



SALT LAKE COMMUNITY COLLEGE

# **CHROME RIVER MANUAL**

December 2023

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## Introduction

Chrome River is an online expense management solution that manages all Travel and Purchasing Card Transactions.

Chrome River provides a fully electronic solution for travel reimbursement and P-Card reconciliation. Receipts can be emailed, uploaded, or sent from your phone. Offering integrated per diem rates and a mileage calculator, the system allows travelers to quickly enter these expenses without needing to reference other websites or print out documentation.

Reports are submitted electronically and automatically route to the appropriate approvers (by email) and then to the Travel or P-Card Office, and users can track where their report is in the process at any time. The system simplifies the work of approvers by flagging many potential compliance issues and delivering reports, along with attached receipts, business purposes, and any explanations provided by the submitter, right to their email.

## General Information

### Contacts

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### Definitions

- **Pre-Approval:** A request to travel that includes an estimate on the cost of the travel event. This request can be completed by the traveler, if an employee, or by a delegate. Funds will be encumbered (reserved) in Banner.
- **Expense Report:** A report of transactions/expenses that includes receipts and business purposes. There are two types of Expense Reports, P-Card and Travel. These reports can be completed by the cardholder/traveler or a delegate.
- **Approver:** An individual designated to approve a Pre-Approval or Expense Report. This is typically a BCM, or if the expense owner is a BCM, their supervisor.
- **Expense Owner:** The individual who owns the transaction. For travel expenses, this is the traveler. For regular p-card transactions, this is the cardholder.
- **Delegate:** Create Expense Reports and Pre-Approvals for another person and access their Settings menu, Home screen and Inquiry Reports. You will receive copies of any email notifications regarding rejection or adjustment of reports. However, you will not be able to approve reports that are routed to that person (**Ex: Administrative Assistant entering travel on behalf of another employee or reconciling another employee's p-card expenses**).
- **Approval Delegate:** Temporarily approve Expenses Reports, and/or Pre-Approvals for another person—for example, when he or she is on vacation—via email. You will not be able to access their home screen. (**Ex. A BCM's supervisor approving for a BCM on vacation**).
- **Warning:** A compliance warning indicates that additional information is required before the report can be submitted for approval and processing. Compliance warnings may be encountered when saving a line item or when submitting an entire report.
- **Violation:** A compliance violation indicates that the report cannot be submitted for approval based on the policies defined in the system. A compliance violation may be encountered when saving a line item or submitting an entire report.

- **eWallet:** The eWallet is where you will find all of your p-card transactions and uploaded receipts.

## Important Notes

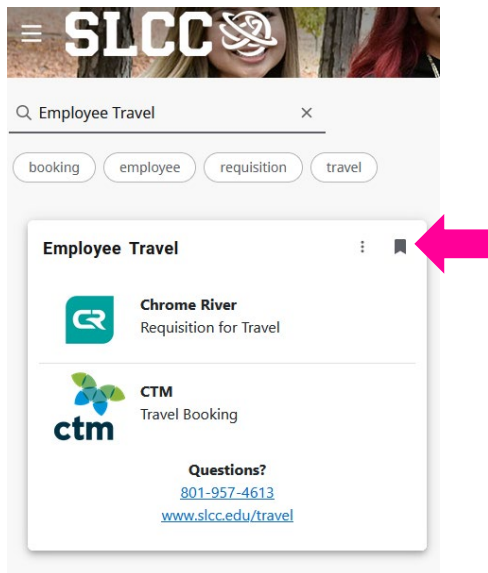
There are some important notes to highlight.

- All employees have access to Chrome River and can submit expense reports, both for themselves, and if given permission, as a delegate for others.
- Approval routings are automatically assigned in the system based on college policies and procedures. If a report is routed to the wrong individual for approval, please contact Brandon Thomas.
- Non-employees, including students, do not have Chrome River accounts, so all non-employee reimbursement requests must be entered under an employee. You will need to contact the Travel Office to have the non-employee added as a payee in Chrome River.
- Purchasing card transactions are fed into Chrome River automatically by US Bank. There is typically a 2 - 5-day delay from the day the transaction is made to the day it feeds into Chrome River. This delay may be longer based on when a vendor submits their transactions to their bank for processing.
- P-Card transactions will not post to Banner until the cardholder has submitted their expense report and the report has been approved by all necessary approvers, including the P-Card or Travel Office. It is **very** important that expense reports are submitted and that approvers review and approve expense reports in a timely manner.
- P-Card expense reports are done on a Calendar month, not a billing cycle.
- Travel expenses made on a p-card should not be included on a P-Card Expense Report. Those charges should be included on the appropriate travel expense report. If a travel transaction is for a different person, contact the Travel Office to have the expense moved.

## Logging in to Chrome River

To access Chrome River, click the link on the [Purchasing and A/P website](#), [Travel website](#) or on Experience (MySLCC).

