

Travel Frequently Asked Questions

Q: How do I get to Chrome River?

A: Access Chrome River by going to <https://support.uidaho.edu/TDClient/Requests/ServiceDet?ID=707> and selecting it under Enterprise Administrative Applications.



Chrome River

Travel System

Q: When are all the times that I need a travel authorization (pre-approval)?

A: Any time you leave your duty station on U of I business you should have a travel authorization. If you are taking students on a field trip you should have a travel authorization (you can either list the students or reference that the class list is on file with your department admin). If you work at the Pitkin Nursery and are going to Spence Hardware for supplies, you should have a travel authorization. If you receive a paycheck from the University of Idaho and you would like to be reimbursed for travel expenses, you need to submit a travel authorization. Instructions for completing a pre-approval can be found on the CNR Fiscal web page, the document is called [Pre-Approval Report Directions](#).

Q: How do I set up a delegate?

A: Go to the CNR Fiscal web page and click on the document [Assign Delegates for Chrome River](#).

Q: How do I get receipts to CNR Fiscal?

A: If you have assigned all of the members of CNR Fiscal as a delegate (see the Q&A above), you can download the Chrome River SNAP app from your favorite device's App Store. Instructions are located on the CNR Fiscal web page. The document is called [How to Download Chrome River SNAP App](#).

Q: How has the process for submitting claims changed?

A: The only item that has changed is that you no longer must include receipts with your travel, out-of-pocket or p-card reimbursement forms. They can be submitted via the Chrome River SNAP app (see the Q&A above). If they have been submitted via the app they do not need to be sent again, however, all of the traditional forms themselves need to be submitted. See the Receipt & P-Card Forms section of the [CNR Fiscal & HR Services web page](#) or the [Travel Expense Form](#) in the Travel Forms section.