



How to Assign a Proxy

Before you go on vacation or extended leave, you can assign someone as your delegate to approve Pre-approval and Expense Reports.

To assign someone to act as your delegate during your vacation or extended leave, complete the following steps:

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Log into ChromeRiver using your MIDASd and password <http://www.odu.edu/chromeriver>. You can also access ChromeRiver from the Office of Finance University Travel page by clicking on the "Access ChromeRiver" button on the right hand side.

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User () o š Œ • Œ Z lick on the name to assign
as Delegate. R Start and End dates
to approve reports o] | Save X