To find the link on Experience (MySLCC) and click the link located on the Employee Travel card. If you don't see the card, you can search for it by scrolling to the bottom of the page and clicking the "Discover More" button OR clicking the menu button and selecting Discover. On the search screen type "Travel" in the search box. If you would like to add the card to your home page, click the flag in the upper-right corner of the card.

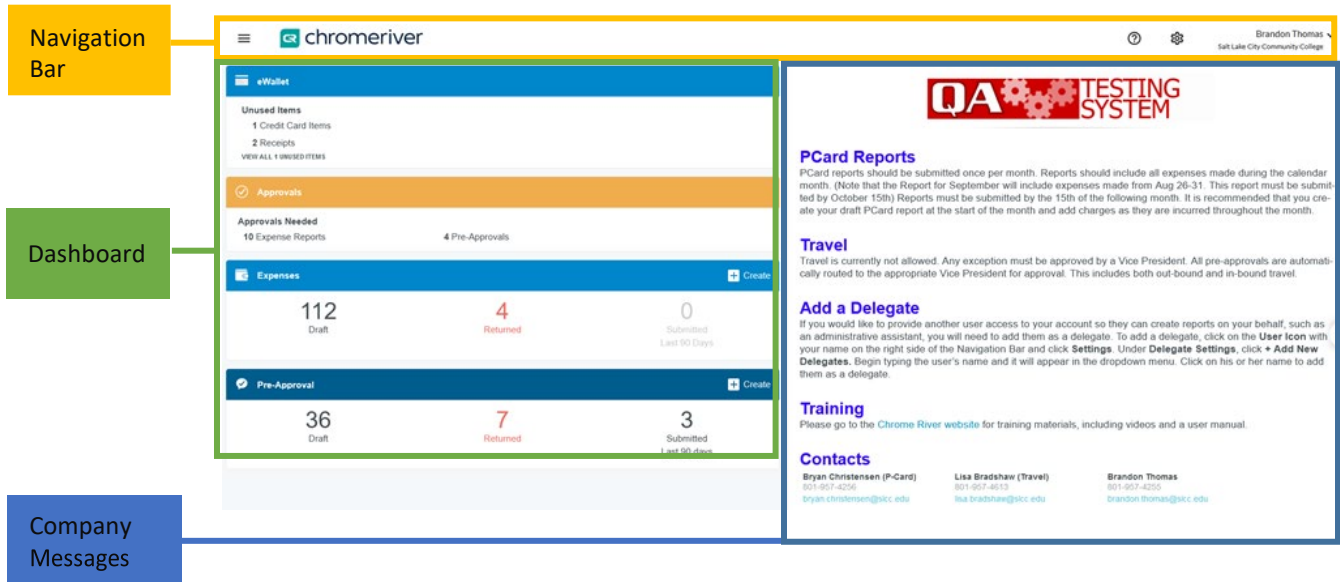


The system uses single sign-on. If you receive a login prompt from your browser, you will use your College User ID (ex. jdoe12. Do not include @slcc.edu) and SLCC password to log in. If you are logged out of Chrome River, you will need to click the link on the Chrome River website or MySLCC again. You **CANNOT** login to the system using the Chrome River login page.

If you have any difficulty accessing the site, please contact us.

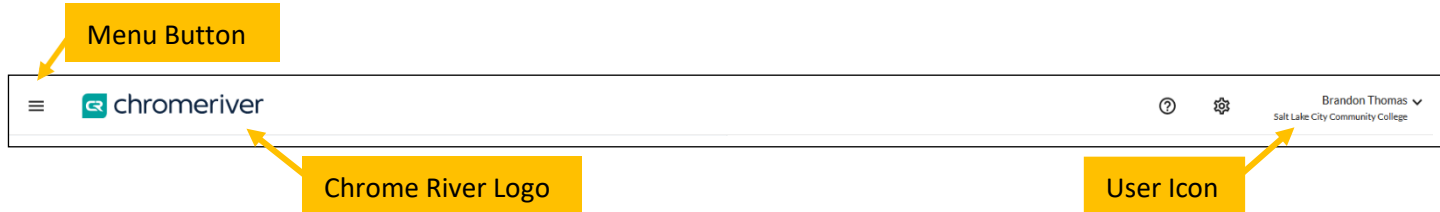
# Chrome River Home Screen Navigation

Once logged in, you will arrive at the Chrome River home screen. At the top of the screen, you will find the **Navigation Bar**. The left side of the screen contains your **Dashboard**, and the right side of the screen contains **Company Information**.



## Navigation Bar

The **Navigation Bar** remains at the top of your screen while logged in to Chrome River and provides quick access to several helpful functions.



