
How to \$ V V L J Q a Delegate

If an ODU employee D V V L V W V D Q 2 Z ([S H Q V H Re S R S H W W K H 2 Z Q H U will need to D V V L J Q a Delegate. Chrome River requires the Expense Owner to authorize the Delegate V D Delegate cannot assign th H role. 0ore than one Delegate P D E H D V V L J Q D H F H V V D U \

WHAT CAN A DELEGATE DO?

Create pre-approval and expense reports for W K H ([S H Q V H 2 Z Q H U to review and submit W K H ' H O H J D W E P L D Q S U H D S S U R Y D O D W K H ([S H Q V H 2 Z Q H U P X V W D S S U R Y H W K H W U H S R R W V E H O R S U H D S S U R Y D O Access W K H ([S H Q V H 2 Z Q H U V - Approvals and Expense Reports D Q G Receive copies of any e-mail notifications regarding approvals and rejections.

STEP BY STEP

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Log into Chrome River using your MIDAS id and password: