**New Expense Claim System Coming Soon**

We are very excited to announce our upcoming new expense claim system, Chrome River.  We do not have a start date yet but stay tuned for further updates.

**Highlights of Chrome River:**

* Ability to submit and approve expense claims from any device
* Receipts will be uploaded to your expense claim via:
	+ Attaching the receipt from your computer
	+ Emailing/Forwarding the receipt to a specific Chrome River email address
	+ Taking a picture of the receipt using the CR Snap Application
* The system will attempt to use OCR technology to populate some fields such as Date, Amount, Expense type, and Currency
* No more sending in your receipts in a “white expense claim envelope” or emailing them to Financial Services
* No need to request specific FOAP’s to be added to your profile – you will have access to all the valid FOAP’s
* The submitted expense report will automatically be sent to Financial Services, then your one-over approver, and then the account holder
* No need to be signed into VPN – you will be able to access this system through a University link using your university credentials or the Chrome River Application on your handheld device
* If you have a University American Express credit card, these transactions will once again be uploaded into your profile to include on your expense claim

Once live, we will hold training sessions that you can sign up for.

If you would like to get a sneak peak, please click on this link to access various training videos.  <https://chromeriver.com/training/registration>

Scroll down to “Recorded Trainings & Tutorials” and click on “Creating & Submitting Expense Reports” and type in your Uleth email address.  (You can ignore the section on Pre-approvals as we are not using that feature at this time).