**Menu Button** – Clicking on the Menu Button will expand a menu offering access to submitted receipts, PCard charges, expense and Pre-Approval reports, approvals (if applicable), inquiry functionality, and admin settings.

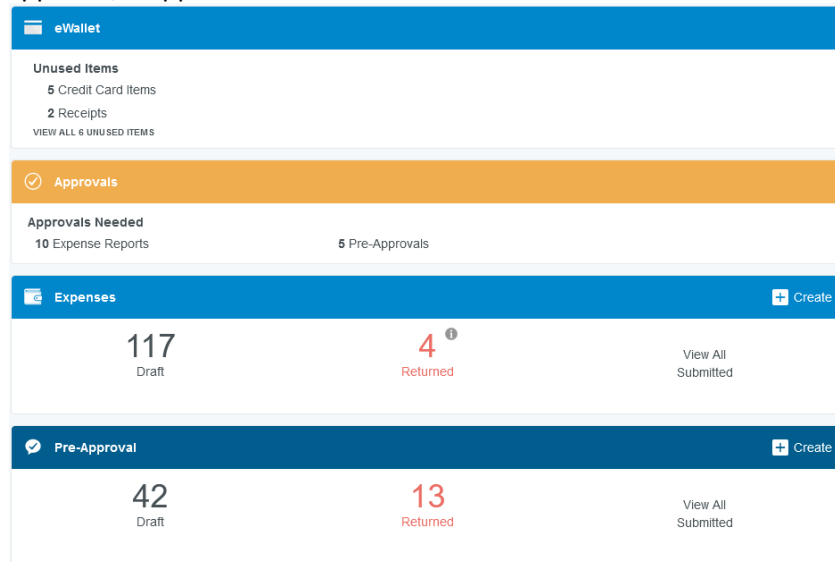
**Chrome River Logo** – Users can click this logo at any point to return to the Home Screen.

**User Icon** – Clicking this will expand a menu providing access to administrative settings, help resources, and logging out. Additionally, if another user has provided you delegate access to their account, you can log in to their account through this menu.



## Dashboard

The dashboard on the left side of the home screen provides quick access to a user's reports and any reports awaiting approval, if applicable.



**eWallet** – Users can access items in their eWallet. The Credit Card Items link will display the number of US Bank transactions are in their eWallet. The Receipts link displays the number of receipts that have been pre-loaded into their eWallet.

**Approvals** – This will appear for any users with a report awaiting their approval. Users who are not approvers will not see this box, and once an approver has approved all reports in their queue, this box will disappear.

**Expenses** – Users can access any draft expense reports by clicking on Draft, any expense reports returned from an approver for updates/corrections by clicking on Returned, and any previously submitted expense reports by clicking on View All Submitted. Users can create a new Expense Report by clicking on the Create button.

**Pre-Approval** – Users can access any draft Pre-Approval reports by clicking on Draft, any Pre-Approval reports returned from an approver for updates/corrections by clicking on Returned, and any previously submitted Pre-Approval reports by clicking on View All Submitted. Users can create a new Pre-Approval by clicking on the Create button.

## Company Messages

This section includes helpful information for users including important notes and links to training materials. It will be updated as needed to provide relevant information to users.

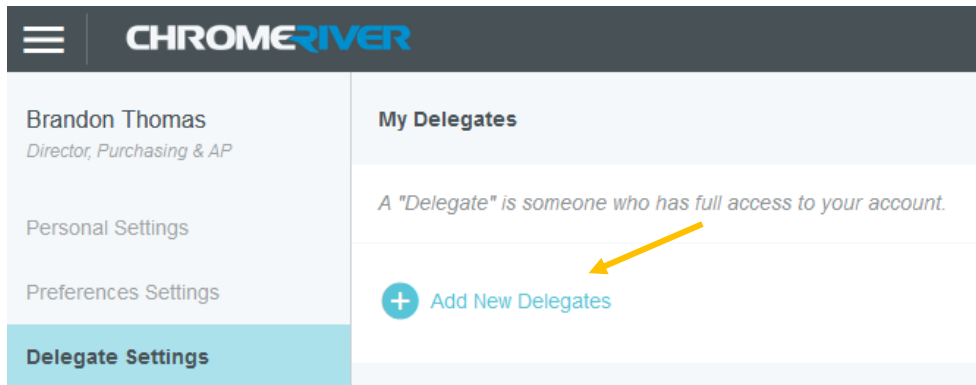
# System Setup

While Chrome River has been configured to offer an easy, intuitive experience for users, there are some actions new users may want to take to further improve their experience.

