

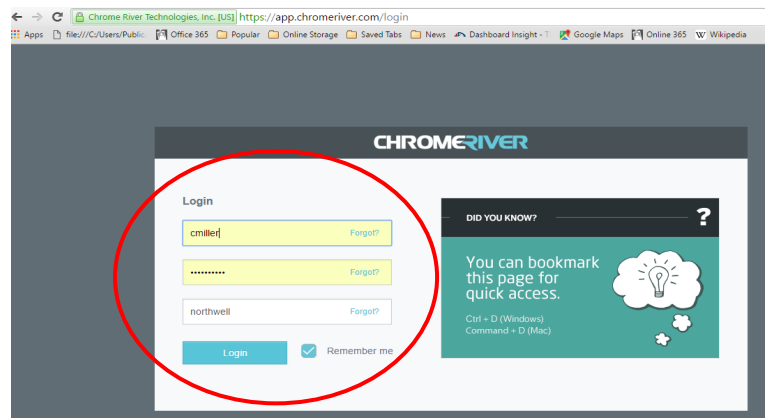
PRE-APPROVAL - PRIOR TO REGISTERING

To request reimbursement for continuing education, certification review courses or certification exam expenses, follow the instructions below to submit a pre-approval request via Chrome River. Once the pre-approval is approved by your manager/director, you may register for the program.

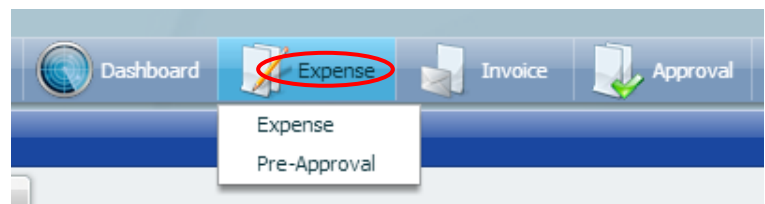
- 1) Type **app.chromeriver.com** in your browser url. Enter your **Northwell Universal ID**, your **Chrome River password**, and **Northwell** as the company ID.

First-time Users: Click *Forgot Password*, and enter your Northwell email address. Click the link to *Create Password*. Your company ID is "Northwell".

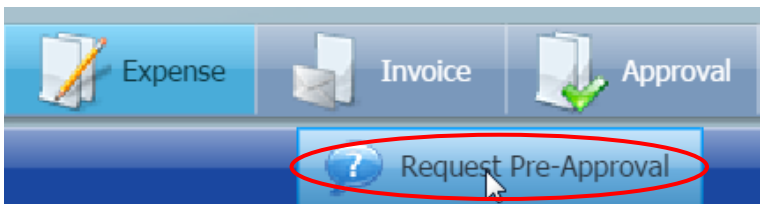
All professional development and travel reimbursements require a pre-approval.



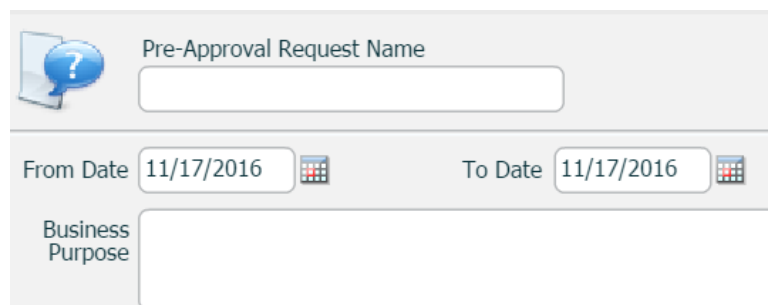
- 2) From the My Dashboard screen, click on the **Expense Icon** at the top of the page. Select **Pre-Approval** from the drop down box that follows.



- 3) Click on the **Request Pre-Approval** icon to go to the Pre-Approval screen.

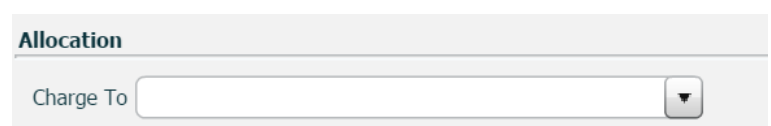


- 4) Enter the **Pre-Approval Request Name** (e.g., name of program, certification prep course or certification exam), **Date(s) of program** and **Business Purpose** (e.g., continuing education, certification prep course or certification exam).



- 5) Type your **8-digit department** number in the **Allocation Charge To** box, then select it from the drop down list.

If you do not know your department number, check with your manager or director. Entering an incorrect number will result in your request being rejected by the system.



