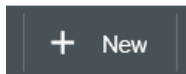


Create Expense Report

A new expense report must be created if a travel card is used or a reimbursement is due to the traveler. A single report can be submitted to facilitate booking the travel card expense(s) while also providing reimbursement.

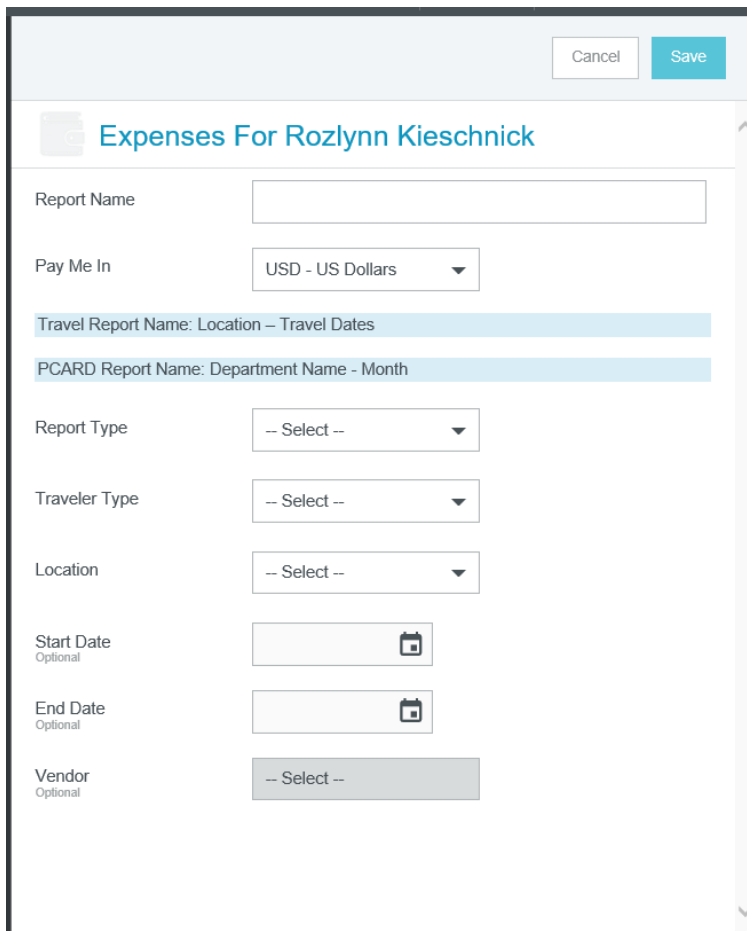
How to Create an Expense Report:

1. From the Dashboard, tap the **+NEW** button in the upper right corner and select **NEW EXPENSE REPORT** from the drop-down menu.



The Expense Entry Screen will appear.

The Expense Header section is a shared form for Travel and PCard expense.



Cancel Save

Expenses For Rozlynn Kieschnick

Report Name

Pay Me In


Travel Report Name: Location – Travel Dates


PCARD Report Name: Department Name - Month

Report Type

Traveler Type

Location

Start Date 
Optional

End Date 
Optional

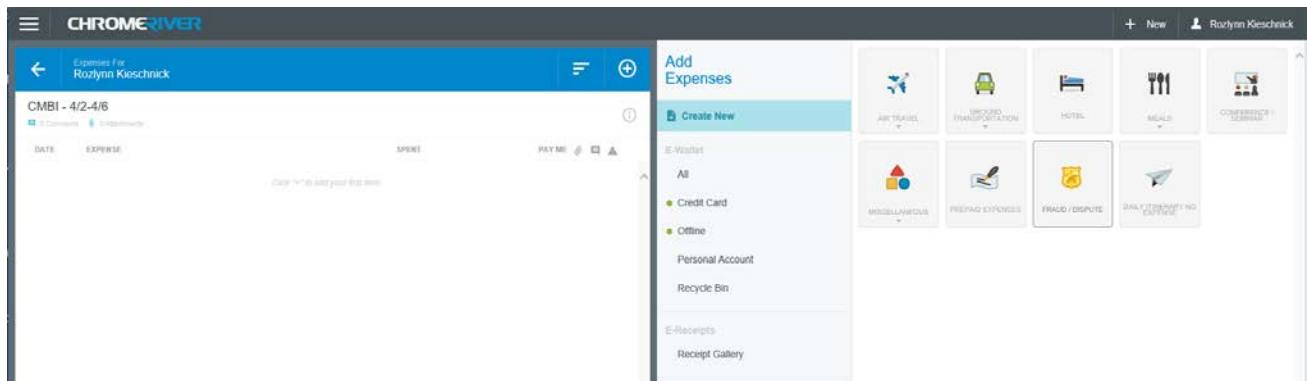
Vendor
Optional

Required fields for Travel on the Expense Header:

