

Post September 14, 2021

chrome river

Enroll

Unenrolled Items
4 Credit Card Items
0 Receipts
VIEW ALL 4 UNENROLLED ITEMS

Expenses

Approvals Needed
Expense Reports
4 Pre-Approvals

Expenses **Create**

9 Draft
4 Returned
2 Submitted Last 30 Days

Pre-Approval **Create**

4 Draft
0 Returned
1 Submitted Last 30 Days

QA TESTING SYSTEM

CONTACT

For expense reimbursement and processing assistance, please contact:

Travel Administrator	Michael Montgomery	(336) 775-3338	Send E-mail
Accounts Payable Manager	George Sills	(336) 775-1338	Send E-mail
Accounting	Dana Dupree	(336) 775-3365	Send E-mail

NOTICES

REMEMBER: Mobile device access
Chrome River is a web application which means there is no need to download an app from the app store to your smart phone or tablet. Simply use your mobile browser to log into app.rvt1.chromeriver.com as you do on your desktop. Use the "Add to Home Screen" option to add the Chrome River icon to your mobile device for easy access.

FEATURE HIGHLIGHT: Emailing receipts to your account
Use the "Snap and Send" feature to quickly load receipt images to your account. Simply take a photo of one or more receipts and email them to receipts@rvt1.chromeriver.com. The receipts will then be available within your Receipt Gallery. Be sure to send the email from an email account that is registered with Chrome River. Your company email address is already registered and you can easily add other addresses via the Preferences menu.

IMPORTANT INFORMATION

AP & Travel Website
Travel Manual

HELP

Follow these links for quick tutorials. Full HELP is available throughout the application in the Chrome River Help Center.

- Getting Started with Chrome River
- How to Create and Submit Expenses

Last Login on 08/30/2021 at 3:36 PM

Before Sept. 14, 2021:

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0 Draft
0 Returned
4 Submitted Last 30 Days

Pre-Approval

0 Draft
0 Returned
1 Submitted Last 30 Days

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

CONTACT

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Travel Administrator	Thomas Long	(336) 775-1455	Send E-mail
Accounts Payable Manager	George Sills	(336) 775-1338	Send E-mail
Accounting	Dana Dupree	(336) 775-3365	Send E-mail
Technical Support	Gary Perrell	(336) 775-3363	Send E-mail
Technical Support	Stephen Cookshire	(336) 775-1454	Send E-mail

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