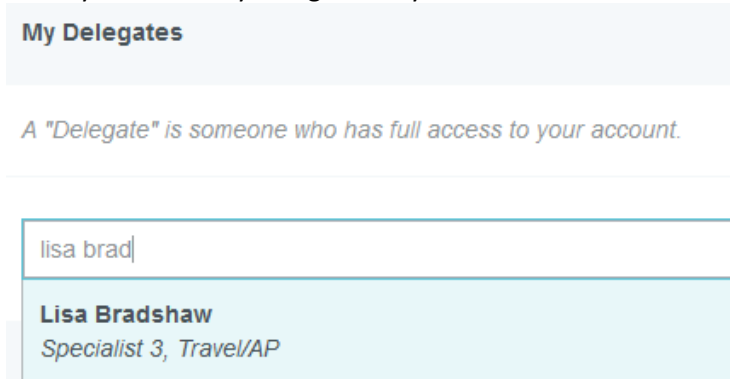
## Add a Delegate

If you would like to provide another user access to your account so they can create reports on your behalf, such as an administrative assistant, you will need to add them as a delegate. Giving another user delegate access will allow them to access your Home Screen, Settings, and Inquiry reports, and enter Pre-Approvals and Expense Reports on their behalf.

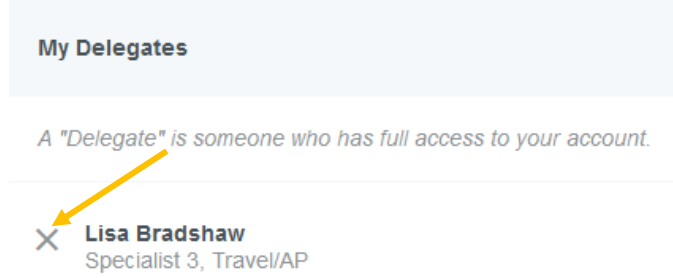
To add a delegate, click on the **User Icon** with your name on the right side of the Navigation Bar and click **Account Settings**. Under **Delegate Settings**, click **+ Add New Delegates**.



Begin typing the user's name and it will appear in the dropdown menu. Click on his or her name to add them as a delegate. You may add as many delegates as you would like.



You may remove delegate access at any point by simply clicking the **X** next to the delegate's name.



## Add an Approval Delegate

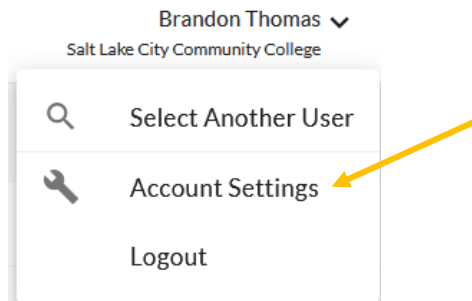
Any delegation of approval responsibilities must be discussed with and approved by the Controller's Office. To setup a temporary approval delegate, contact the Controller's Office at [askacontroller@slcc.edu](mailto:askacontroller@slcc.edu).

## Request Delegate Access

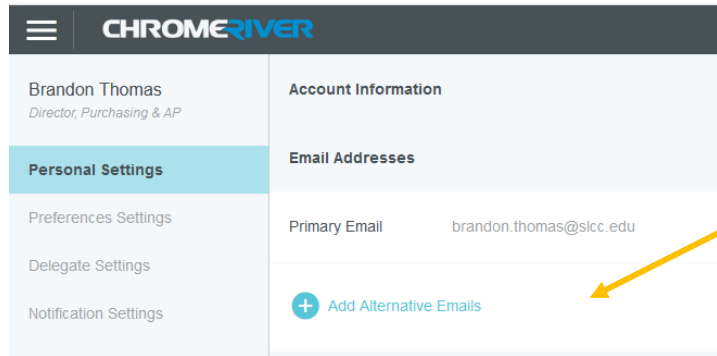
If a user is not able to grant delegate access, you may request delegate access by contacting the P-Card Specialist or Travel Specialist.

## Add an Alternate Email

All users have been set up in the system using their slcc.edu email address. Any receipts forwarded into the Chrome River system from a user's slcc.edu address will automatically appear in that user's eWallet. However, some users may want to submit emailed receipts from a non-SLCC email address. Accordingly, you can link a non-SLCC email address to your account. To do so, click the **User Icon** displaying your name in the right corner of the Navigation Bar, and click **Account Settings**.

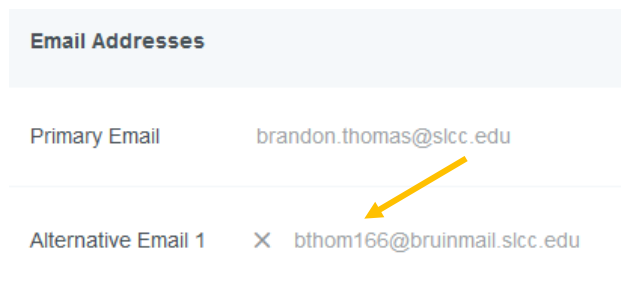


Under **Personal Settings**, click **Add Alternative Emails**.



