Indiana University Health

Chrome River Expense Reimbursement Software

Benefits

What is Chrome River?
Chrome River is a web-based expense management system. The user experience is the same across all devices – smartphones, tablets, laptops, and desktops. Submitting expense reports is quicker and easier with Chrome River which simplifies the process to submit expenses.

Benefits of Chrome River
- Mobile device access to upload receipts and submit expenses
- More frequent processing of expense reimbursements and payment via direct deposit
- Simplified pre-approval process via a pre-approval acknowledgement in the tool (Pre-authorization form is no longer required to be submitted with reimbursement requests)
- Reporting capabilities to support expense management

Access

How do I get to Chrome River?

Via the Web (computer or handheld device):
Access Chrome River from any web browser at:
https://app.chromeriver.com/login/sso/saml?CompanyID=iuhealth.org Log in using your IU Health network ID and password.

Via the IU Health My Portal:
Access Chrome River via the IU Health My Portal. Go to My Favorites and add Chrome River.

Via the IU Health Lawson Portal:
Access Lawson via the IU Health My Portal or Pulse Page. Go to Employee Self-Service and select Pay. Select Travel Expense – Chrome River

Access to the Chrome River system is provided to all IU Health employees. Chrome River will utilize the single sign-on (SSO) approach using an employee's IU Health network ID and password.

IMPORTANT! Access Chrome River anywhere using your web browser (Chrome, Safari, Firefox, etc.).Save the web address (above) as a favorite on all your devices for quicker access. **Do not download the Chrome River app as IU Health employees will not be able to login due to our single sign-on solution**.

Support / Training

Who do I call for help?

For Access, General Questions or Technical Issues:	For Training:
aptravelexp@iuhealth.org	Sean Prato – sprato@iuhealth.org

What training is available?
Multiple training options are available for Chrome River:
- My Portal – https://team.myiuhealth.org/my-life-career/getting-paid/expense-reporting
- Chrome River website – Help Center screen
  - Login, Select your profile, "Help" tab
    - Access How-to Videos, Tutorials, and FAQs
- Web-based training course available in eLMS – search "chrome"