- **Report Name:** Name assigned by the expense creator, used in tracking and inquiry to help identify expenses. Best practice is to use the same naming convention as Pre-Approval if applicable.
- **Pay Me In:** Auto defaulted to USD – US Dollars
- **Report Type:** Select Travel. Non-Travel is only for PCard
- **Traveler Type:** Selection determines who traveled and how expense(s) should be booked to the department funds. **Account codes are tied to the expense type selected.** It is very important to select the correct traveler type. *If students are traveling with faculty/staff, then select Student Group, otherwise select the correct association with the university.*
- **Location:** Instate/Outstate/Foreign/Study Abroad. **Determines account codes associated with expense.** It is very important to select the correct location related to travel destination.
- **Start/End Date:** Dates of Travel (including personal time if included with business travel)
- **Vendor:** Only selected if travel is for a student organization/ individual student/ guest speaker/ prospective employee

Once you have filled out the required fields, click **SAVE**.

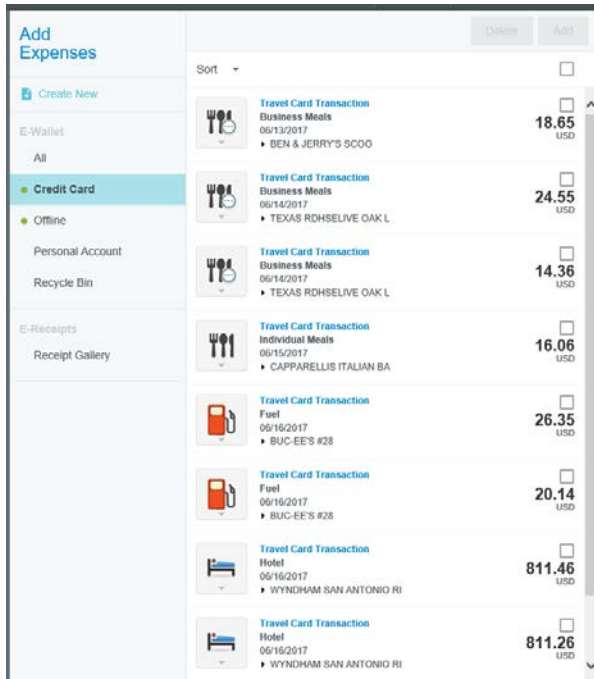
2. **Adding EXPENSES Types** screen will appear. Select the specific expense tile to enter the expenses associated with **REIMBURSEMENT**, otherwise, select **Credit Card** to see transactions on *Travel Card*. Several expense tiles expand to provide additional expense options. Example: Mileage is located under Ground Transportation.



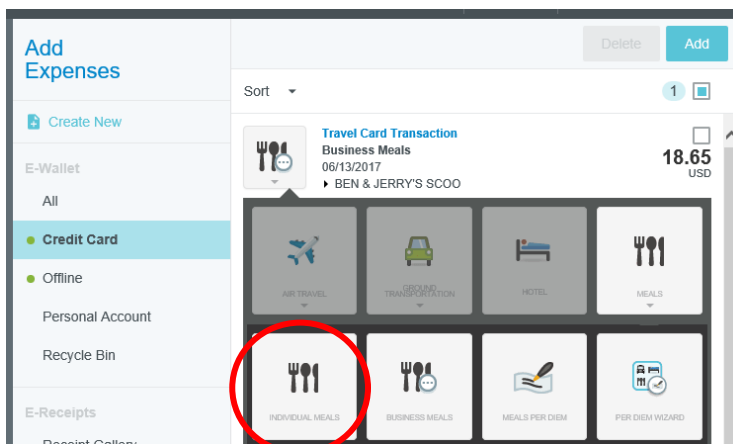
A green dot next to an expense category indicates items are available for review.

The E-Wallet indicates that travel card expenses are available for reconciliation. **Review of Credit Card is required when creating an Expense Report.**

The Receipt Gallery indicates receipts available.