Enter your non-SLCC email address and click **Add**. You will receive a message indicating that a verification email has been sent to your SLCC.edu email address. Follow the link in the email to verify the additional email address.

You can add as many alternative emails as needed. To remove an alternative email, simply click the **X** next to the listed email address and confirm by clicking **Delete**.



## Mobile Apps

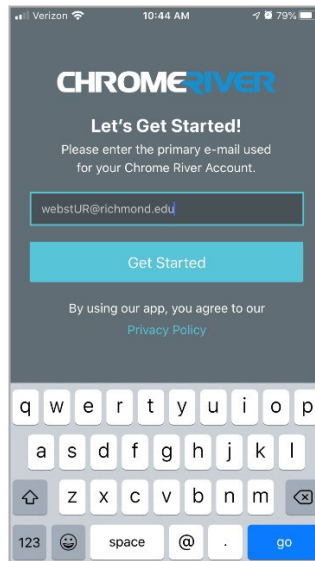
Chrome River is a mobile friendly web application and can be accessed by simply navigating to the link on your mobile device.

Chrome River also offers two apps—Chrome River and Chrome River SNAP. The Chrome River app offers users the same experience as the desktop site, allowing you to create, submit, or approve expense reports and capture and upload receipts right when an expense occurs. However, if you’re just looking to submit receipts, Chrome River SNAP is a supplemental app that offers a single-use experience allowing users to take photos of receipts that are automatically uploaded to the user’s Receipt Gallery for use in Chrome River.

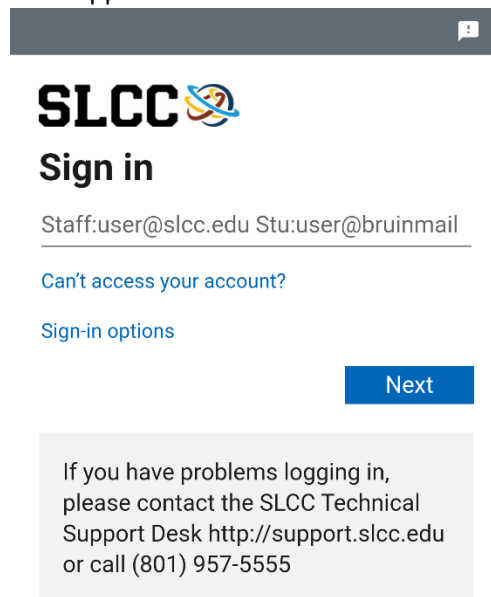
You may download either app from the App Store or Google Play by searching “Chrome River” or “Chrome River SNAP.”

## Chrome River App

Once you have installed the app, open it, and you will be asked to enter the primary email address used on your Chrome River account, which is your slcc.edu address. Enter and click **Get Started**.



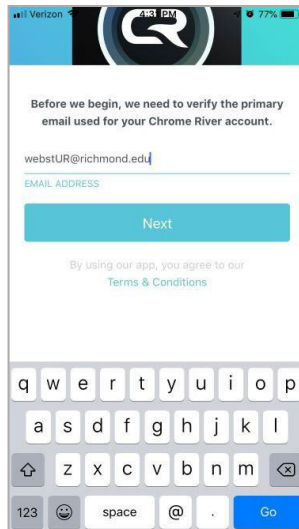
You will now be redirected to a sign-in screen where you will enter your SLCC ID and password. Click **Login** and you will be signed into the app.



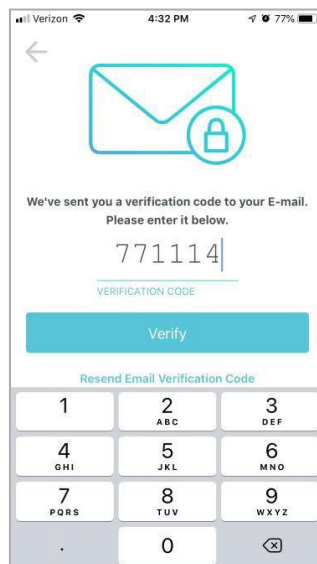
Note that you must provide the app access to your camera in order to use the receipt capture functionality. For additional instructions on how to use the app to submit receipts, see [Uploading Receipts Using App](#).

## Chrome River SNAP

Once you have installed the app, open it, and you will be asked to enter the primary email address used on your Chrome River account, which is your slcc.edu address. Enter and click **Next**.



An email with a verification code will be sent to this address. Enter the code in the app and click **Verify**. Note that you must provide the app access to your camera in order to use it.



For additional instructions on how to use the SNAP app, see [Uploading Receipts Using App](#).

# Adding Receipts to Chrome River

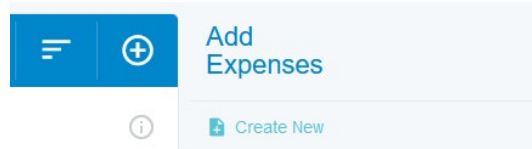
There are multiple ways to enter Receipts into your eWallet in Chrome River. Users should keep copies of all receipts until their expense reports are fully approved. Users may want to keep copies of receipts for their own records.

