



All Travel encumbrance and reimbursement processes will now be handled in Chrome River, rather than the Texas Tech online system.

This document will provide instructions for gaining access to the Chrome River system, information regarding vendor requirements for travel reimbursement, and a summary of the Travel report types and what processes each will manage.

Chrome River Access

TTUHSC employees can gain access to the system through:

- [Chrome River](#)
- [WebRaider portal](#) > Business Affairs tab > Links to Financial Systems portlet > System Links > Chrome River

Do not use the main Chrome River login page for access. Access is only granted via the SSO link that verifies an individual's eRaider credentials. If an employee is directed to the main Chrome River login page when using the SSO link provided, contact travel@ttuhsc.edu for assistance.

Chrome River Delegates

Formerly known as *preparers*, delegates are employees who are authorized to access another individual's dashboard to create and submit reports on their behalf. Employees that will not be submitting their travel reports, must grant delegate rights to the appropriate individual in Chrome River.

[Chrome River - How to Add a Delegate](#) provides step-by-step instructions on adding a delegate in Chrome River.

Non-employees with valid vendor records are granted Chrome River dashboards for travel submissions but will not be given access to the system. Travel reports for non-employees must be completed by an employee. For access to a non-employee's Chrome River dashboard, submit a [Non-Employee Delegate Access Request Form](#).

Valid Vendor Record Requirement

To create an encumbrance and/or issue reimbursement for an individual's travel expenses, the traveler must have a valid vendor record set up in Banner. The Chrome River system will not allow the submission of a Travel Pre-Approval Report or a Travel Expense Report without the necessary vendor record.

To request a new vendor setup, submit a [Travel Vendor Request Form](#).

Chrome River Travel Report Types

Travel Pre-Approval Report – Formerly known as a Travel Application, this is the appropriate report type for trip encumbrances and BTA approval requests that should be submitted before trip occurrence. No reimbursements are issued with pre-approval reports.

Travel Expense Report – Formerly known as a Travel Voucher, this is the appropriate report type for advance and post-travel reimbursement requests.

Chrome River Travel Training

All training documents for the new travel processes in Chrome River are located in the [Travel Category](#) of the Training Center.

If you have questions, contact Travel at travel@ttuhsc.edu.