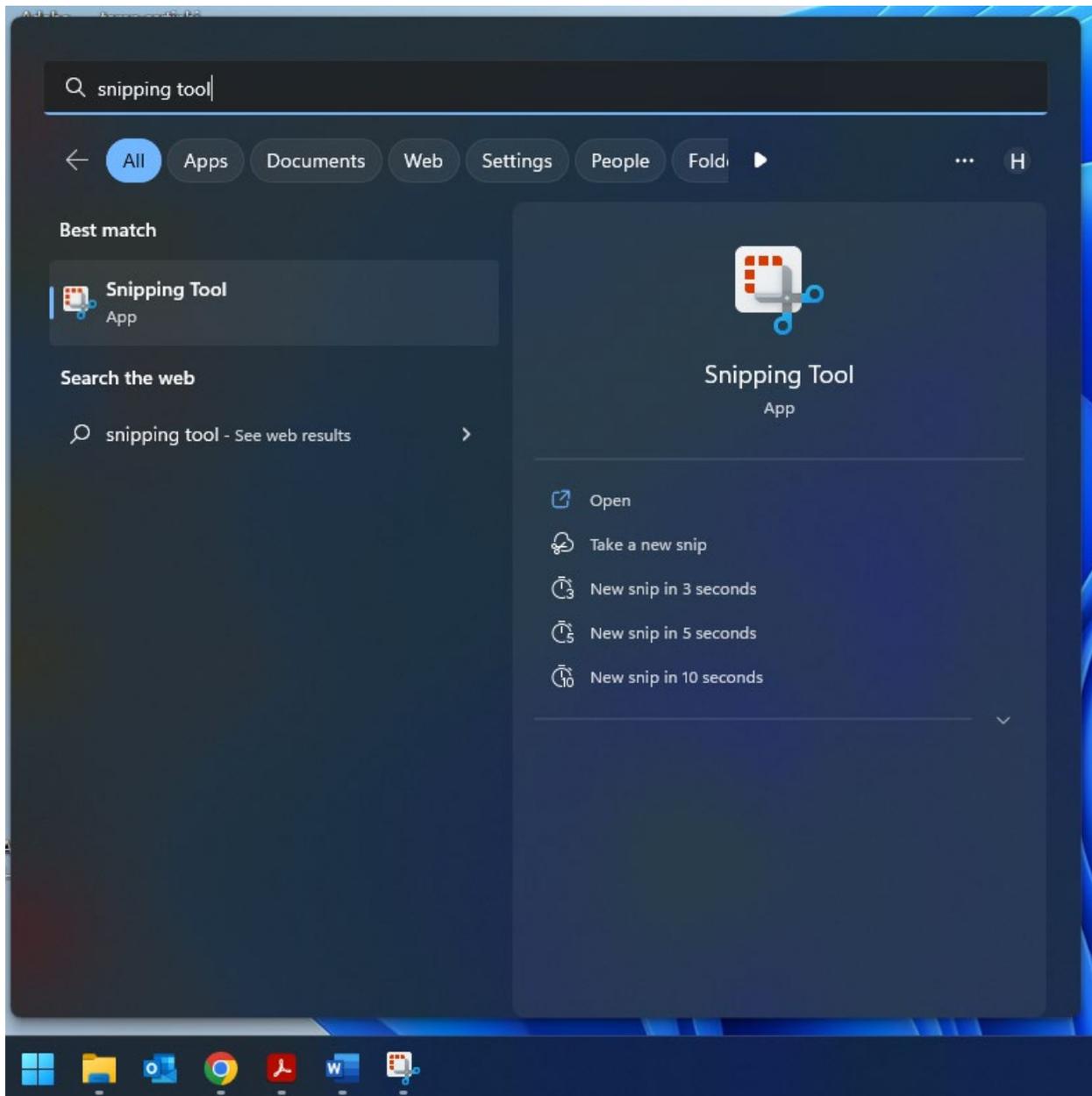
On a Windows system, navigate to the Windows menu by either hitting the Windows button on your keyboard or by pressing the following button on the taskbar at the bottom of your screen (if using Windows 11):