## Upload Options

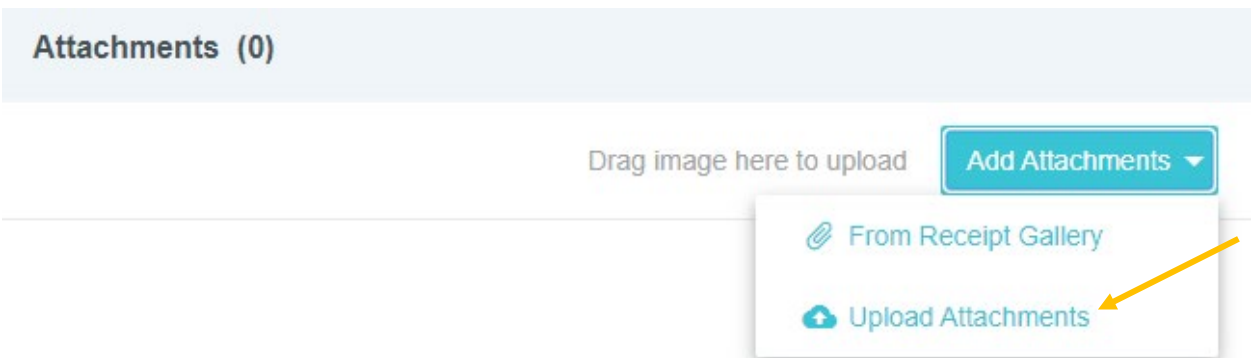
1. Upload and attach to a transaction using the Chrome River website (preferred method)
2. Upload to eWallet using the Chrome River website
3. Upload using the CR Snap App (available in the app store)
4. Upload using Chrome River Mobile (either app or website)
5. Upload via email to [receipt@ca1.chromeriver.com](mailto:receipt@ca1.chromeriver.com)

## Upload Option Steps

1. Upload and attach to a transaction using the Chrome River website (preferred method)  
This process takes place when creating an Expense Report.
  - a. Scan or save receipts to your computer in an accepted file format (pdf, png, jpeg)
  - b. While in a draft expense report, add the p-card transaction to the report, if applicable. If you need to add an expense that was made using a personal card (travel only), click on the plus and then Create New.



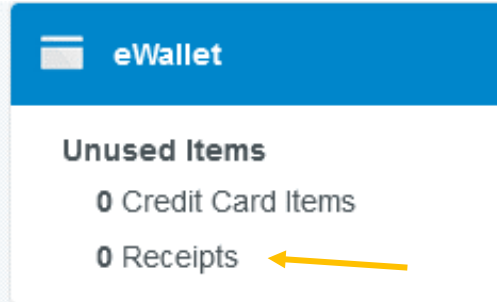
- c. Select your expense category, enter your business purpose, account, and index.
- d. Scroll to the very bottom of the page and click on the add attachments button, select upload attachments and select the receipt file you have saved on your computer. You can also drag and drop the file from your computer to the “Drag image here to upload” area. Note that you cannot drag and drop a file directly from an email. The file must be saved to your computer first.



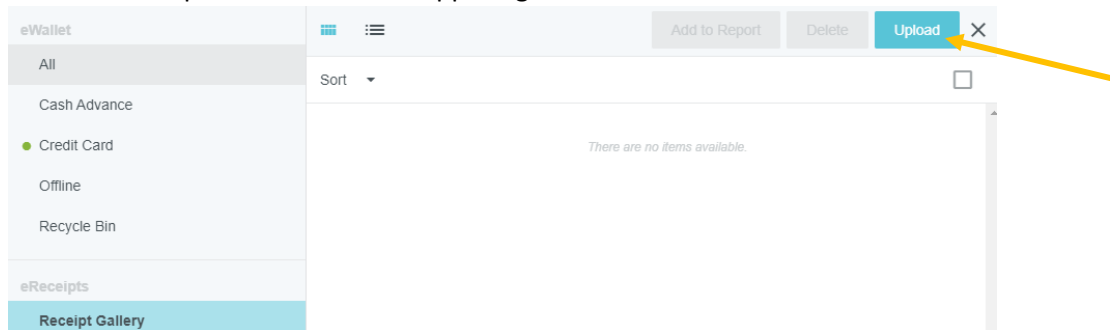
2. Upload to eWallet using the Chrome River website.

When receipts are uploaded to Chrome River using this process, the system will read the receipt. If the receipt matches a US Bank transaction, it will merge the receipt with that transaction. (See merging transactions).

- a. In Chrome River click the Receipts link in the eWallet section.



