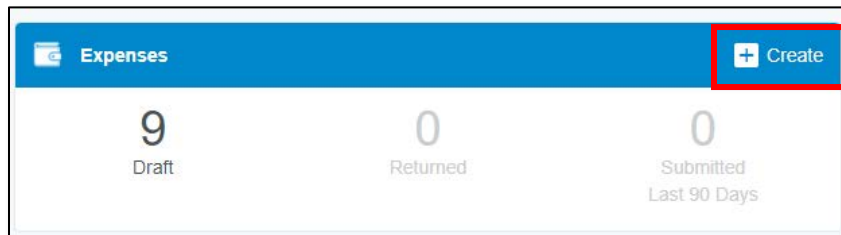


Creating an Expense Report

Expense Reports will only be completed when a full-time employee is requesting reimbursement related to overnight travel. The report should list all trip expenses, including expenses charged to a Pcard. An Expense Report cannot be completed without a corresponding, fully approved Pre-Approval Report.





- 1) Log into Chrome River. If you are a Proxy, click on your name and then click on the traveler's name. Then click on **+Create** in the upper right-hand corner of the Expenses ribbon.



- 2) A new Expense Report Header will pop-up. Click on Import Pre-Approval

IMPORT PRE-APPROVAL


- 3) Click on the drop-down menu and select the corresponding Pre-Approval Report.
- 4) Click on **IMPORT** at the bottom right of the page to import the data from the Pre-Approval to this Expense Report.
- 5) Enter the Departure and Return dates then **SAVE**.
- 6) Any expenses that cannot be processed automatically and will need to have the data validated will have a violation sign next to the line item.

Wed 03/14/2018	 Per Diem Wizard	69.00 USD	69.00	✓
Thu 03/15/2018	 Parking	165.00 USD	165.00	⚠
Thu 03/15/2018	 Registration Fee	650.00 USD	650.00	⚠
Thu 03/15/2018	 Train	247.50 USD	247.50	⚠

- 7) Click on each line item and the expense will pop-up on the right-hand side of your screen. It is required that you click “Edit”, verify all information, edit as needed, and resave the line item to run appropriate compliance.
 - a. The pre-approval is an estimate, you must update the amount spent on each line item to reflect the exact amount spent.

- 8) If the traveler is being reimbursed for an expense, **DO NOT** check any of the boxes shown below:
 - a. **University Credit Card** – expenses charged to the Pcard (you will need the TXNs)
 - b. **Personal** – personal convenience charge that is not being reimbursed ex: fee for extra leg room, room upgrade, non-economy rental vehicle
 - c. **Other** – expenses paid via direct pay or PO

- 9) Attachments, receipts, and comments can be added to each specific expense. Receipts are only required for reimbursable expense line items.

- 10) You have the ability to add additional line items by clicking on , and you can delete any line items that are not needed, such as the University vehicle expense type.

- 11) After you have completed and submitted your report, the report will go to your BUM for approval and then to Disbursement Services for final approval. You will receive an email if your report is returned for correction or if additional information is needed. All returned reports must be resubmitted for approval in order for the traveler to receive reimbursement.

Visit the [Travel webpage](#) for additional information and resources.