



Delegates and Super Delegates in Chrome River

Chrome River Delegates create expense reports, reconcile expenses, and request reimbursements on behalf of travelers. Delegates have full access to travelers' Chrome River accounts and can be added and removed easily.

Delegate role

The Delegate role allows travel arrangers to create expense reports and submit reimbursement requests on behalf of an individual. This role is sufficient if the arranger is managing travel for a handful of people.

Becoming a Delegate

To become a Delegate, the traveler must add the Delegate to their Chrome River profile via the "Settings" menu. Please review the detailed instructions in the Managing Delegates in Chrome River document. Alternatively, Travel can add Delegates to traveler profiles. To request help with this, email travel@iu.edu and provide the traveler's UID# (university ID #), name, and username.

Super Delegate role

Arrangers who are responsible for multiple travelers, such as an entire department, must be established as a Chrome River Super Delegate. This role grants the Super Delegate access to all departmental users' Chrome River accounts.

In addition to managing Chrome River tasks for departmental staff, Super Delegates can also search and create expense reports for any student user assuming the student does **not** work for the university. Once a student is employed by IU, they are associated with the department they work for and will not populate in the universal student list.

You cannot be both a Delegate and a Super Delegate for a traveler. Review your delegate permissions and remove yourself as a Delegate using the steps in the Managing Delegates in Chrome River document **prior to requesting Super Delegate access.**

Becoming a Super Delegate

Before requesting the Super Delegate role, the Delegate should delete their Delegate access from all profiles for which they are assigned.

Super Delegates are established by the Travel department. The Fiscal Officer (FO) of the department must email travel@iu.edu and request the Super Delegate role on behalf of the arranger. The FO must provide the name and UID# of the arranger, as well as the Chart and Org to which they need delegation access.