- b. Click the Upload button in the upper right corner.



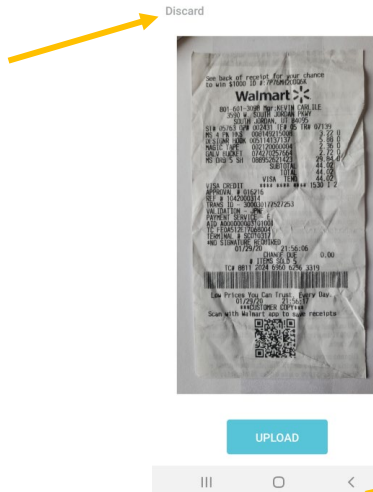
- c. Select the file to upload.

### 3. Upload using CR Snap App

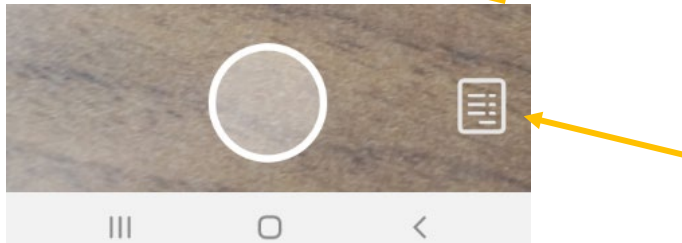
This process will load the receipts into your eWallet. See Merging Transactions.

- a. This option provides you with the ability to add receipts to your own profile. It will not allow you to add receipts to the profiles of others for whom you are the delegate.
- b. You will need to download the CR Snap App from the App Store and register it with your SLCC email address.
- c. The app allows you to take pictures of documents which will automatically upload to your eWallet.
  - i. Snap a picture of the receipt.
  - ii. Verify that the picture is well lit and legible. If it is, push Upload. If not, push Discard and try again.





d. You can see the images you have uploaded by touching the receipt button.

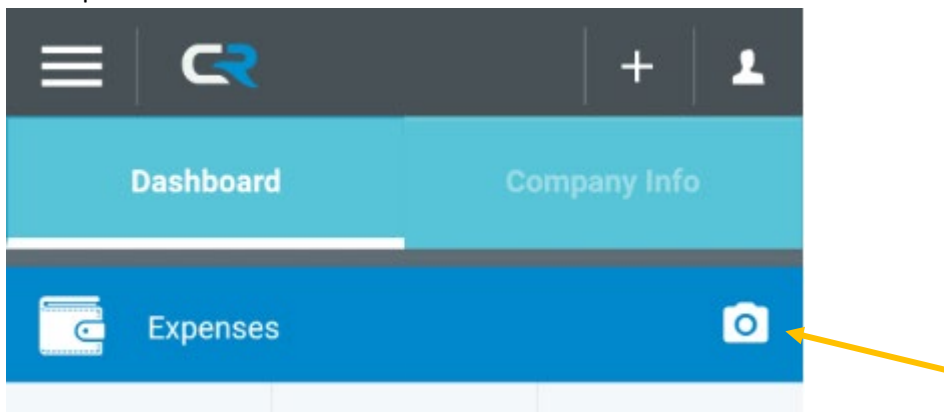


e. By default, the images will be stored to your device. If you would like the images removed from your device automatically after upload, go into the settings and select Delete Receipts After Upload.

4. Upload using Chrome River Mobile (either app or website)

This process will load the receipts into your eWallet. See Merging Transactions. You can also use this to upload receipts for individuals for whom you are a delegate.

a. In the app (or the website) on the mobile device, touch the camera button next to Expenses.

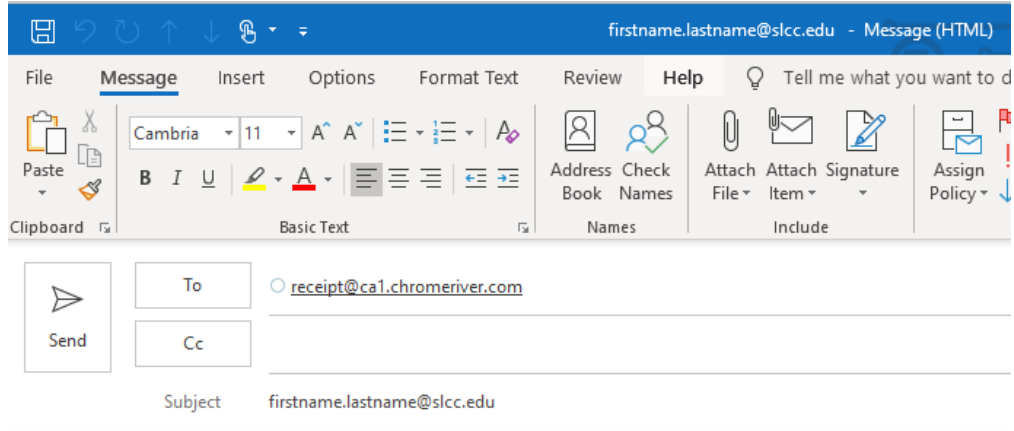


- b. Select whether you want to use the Camera or upload from your files.
- c. If using the camera, take a picture. Verify that the picture is well lit and legible. If it is, click OK, otherwise, click cancel or retry.
- d. If selecting a file, find the file on your device and touch it to upload.