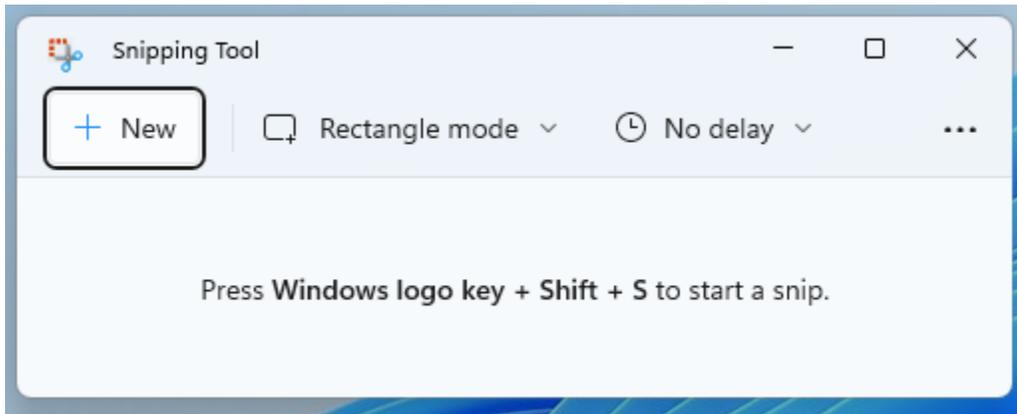
A pane similar to the following will open. Navigate to any area that says. "Search":



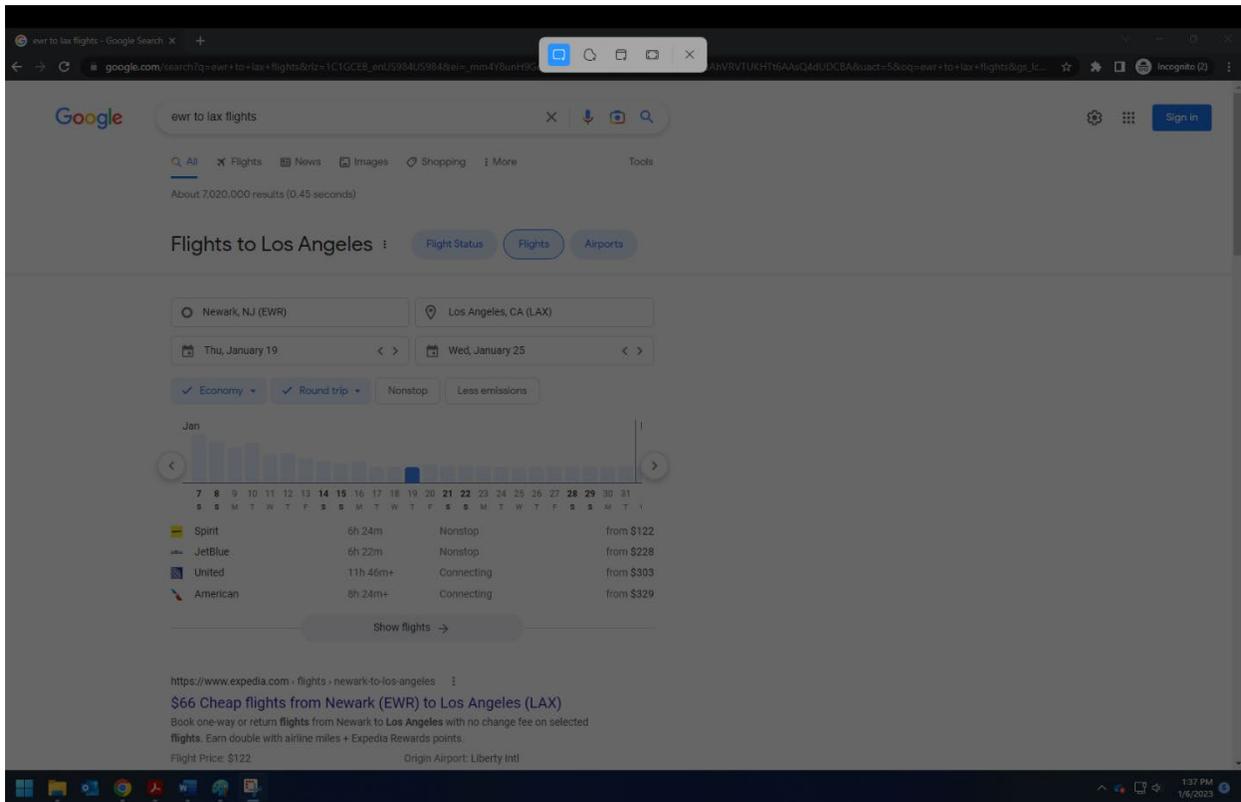
In the search bar, type “Snipping Tool”. Click to open the application:



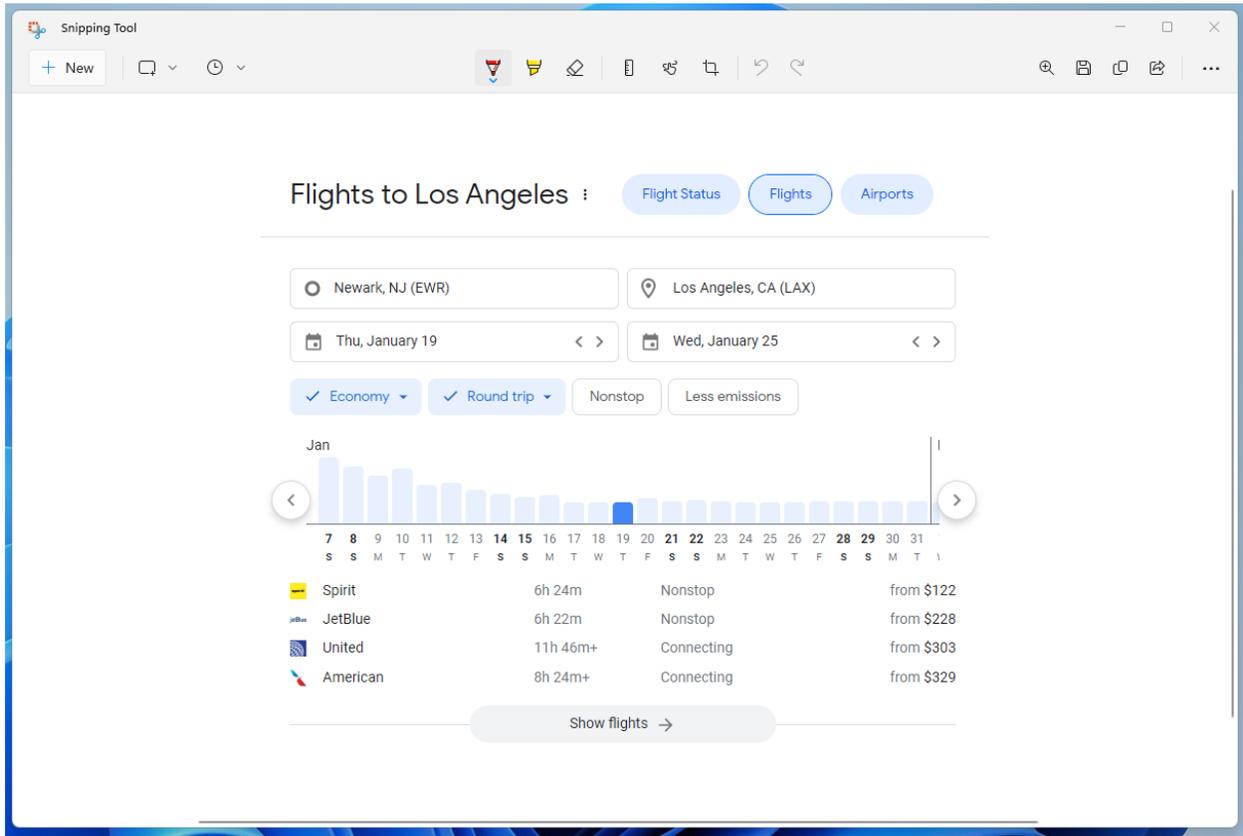
When opened, you'll see a display like this:



If you select “+ New”, you will be able to screenshot a portion of your screen. Your screen will have a black filter and look something like this:



When you have an area to select, simply click and drag. As soon as you release your left mouse button, you will get a screenshot of your selection:



Press the Floppy Disk icon in the top right to save your image so you can upload it to Chrome River:

The screenshot shows a Snipping Tool window with the following content:

- Toolbar:** Includes a red circle around the floppy disk icon (save) in the top right corner.
- Page Title:** "Flights to Los Angeles" with tabs for "Flight Status", "Flights", and "Airports".
- Search Parameters:**
  - Origin: Newark, NJ (EWR)
  - Destination: Los Angeles, CA (LAX)
  - Start Date: Thu, January 19
  - End Date: Wed, January 25
  - Class: Economy
  - Itinerary: Round trip
  - Options: Nonstop, Less emissions
- Calendar:** A bar chart for the month of January with the 19th highlighted in blue.
- Flight List:**

Airline	Duration	Type	Price
Spirit	6h 24m	Nonstop	from \$122
JetBlue	6h 22m	Nonstop	from \$228
United	11h 46m+	Connecting	from \$303
American	8h 24m+	Connecting	from \$329
- Buttons:** "Show flights" button with a right arrow.

# Saving a Webpage as a PDF

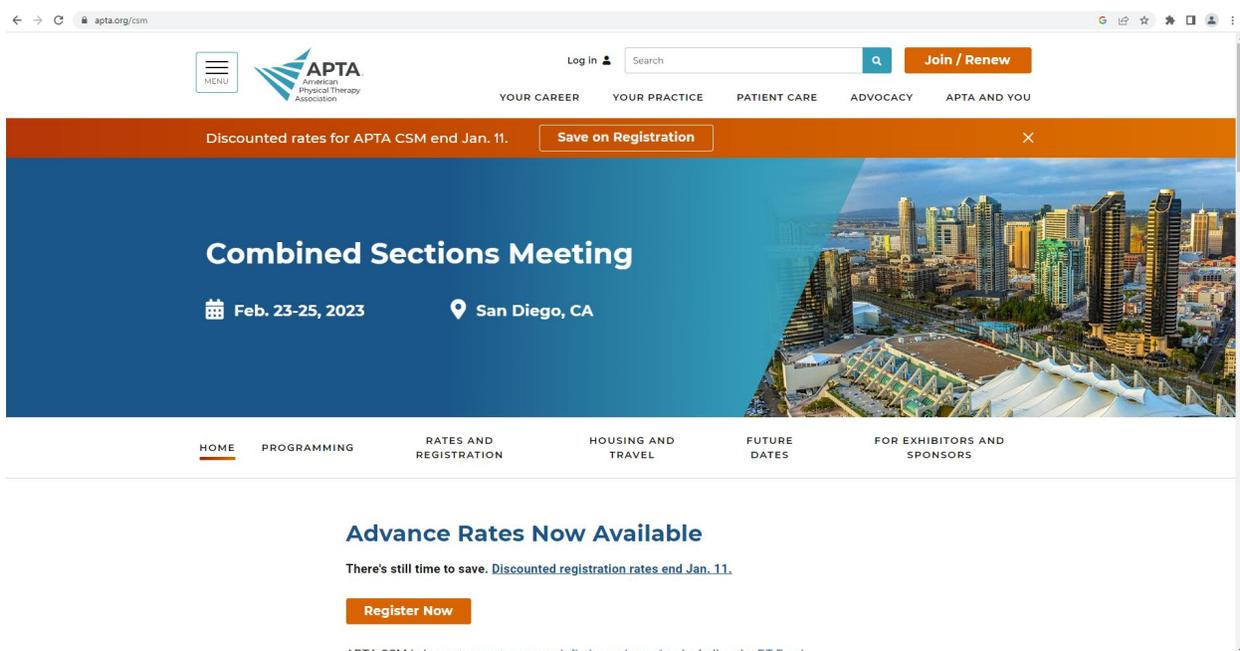
Another useful method to grab an entire page is to print as a PDF. Windows and Mac are slightly different, but I will demonstrate how to do it on a Windows operating system:

Also, please be aware that some websites do not save well!

