

# Chrome River: Expense Reports

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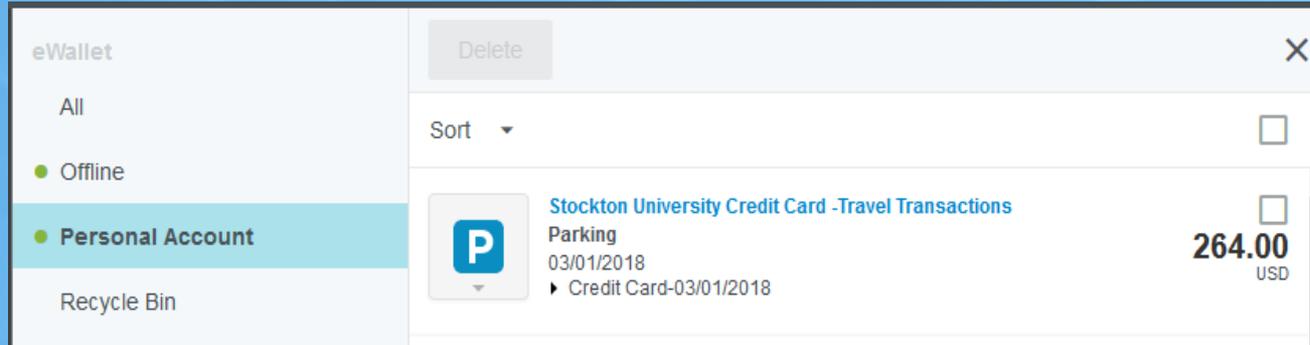
DISBURSEMENT SERVICES

# Creating an Expense Report Demonstration

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# Expense Reports - Tips & Reminders

- Expense reports are only done if the traveler (Stockton employee/faculty) is receiving a reimbursement. Travel reimbursements pertaining to students & non-employees are done as direct pays.
- If there are P-card transactions related to your trip, check your E-wallet to see if they are there.



- If you do not see the Pcard transaction, check WORKS to ensure the transaction has been reconciled and signed off by the BUM.

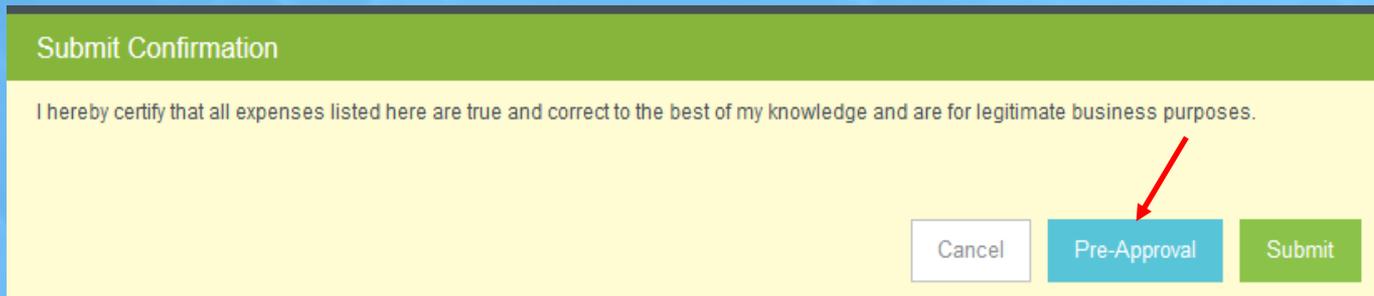
# Tips & Reminders...continued

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- You should always have a Pre-Approval to reference when completing an Expense Report.
- Import the Pre-Approval data only if you are referring to a Pre-Approval that is NOT a blanket. The Import button is on the top of your Expense Report header.



- If you are referring to a blanket, complete the report and then when you are ready to submit, click the Pre-Approval button to attach your blanket Pre-Approval.



# Tips & Reminders...continued

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- If you have imported your Pre-Approval data, any line item with , you will need to edit the line item to validate the data.
- Any line item with  will require you to put in a response to the message in order to submit your report.
- Receipts should be attached to each expense line item if required. You can upload an attachment or add from your Receipt Gallery if images were mailed to [receipt@chromefile.com](mailto:receipt@chromefile.com)
- Checking the box next to “Personal Charge” means the traveler will not get reimbursed for the expense.
- When inputting Personal Vehicle Mileage, do not type in an amount in the “Spent” field. Click on the “Map” button in the “Miles” field to bring up Googlemaps.