3. Changing Expense Tile for Credit Card Transactions: Travel card transactions are automatically imported into Chrome River, identified by specific merchant codes attempting to select the correct expense tile. Sometimes the incorrect expense tile is assigned to the expense. You will need to change the tile to match the expense. Simply select the assigned tile, a list of options will appear and then select the correct tile. **This is important because Banner Account Codes are tied to each expense tile. REVIEW ALL EXPENSES.**



4. Adding Credit Card Expense: Click the check box on the right, Click Add.

Add Expenses		Delete	Add
Create New		Sort	1
E-Wallet		<input type="checkbox"/>	
All		<input type="checkbox"/>	
● Credit Card		<input checked="" type="checkbox"/>	
● Offline		<input type="checkbox"/>	
Personal Account			
Recycle Bin			
	Travel Card Transaction Individual Meals 06/13/2017 ▶ BEN & JERRY'S SCOOP	18.65 USD	<input type="checkbox"/>
	Travel Card Transaction Individual Meals 06/14/2017 ▶ TEXAS RDHSELIVE OAK L	24.55 USD	<input checked="" type="checkbox"/>
	Travel Card Transaction Business Meals 06/14/2017 ▶ TEXAS RDHSELIVE OAK L	14.36 USD	<input type="checkbox"/>

Each transaction will require additional information:

Individual Meals

Date: 06/14/2017

Spent: 24.55 USD

Business Purpose: [Empty field]

Merchant: TEXAS RDHSELIVE OAK L

Tip Amt: 0

Tip Pct: 0.00

Tax Amount: 0

Tax included:

Personal Charge:

Allocation: [Empty field]

+ Add Allocation

Personal Charge:

Allocation: [Empty field]

+ Add Allocation

Guests (1)

Internal: [Empty field]

Upload CSV

Internal	%	Amount
Roalyn Kieschick Asst Dir Exports & Travel Sam Houston State University	100%	24.55
	100%	24.55

Downloaded Details

Travel Card Transaction

Attachments (0)

Drag image here to upload

+ Add Attachments

Required information for Expense Transactions:

Business Purpose: Provide reason/explanation of expense. Business purpose wording will automatically copy to the next expense type; remember to change wording if applicable.

Allocation: FOAP to apply charge. Search the list by typing in the first four digits of the number of the Org, then and all funds associated with the Org will appear. Once you have selected the Fund Org combo, two boxes will appear. The first field is to select a Program Code – select the program code associated with your department/purpose from the drop down list. The second field is to select an Activity Code. Many departments do not use Activity code, so if this is true for your department, then select 00000 – Default Activity, from the drop down list.

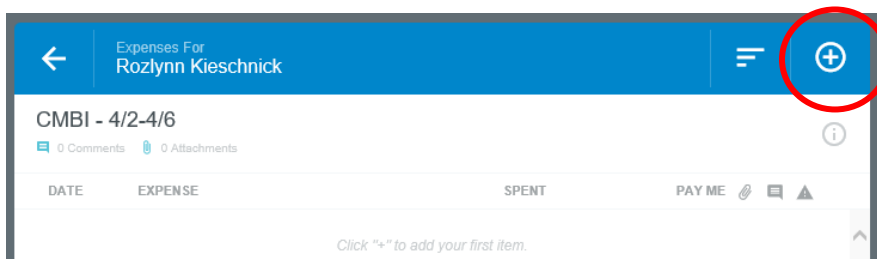
Allocation entered on the first expense tile; it will copy to all additional expense added for the report. Multiple allocations can be added to a report split cost, if applicable.

Guest: Section at the bottom to identify any internal or external guests. Required for Business Meal and Mileage when carpooling.

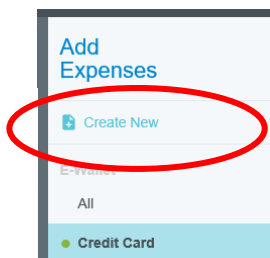
Attachments: Receipts required for all expense, exception individual meals. See policy FO-TR-03 Overnight Travel Meal Reimbursement. Attachment may also include other supporting documentation (waivers, cost comparison, approved exemption forms, etc.)