Sometimes websites are optimized for mobile or have issues when printing (where components of the website may overlay text and make areas unreadable because there's a colored square over them). In these situations, it's easier to use the method above and just screenshot the important information.

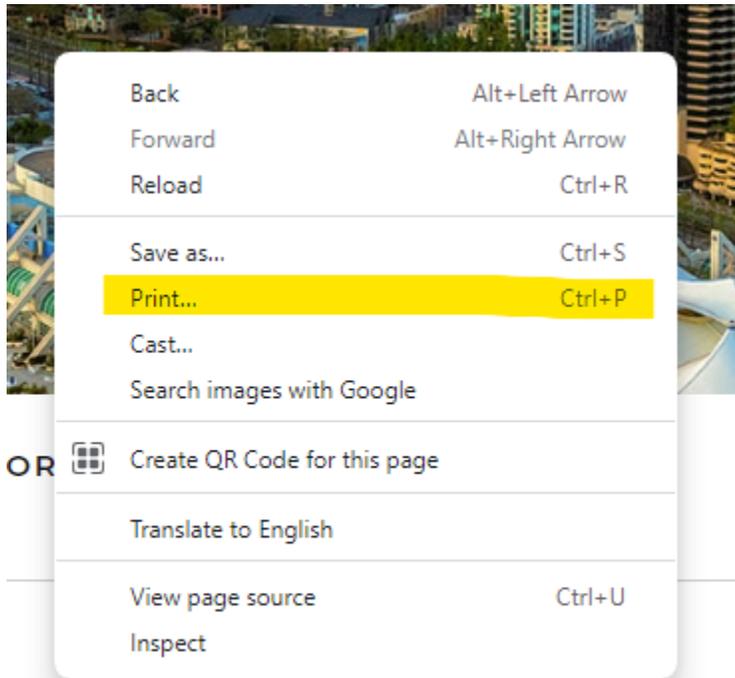
Navigate to the webpage you want to save. This can be the conference website or a page showing the costs of one of your travel expenses.

For this example, I'm going to use a conference website:

