

- Chrome River only accepts uploaded documents of the following types: PDF, PNG, and JPEG.
- Use the Per Diem Wizard tile to calculate Per Diem.
- Use the Meals-Business tile when student meal funding is included on the employee's Pre-Approval.
  - The amount can be based on Per Diem being paid or an estimated cost using the Travel Card. Contact Travel Procurement for more information.

**For Delegates:**

- Before you start a report, confirm the traveler's name, and not yours, appears in the top right corner.
  - View the guide to [Enter a Pre-Approval/Expense Report on Behalf of a Traveler \(Delegate Mode\)](#).

**For Approvers:**

- Chrome River will send reminder email notifications of Pre-Approvals awaiting your approval. You (or another approver in your approval group) must take action to move the Pre-Approval to the next approval level.
- The yellow Approvals ribbon appears on the Home Screen when you have a pending approval. If you don't see the Approvals ribbon, then you don't have any Pre-Approvals to review/approve, or another approver in your approval group has completed the action.
- A traveler will see an Approvals ribbon when a delegate submits a Pre-Approval on his/her behalf.

**For Travelers:**

- A traveler will see an Approvals ribbon when a delegate submits a Pre-Approval on his/her behalf.
- If a delegate submits a Pre-Approval on your behalf, then you will receive an email notification.