Chrome River Instructions for Faculty Development Expenses

This instruction sheet gives the basics for reporting faculty development expenses. You can find more detail about how to use Chrome River at this web page operated by the Business Office. More information about faculty development funds can be found at the bottom of this document.

Instructions

Navigate to Chrome River through my.bethel. You will find the link when you click on "tools and resources" on the top right portion of the page. When in Chrome River, do the following:

1. Click to create an expense report.

2. Name the report, choose the dates expenses were incurred, list business purpose, choose "expense report," and click save. That will create a cover page.

3. Add expense, then "create new" expense and click on the Professional Development tile. That will reveal another slate of tiles, and you will have to choose the correct one in order for the correct budget to be charged. Here are the four choices you can make.
   a. **7650 Awards**. Choose this tile if the expense is to be charged to a professional development or alumni **grant**.
   b. **7665 Professional Development**. If the expense is to be charged your professional development **biennium funds** and the expense is not for mileage, choose this tile.
   c. **7665 Mileage Professional Development**. If the expense is to be charged to your professional development **biennium funds** *and* you need to be reimbursed for mileage, choose this tile. (This will likely apply to you only if you drove to the conference.)
   d. **7667 Licenses/CEUS**. If the expense is to pay for licensures and CEUs, choose this tile. NOTE WELL: *this account can only be used for direct costs for licenses and courses, not lodging and transportation*. If you had lodging and transportation expenses, those need to be covered with professional development biennium funds.

4. When you record your first expense, choose the budget type "Faculty," and at the bottom of the page in a field labeled "Allocation," type in 110000-23190-40 to override the number that is there. That is the faculty development budget number, and once you assign it to your first expense in the report it will be the default for the rest.

5. Please list one expense line for each receipt, because that makes things much easier for the Business Office. When all expenses are recorded and receipts uploaded, click Submit.

Your completed expense request will be reviewed by Academic Affairs.

Information about faculty development funds

All full-time faculty have $1,150 available every two years for conference attendance and professional development. (These funds are not to be used for professional memberships.) The current biennium began June 2023. You can find your biennium fund balance in my.bethel, near the bottom of your "Faculty Academics" page. If you are presenting a paper at a conference, you can apply for up to $600 in additional funds, and $500 more if that conference is international. Click here to apply for those additional funds.

If you have questions about reimbursement in any of the above categories, please reach out to Jodie Bunish, Academic Affairs Coordinator, at j-bunish@bethel.edu.