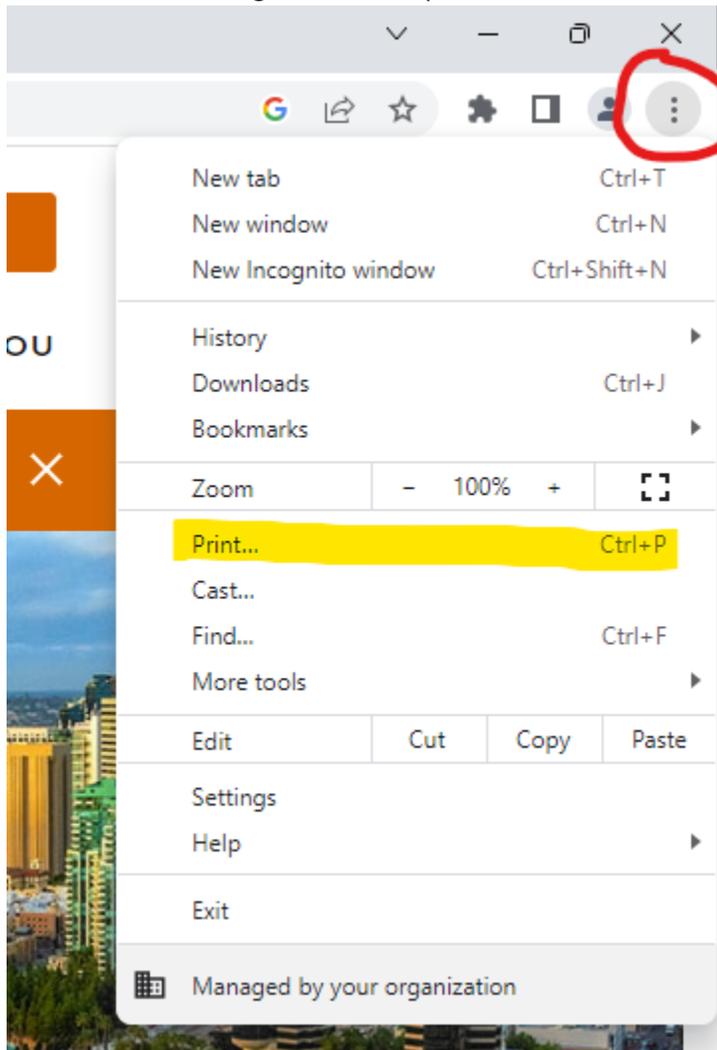


**You can print the page in one of three ways in Google Chrome:**

1. You can either press **CTRL+P** to print (fastest method)
2. You can right click the page and select "Print":



3. You can navigate to the top right of the browser (to the right of the URL bar) and press the vertical “...” on the right and select print:



Once you go to print, you will have the following window open:

APTA  
American Physical Therapy Association

Discounted rates for APTA CSM end Jan. 11. [Save on Registration](#)

### Combined Sections Meeting

**Feb. 23-25, 2023** **San Diego, CA**

Menu

### Advance Rates Now Available

There's still time to save. [Discounted registration rates end Jan. 11.](#)

[Register Now](#)

APTA CSM is home to [events you won't find anywhere else](#), including the [ET Fund Celebration of Diversity](#), PTPAC's 50th anniversary celebration, the prestigious [Mary McMillan Lecture](#), the APTA Specialty and Proficiency Ceremony, and more. [Experience #APTACSM!](#)

### Elevate.

Up your game with [educational programming](#) from all 18 APTA sections and academies, inspirational posters, and an exhibit hall featuring innovative products to help you thrive.

### Engage.

Make everlasting friendships and network with other attendees at the nation's largest physical therapy conference. Attendees say APTA CSM is where they "find their people."

### Enjoy San Diego!

Don't leave without taking advantage of the sun, sand, and all the [attractions San Diego has to offer](#).

1/4

Print 4 sheets of paper

Destination Hewlett-Packard HP L

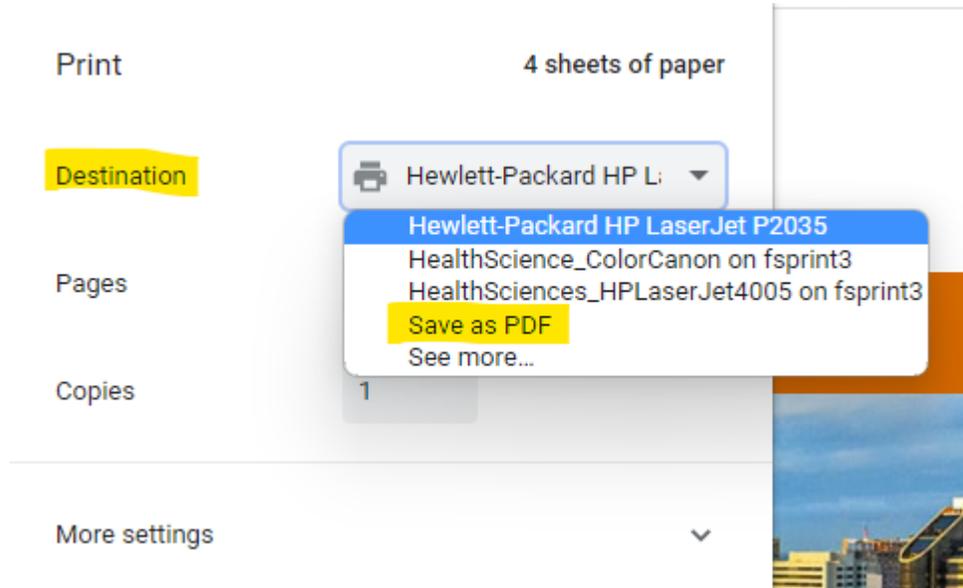
Pages All

Copies 1

More settings

Print Cancel

You want to make sure that, where it says “Destination” it says something along the lines of “**Save/Print as PDF**” (this is different depending on what software you have installed... as long as it says “PDF”, it should work. PDF is almost always the second to last option on the menu):



Save the file somewhere you will find it and you should have the entire webpage of information you wanted to save. You can then upload this PDF to Chrome River as an attachment.