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.

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.

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

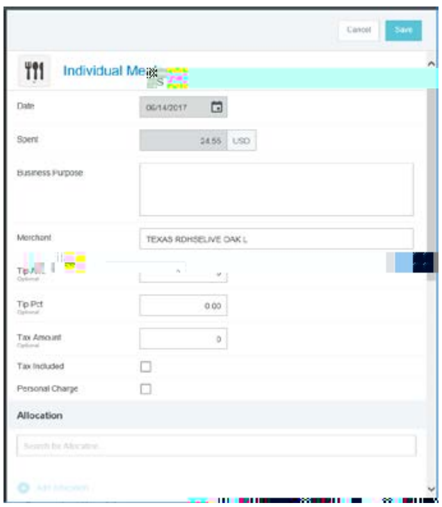
The E-Wallet indicates that travel card expenses are available for reconciliation. **Review of Credit Card is required when creating an Expense Report.**

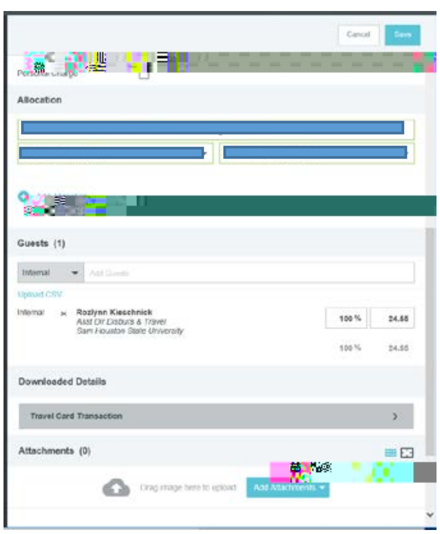
The Receipt Gallery indicates receipts available.

3. **Changing Expense Tile for Credit Card Transitions**: Travel card transactions are

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

Each transaction will require additional information:





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 to 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

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 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

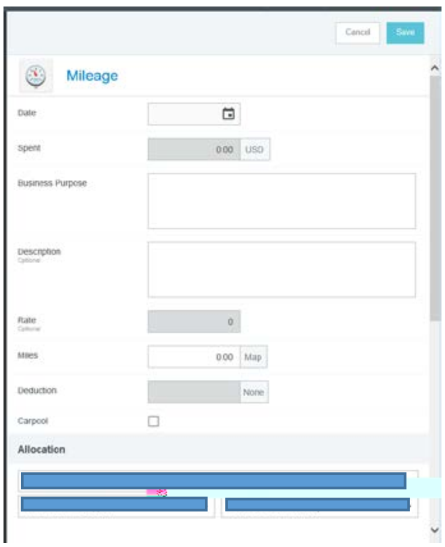
8. **Expense Reimbursement**

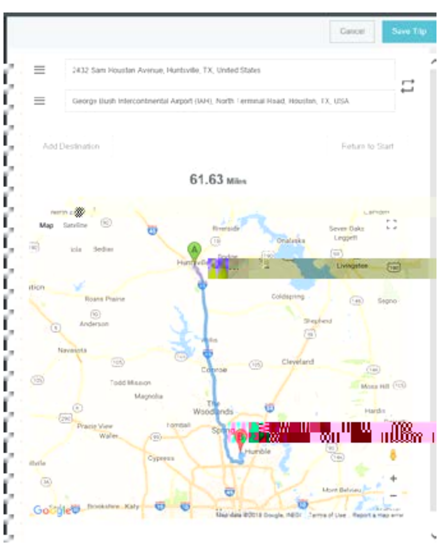
Mileage Expense Tile uses Google Maps. Enter the date of the travel in the Date field. Business Purpose is the reason/explanation of expense. The rate will auto populate based on the reimbursable rate for date of travel per Mileage policy FO-TR-04.

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.





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 specificed 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 loaction is entered, select Add Entries. e0 yq 1 scn   2[2on

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

Meals Per Diem will be added to the expense report.

Daily Itinerary No Expense

Submit Expense Report/ Applying Pre-Approval

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

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.

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