Once all required fields are complete. Click **SAVE**

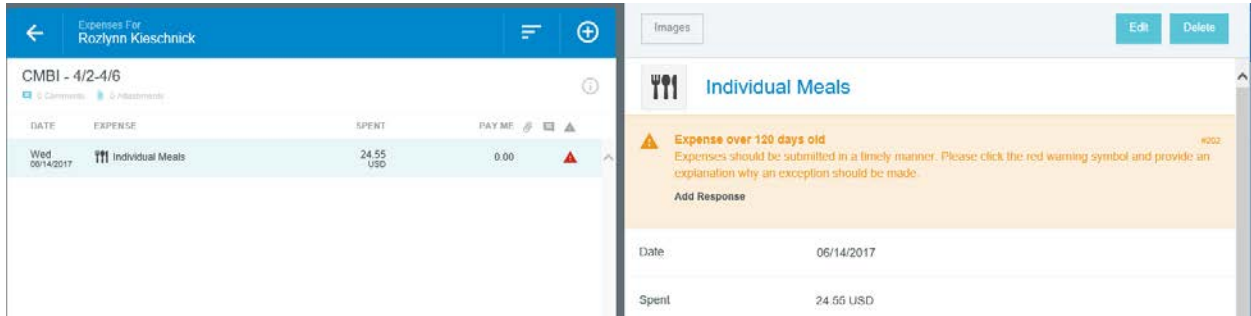
5. Click the **+BUTTON** to return to the expense type options.



Adding Expenses as Reimbursement, *if currently in the Credit Card option*, user will need to click on **+Create New** to return to Expense tile options.



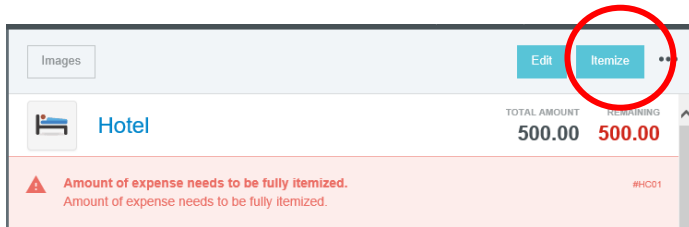
6. Compliance Rules within Chrome River: User will receive notice when transaction meets a compliance warning or violation rule, based on policies/procedure of SHSU. Warnings (orange) require an explanation to be provided (Add Response) and may require additional approval for the expense (auto routed to approver). Violation (red) will not allow the report to be submitted as requested. Change must occur (add receipt, budget transfer in Banner for NSF condition, etc.)



7. Itemized Expenses: Hotel expense for travel require itemization to differentiate the hotel nightly rate from taxes, meals, parking, etc. *If hotel is associated with conference rate, check the box and attach verification of conference room rate from registration website.*

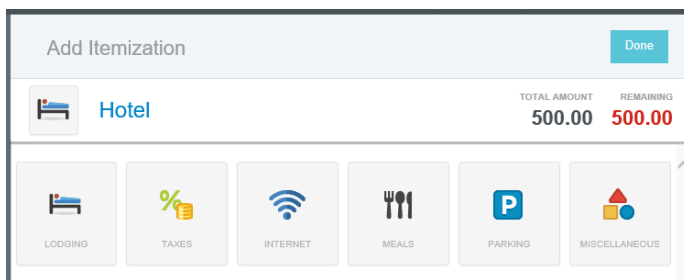
Enter the required information and Save, a notice will appear to itemize the expense. Click Itemize.

The screenshot displays the 'Hotel' expense form in Chrome River. At the top right are 'Cancel', 'Save', and 'Itemize' buttons. The form includes a 'Hotel' icon and a question: 'Is this a conference hotel? If yes, then check the conference box below and attach verification of conference room rate.' The form fields are: 'Date' (calendar icon), 'Spent' (0.00 USD), 'Business Purpose' (text area), 'Hotel' (text field), 'Check In Date' (calendar icon), 'Checkout Date' (calendar icon), 'Conference' (checkbox), and 'Personal Charge' (checkbox). Below these is an 'Allocation' section with a blue bar, a dropdown menu, and another blue bar. At the bottom left is an '+ Add Allocation' button.

