Chrome River Travel & Expense Roll Out

Chrome River Go Live:

The launch date for Chrome River will be **July 11, 2018**. The following components will be included in the roll out:

- Travel reimbursements (for employees, students, student groups, and non-employees);
- P-Card and Meeting Card reconciliation;
- Cash Advance requests

**Travel Encumbrances**

Current travel encumbrances will be released as of July 1, 2018. Any new trips created in TEM after July 1, 2018 will not generate an encumbrance. Since the Chrome River system will also not generate encumbrances, there will be no travel encumbrances generated after June 30, 2018.

**TEM Reimbursements**

TEM will remain available for a limited time to complete reimbursements for trips that were started in TEM. However, after July 11, 2018, Chrome River can also be used to submit reimbursements, even for trips that were started in TEM. Please be mindful not to create a reimbursement in both TEM and Chrome River as this could generate a duplicate reimbursement to the traveler. Travel Management Services will be monitoring reports to ensure that duplicate payments are not being processed.

**Charging Expenses to an IU account via IU Prepayment Vendors**

When using IU prepayment vendors to charge travel expenses to an IU account (Egencia, Designated Travel Agencies, Hotels.com, Enterprise Rent-A-Car, and Classic Touch/Carte Banche), you will continue to use the current process of providing the Trip ID number and the department account number when securing the reservation until July 10, 2018. However, after go live of Chrome River (July 11), the IU Employee ID number of the traveler (for employee travel) or the IU Employee number of the individual making the reservation (for non-employee travel) will be used to secure the reservation. A video tutorial detailing how prepaid charges will be handled in Chrome River can be found [here](#).

**IU Hotels.com** can be used to charge lodging expenses to an IU account until July 10, 2018. However, as of July 11, 2018, the [Egencia booking tool](#) will be expanded to include prepaid hotels, therefore, the Hotels.com tool will no longer be available after the launch of Chrome River. You will use Egencia instead of Hotels.com to book hotels after July 11.

**P-Card and Meeting Card Reconciliation**

P-Card and Meeting Card transactions will be fed into Chrome River beginning July 11, 2018 where they will be reconciled by the cardholder or the Chrome River delegate. Transactions prior to July 11 (this includes the July US Bank statement dated 7/10/18) will need to be reconciled using the current PCDO and FMS document upload procedures. For instruction on the current procedures visit the [Procurement Services website](#).

**Questions**

Email questions to recharge@iu.edu