Continuing Education Reimbursement via Chrome River

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- 6) Enter the cost of the program or conference in the **Prof Dev box** and any necessary details in the box next to it. Provide as much detail as possible for your approver to review.

Note: If requesting reimbursement for travel and/or other expenses, speak to your director prior to submitting the pre-approval.

Estimated Expenses

Airfare	0.00		From/To	
Lodging	0.00		Location	
Grnd Trns	0.00		Location	
Rail	0.00		From/To	
Meals	0.00			
Prof Dev	0.00			
Other	0.00			
Total	0.00		USD	

- 7) Add any documentation regarding this program by clicking **Upload Images** on the top right corner of the Pre-Approval screen.

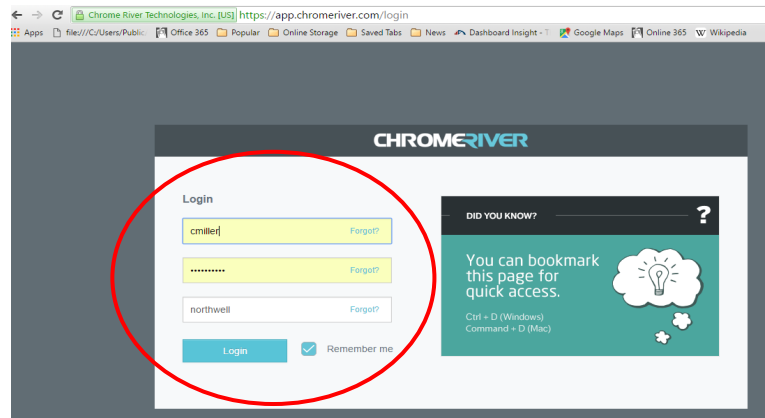
View Images **Upload Images**

- 8) To save for later use, select **Save/Close**. To Submit for approval, select **Submit**.

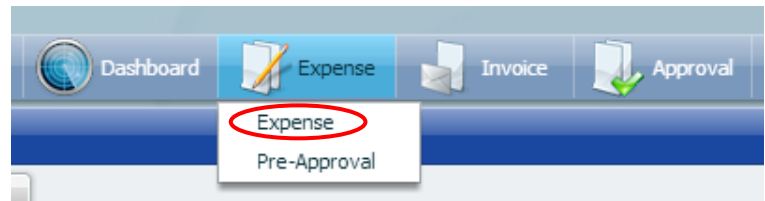
Submit Save/Close Cancel

SUBMITTING EXPENSES - AFTER ATTENDING

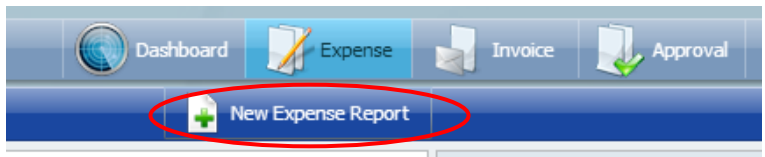
- 1) Log in to Chrome River. Type *app.chromeriver.com* in your browser url. Enter your universal user ID and the company ID, Northwell. All expenses for continuing education reimbursements are submitted on an expense report.



- 2) From the My Dashboard screen, click on the **Expense Icon** at the top of the page. Select **Expense** from the drop down box that follows.



- 3) Click on the **New Expense Report** icon to go to the expense entry screen.



- 4) Fill out the **Report Name** Field i.e. conference name, city, date.

Expense Owner: JOHN DOE

Report Name: AMA Conference Chicago, IL

Pay Me In: USD

- 5a) For reimbursement-related reports, click on an expense category on the left (example shows selection of Travel / Transport expense category and related expense types)

Expense Owner: JOHN DOE

Report Name: AMA Conference Chicago, IL

Pay Me In: USD

Add Expense	#	Expense	Date
Travel / Transport		Agency Fees	
		Airfare	
		Baggage Fee	
Hotel		Air WiFi	
Meals / Entertain		Change Ticket Fee	
Travel Misc		Seat Fee	
IT		Car Rental	
Plant Ops		Car Rental Fuel	
Prof. Dev		Mileage	
Purchased Services		Parking	
Supplies /		Public Transit	
		Car Service/Taxi	
		Toll	
		Train - Long Distance	

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6) Where necessary, enter the date, amount, business purpose and merchant information from the receipt. Assign the expense to a cost center / department by typing in a name or code into the Charge To Allocation box to search.

7) **Attach receipt images** (upload or email to Chrome River via ExpenseMemo@Chromefile.com). Once shown under the receipts tab, drag and drop the image onto its corresponding transaction in order to "Link" it. A paper clip icon will appear. Each transaction over \$25 must have a receipt attached to the line item.

8) Attach the pre-approval request if and as required, and submit the report.