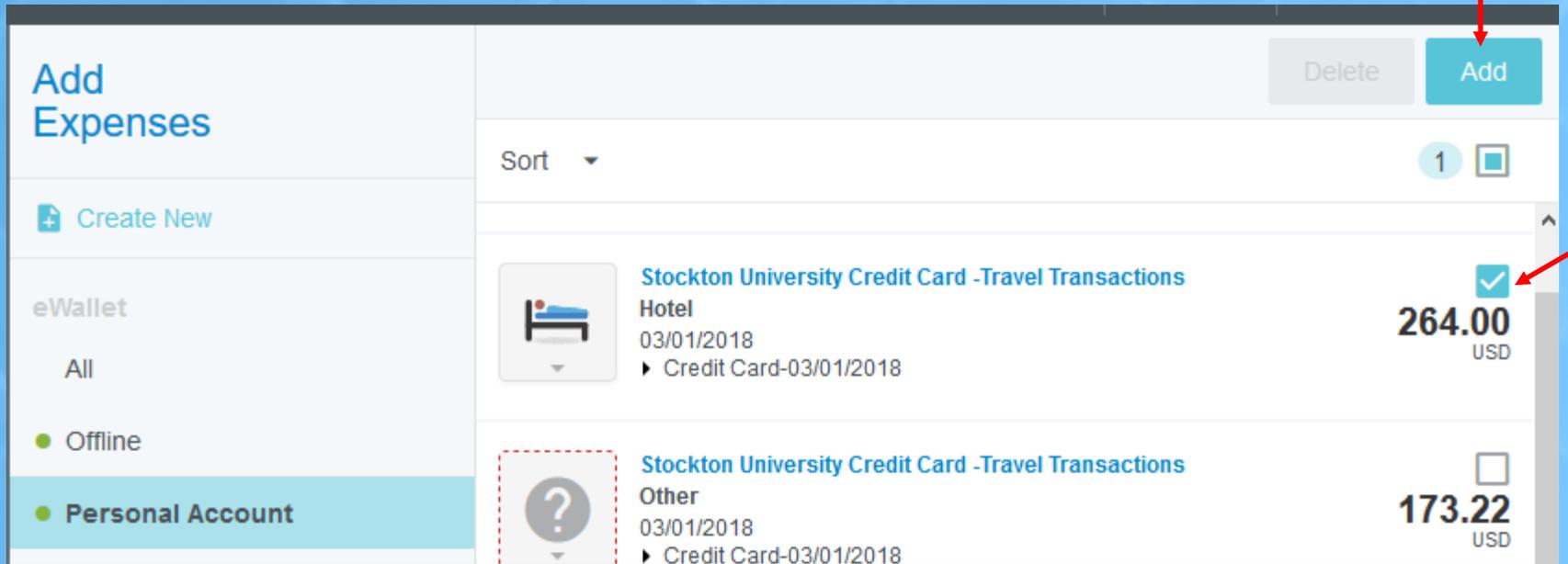


The screenshot shows a form field labeled "Miles" with a text input box containing "0.00" and a "Map" button to its right. A red arrow points to the "Map" button.

- Input your trip information on Googlemaps, click on “Save Trip” and the system will calculate the amount for you. The map showing your trip will also automatically attach to your Personal vehicle Mileage line item.

# Attaching Pcard Transactions

- Reconciled and closed Pcard transactions will be housed in your eWallet under *Personal Account*.
- Click on the box above the amount of the transaction and then click on “Add” to add as a new expense line item.



The screenshot displays the eWallet interface. On the left, there is a sidebar with the heading "Add Expenses" and a "Create New" button. Below this, the "eWallet" section is visible, with "Personal Account" selected. The main area shows a list of transactions. The first transaction is "Stockton University Credit Card -Travel Transactions" for a "Hotel" on 03/01/2018, with a value of 264.00 USD. A red arrow points to the "Add" button in the top right corner. Another red arrow points to the checkbox next to the 264.00 USD amount. The second transaction is "Stockton University Credit Card -Travel Transactions" for "Other" on 03/01/2018, with a value of 173.22 USD. A dashed red box highlights the question mark icon next to this transaction.

Transaction Description	Date	Amount	Unit	Action
Stockton University Credit Card -Travel Transactions Hotel	03/01/2018	264.00	USD	<input checked="" type="checkbox"/>
Stockton University Credit Card -Travel Transactions Other	03/01/2018	173.22	USD	<input type="checkbox"/>

# Attaching Pcard Transactions...continued

- **Drag & Drop Feature:** To add a Pcard transaction to an existing line item, click on the transaction in your Personal Account and while holding down on your mouse, drag the transaction over to the appropriate line item on your report and release from the mouse.

The screenshot displays a financial report interface with a table of line items and a 'Receipt Gallery' on the right. A red arrow indicates a drag-and-drop action from a transaction in the gallery to the 'Attach to Line Item' button of a specific line item.

Date	Description	Amount (USD)	Amount (USD)	Status
Fri 06/08/2018	Per Diem	48.00	48.00	✓
Fri 06/08/2018	Hotel - Taxes and Fees	844.00	844.00	⚠
Fri 06/08/2018	Airfare	250.00	250.00	⚠
Fri 06/08/2018	Personal Vehicle Mileage	34.56	34.56	⚠

**Receipt Gallery:**

- Stockton University Credit Card -Travel Transactions  
Airfare  
03/05/2018  
Credit Card-03/05/2018  
919.16 USD
- Stockton University Credit Card -Travel Transactions  
Hotel  
03/05/2018  
Credit Card-03/05/2018  
129.25 USD

- If the Pcard transaction has been reconciled and approved by your BUM, but you do not see it in your Personal Account, when you are in the expense line item, click on the “University Credit Card” box and type in the TXN Number.

# Submitting Your Expense Report

- If a Proxy completes an expense report on behalf of the traveler, the traveler will receive an email from Chrome River to approve the report first. It will then go to the BUM and then Disbursement Services.
- The approved expense report will feed over into Banner as a direct pay with the following information:
  - Document Number: Will start with a **TR** (travel reimbursement)
  - Vendor Invoice Field: First date of travel and the last 4 numbers of the document
  - Commodity Description: Report Name and the Expense Report ID Number created by CR
- To view the direct pay in Banner, go to FAIVNDH (Vendor Detail History) and search by vendor.

VENDOR DETAIL HISTORY											+	+	+	+
Vendor Invoice	Invoice	Approval	VIC	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amt	Due Date	Check Date	Check Number				
TVL 7/25/18	I0333292	Y	N	N	P	N	71.99	08/10/2018	08/13/2018	I0070508				
07092018 0001	TR000001	Y	N	N	P	N	22.45	08/08/2018	08/13/2018	I0070508				
Total							94.44							

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- Click on “Related” to view the Invoice Information (FAIINVE)