Definitions

- **Delegate:** An employee who has been authorized to create and submit reports on behalf of another employee. Delegates assigned in Chrome River will have access to an individual's dashboard for the creation, submission, and correction of their expense reports.

  Delegates will also receive copies of automated email notifications regarding the return or adjustment of reports created for the user.

  Delegate access does not include approval authorization.

- **Approval Delegate:** An employee who has been authorized to temporarily provide report approvals (via email only) on behalf of another employee who will be unavailable for an extended period of time. This resource cannot be used to set up a permanent approval proxy.

  Approval Delegates will be reviewed on a regular basis by TTUHSC Chrome River Admin to ensure appropriate use.
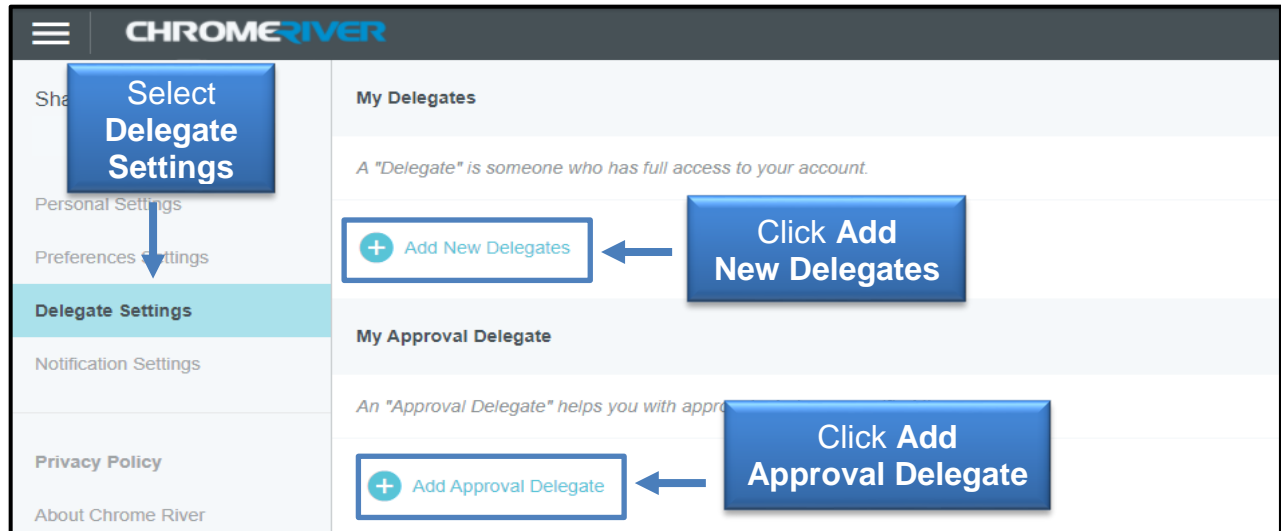

Adding a Delegate

To add a user who is allowed to work as your delegate, select your **Name** in the upper right corner, then click **Settings**.
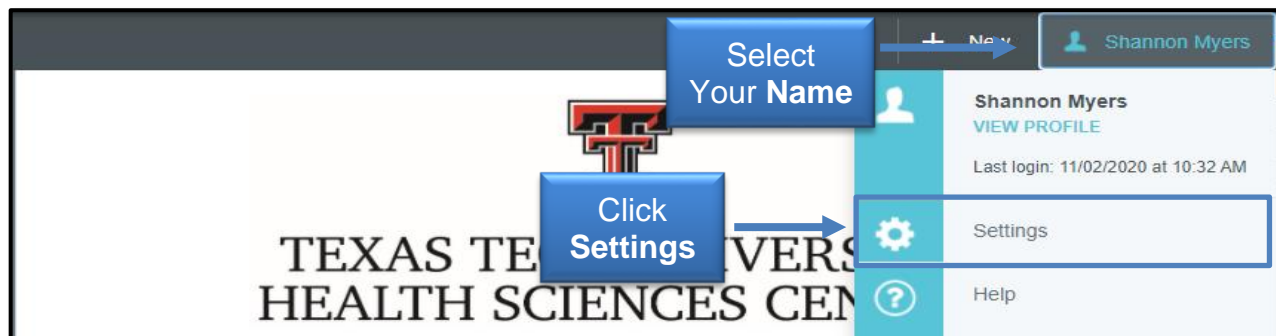
Select **Delegate Settings** and then click either **Add New Delegates** or **Add Approval Delegate**.

Chrome River – How to Add a Delegate

Begin entering the user's name, R number or email address. As you type, the search results will narrow. Once the appropriate Delegate is selected, they will be able to choose the user from their own delegation list and create expenses on the user's behalf.

Deleting a Delegate

To remove a delegate, return to **Settings**, **Delegate Settings** and select the **X** next to the person's name under **My Delegates**.
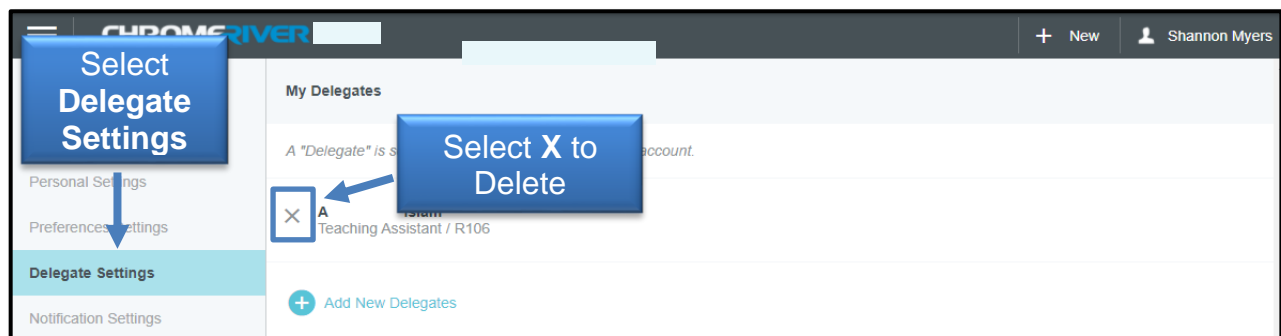
If you have policy questions, contact PCard at PCard@ttuhsc.edu.
If you have system questions, email ChromeRiverHSC@ttuhsc.edu.