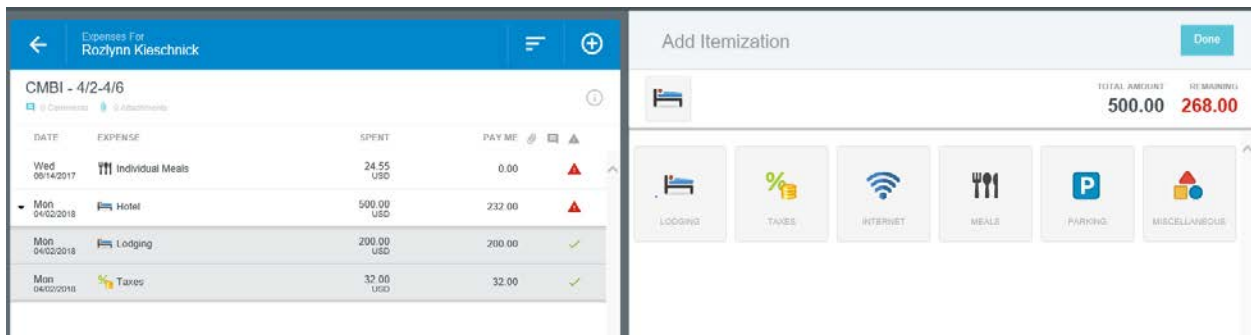


The specific hotel expense tiles will appear to allow the user to select. User will need to select each category that applies to the hotel charges per paid hotel invoice. Each date of travel should be presented. Taxes can be grouped in total (city/local, resort fees, etc.) but separated by date.

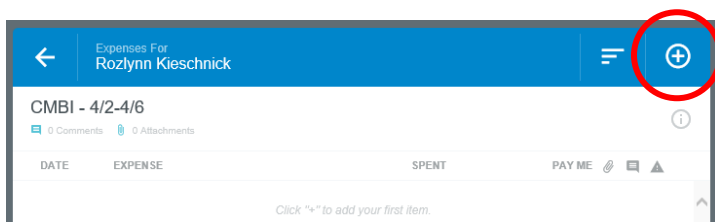
Click on the expense tile and enter the required information.



As an expense is entered it reduces the remaining total, providing the user the balance still required to be itemized. The daily itinerary for travel is building as each expense is saved by date. Remaining balance must be \$0.00 to complete the hotel itemization.



Click the **+BUTTON** to return to the expense type options.



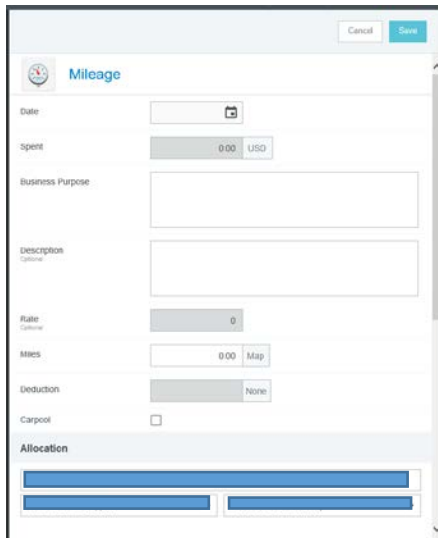
8. Expense Reimbursement

Mileage Expense Tile uses *Google Maps*. Enter the date of the travel in the Date field. Business Purpose is the reason/explanation of expense. The rate will auto populate based on the reimbursable rate for date of travel per Mileage policy FO-TR-04.

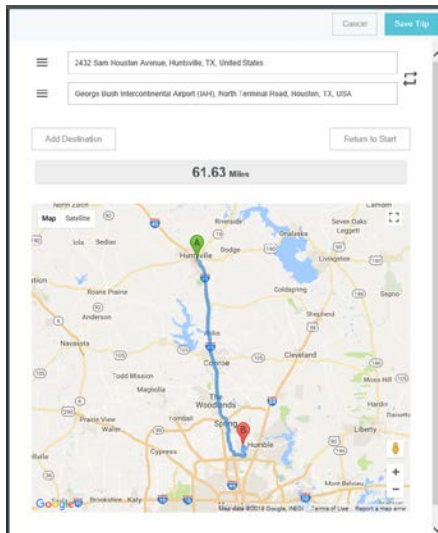
Click **Map** on the Miles field and *Google Maps* will appear for user to enter start address and destination address. If travel is a day trip and all mileage occurred the same day Chrome River can auto populate start address for final leg of trip by selecting the Return to Start button providing total miles for the day. Click SAVE Trip. Description field is auto populated with details based on locations traveled.

Image of map automatically is attached as verification.

Chrome River does not provide the ability to use odometer reading.



The screenshot shows the 'Mileage' expense tile interface. At the top right are 'Cancel' and 'Save' buttons. The form includes the following fields: 'Date' with a calendar icon; 'Spent' with a value of '0.00' and 'USD' currency; 'Business Purpose' as a text input; 'Description' as a text input; 'Rate' with a value of '0'; 'Miles' with a value of '0.00' and a 'Map' button; 'Deduction' with a value of 'None'; and a 'Carpool' checkbox. Below these is an 'Allocation' section with a horizontal bar chart.



