





CHROME RIVER USER GUIDE

#205– Possible Duplicate Entry

Reason may include a statement such as “multiple rooms at same rate for group trip

#207– Airfare Warning

Provide business reason for non-economy option purchase of airfare tickets. Without a business reason for



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#210– Per Diem Date Correction Needed

Edit the per diem dates so they fall within your trip period as listed in the Expense Report information that was carried over from your PA approval.

#211– Direct Pay Vendor Setup Needed