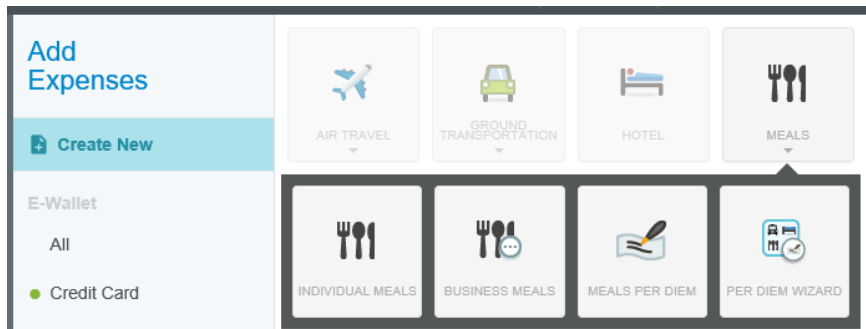
Expense Reimbursement

Individual Meal tile is used if meals are purchased on the travel card. *Receipt not required.* See Overnight Travel Meal Reimbursement Policy FO-TR-03

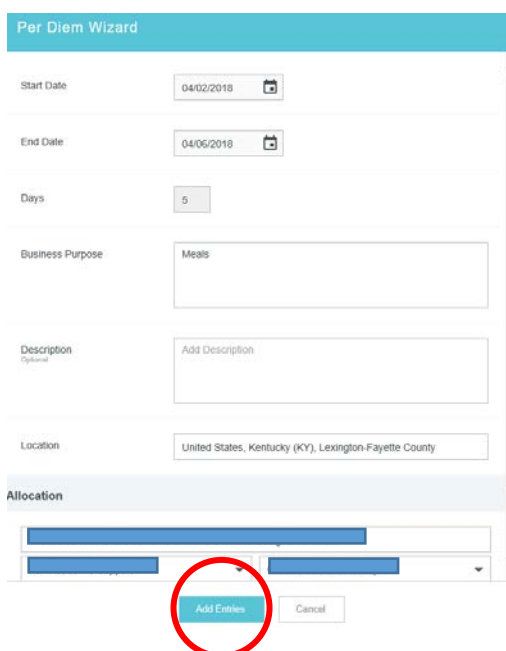
Travelers may receive M&IE (Meal and Incidental Expense) per diem not to exceed 75% of the approved rates for in-state, out-of-state, or foreign travel for the first and last days of travel.

Per Diem Wizard tile automatically calculated the 75% for the first and last days of travel, based on *location*. Users may not use the Per Diem Wizard and Individual Meal tiles in the same report. A traveler can claim up to the allowable per diem within the policy, but will need to use the Individual Meals tile to calculate meals.

Business Meal tile requires receipt, approved FO-19, and list of attendees. Guest will need to be specified as required field for expense type.



If utilizing the Per Diem Wizard tile, user will need to select the *Location*, based on county of destination. Once location is entered, select Add Entries.

A screenshot of the 'Per Diem Wizard' form. It includes fields for 'Start Date' (04/02/2018), 'End Date' (04/06/2018), 'Days' (5), 'Business Purpose' (Meals), 'Description' (Add Description), and 'Location' (United States, Kentucky (KY), Lexington-Fayette County). Below these fields is an 'Allocation' section with a bar chart. At the bottom, the 'Add Entries' button is circled in red, next to a 'Cancel' button.

Per Diem Wizard: Meal amounts will appear and then select Add to Report

DATE	LOCATION	AMOUNT
x Mon, 04/02/2018	Lexington, Kentucky (KY), United States	40.50 USD >
x Tue, 04/03/2018	Lexington, Kentucky (KY), United States	54.00 USD >
x Wed, 04/04/2018	Lexington, Kentucky (KY), United States	54.00 USD >
x Thu, 04/05/2018	Lexington, Kentucky (KY), United States	54.00 USD >
x Fri, 04/06/2018	Lexington, Kentucky (KY), United States	40.50 USD >

Clear All Add to Report

Meals Per Diem will be added to the expense report.

Daily Itinerary No Expense

The daily itinerary for travel is building as each expense is saved by date. If an expense is not recorded for a specific travel day (personal/no expense to claim), then select the Daily Itinerary No Expense tile. Always enter \$0.00 for spent amount and provide detail of daily duties in the Business Purpose. If a personal day was taken, simply enter, Personal day.

Delete Expenses

- **Direct Expenses:** Deleting an expense for reimbursement will remove it from the report. Any attached receipt images will be returned to the Receipt Gallery folder (if submitted via receipt@chromefile.com).
- **Transactions:** Deleting a transaction (credit card items, travel data, etc.) will return the associated transaction item to the E-Wallet.

Submit Expense Report/ Applying Pre-Approval

Report is complete and ready to submit, select the green Submit button.

DATE	EXPENSE	SPENT	PAY ME
07/24/2017	Individual Meals	USD	7.00
Tue 07/25/2017	Individual Meals	12.80 USD	0.00
Tue 07/25/2017	Individual Meals	13.66 USD	0.00
Tue 07/25/2017	Individual Meals	9.78 USD	0.00
Wed 07/26/2017	Individual Meals	8.37 USD	0.00
Wed 07/26/2017	Individual Meals	16.84 USD	0.00
Wed 07/26/2017	Individual Meals	26.04 USD	26.04
Thu 07/27/2017	Individual Meals	63.53 USD	0.00
Thu 07/27/2017	Individual Meals	4.40 USD	0.00
Thu 07/27/2017	Individual Meals	9.91 USD	0.00
Fri 07/28/2017	Individual Meals	11.86 USD	0.00
Fri 07/28/2017	Individual Meals	4.40 USD	0.00
Fri 07/28/2017	Baggage Fees	25.00 USD	0.00
Fri 07/28/2017	Hotel	864.75 USD	0.00
Fri 07/28/2017	Individual Meals	3.99 USD	0.00

Expense Report 010019377303 Total Pay Me Amount 59.42 USD **Submit**

Submit Confirmation will appear providing the ability to apply the Pre-Approval. If Pre-Approval exists for Expense Report you MUST select the Pre-Approval button and choose the correct Pre-Approval from the drop down.

Submit Confirmation

I submit these expenses to the best of my knowledge and understand if expenses exceed the estimated pre-approved amount additional approval will be required on expense report.

Apply Pre-Approval

Select a pre-approval report

Selection of Pre-Approval: Click Apply to continue

Report Summary	
From Date	04/05/2018
To Date	04/07/2018
Business Purpose	test

Expense Summary		
	REMAINING BUDGET	SPENT BUDGET
Meals	5.00	0.00
Registration	15.00	15.00
Total	20.00	15.00

Allocations	
251300 237750 PI SBDC Bob Barragan 2018 SBDC 60 - Academic Support 000000 - Default Activity	20.00

Pre-Approval Applied showing available balance will appear, if correct pre-approval select Submit and Expense Report will be complete and forward to Expense Owner for approval if created by Delegate.

Submit Confirmation

I submit these expenses to the best of my knowledge and understand if expenses exceed the estimated pre-approved amount additional approval will be required on expense report.

Pre-Approval Applied[remove pre-approval]
Available Balance: 20.00 USD

Cancel Submit

Status of Submitted Expense Reports

- Pending approval: Currently in approval queues, awaiting approval
- Approved: All approvals obtain, waiting to transfer to Banner
- Exported: Report has transferred to Banner

Submitted Expense Reports			
Houston Event with Students Exported	03/02/2018	793.61 USD	

Clicking on the submitted report provides details on report and ability to see Tracking.

Open PDF Tracking

Houston Event with Students

Report Owner	Angie Taylor
Submit Date	03/02/2018
Expense Report ID	010023319249
Business Purpose	Fuel for state vehicle Meal for staff (2) /students (4) Hotel Expense - Students (2) Hotel Expense - Staff Hotel Nightly Conference Rate - Staff <small>Additional business purposes available. View specific line items for more details.</small>

Prior Approvers

APPROVER	DATE
Rozlynn Kieschnick	03/02/2018

Tracking Summary

Exported	793.61 USD
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Financial Summary

Tracking for Houston Event with Students

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
▶ Hotel	250.00		
Fuel	27.00	Exported	Rozlynn Kieschnick
Conference / Se...	100.00	Exported	Rozlynn Kieschnick
Student Group	80.28	Exported	Rozlynn Kieschnick
Student Group	336.33	Exported	Rozlynn Kieschnick