5. Upload via Email

This process will load the receipts into your eWallet. See Merging Transactions.

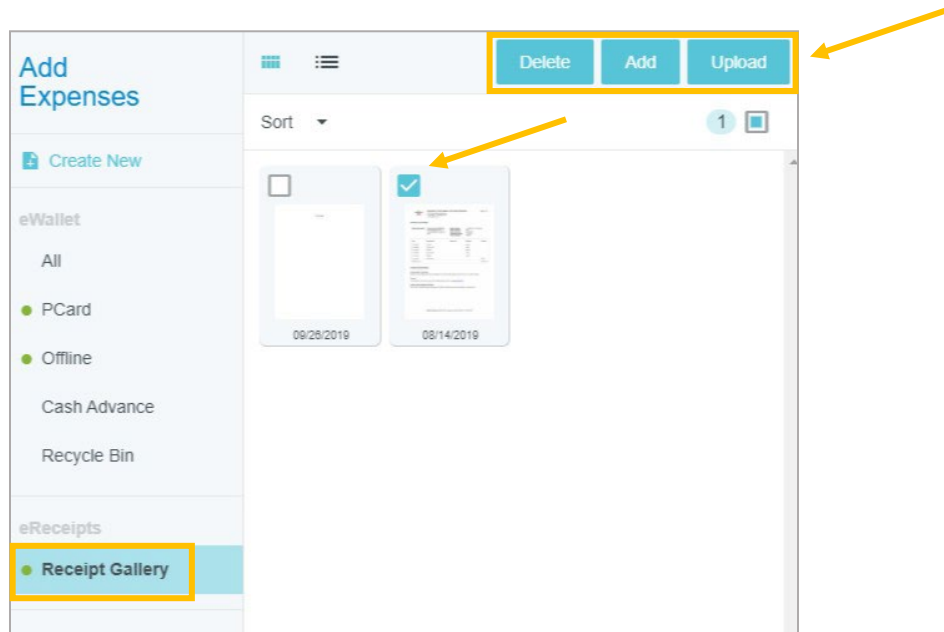
- a. If you are the expense owner, simply send the receipt via email to [receipt@ca1.chromeriver.com](mailto:receipt@ca1.chromeriver.com). The email must be sent from your SLCC email or from an email you have registered in Chrome River.
- b. If you are a delegate, send the receipt via email to [receipt@ca1.chromeriver.com](mailto:receipt@ca1.chromeriver.com) and in the subject line type the SLCC email address of the expense owner.



## Receipt Gallery

The Receipt Gallery contains all receipt images uploaded to Chrome. Uploading receipts into your eWallet is optional. See Upload and attach to a transaction using the Chrome River website above for instructions on uploading receipts directly to transactions and bypassing the eWallet.

To delete a receipt from the Receipt Gallery, click the checkbox for that item and click **Delete**. To upload additional receipts to the Receipt Gallery from your computer, click the **Upload** button, navigate to the file location where the receipt is stored, select the file and click **Open**.



## Receipt Capture Tips

For a better experience with submitting receipts, consider the following tips:

- Make sure there is good lighting
- Place receipt on a white background
- When photographing multiple receipts, orient them all in the same direction
- Leave a gap of at least 1.5 inches between receipts
- Make sure no other objects are visible in the photo
- Do not use flash
- If given an option to select the image size, select the size closest to 500 KB

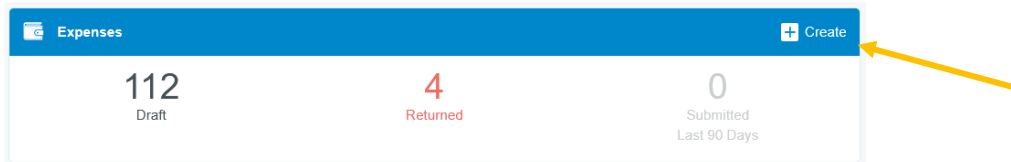
# Purchasing Card

## Creating a Purchasing Card Expense Report

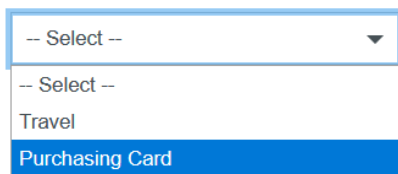
A Purchasing Card Expense Report must be submitted by the 10<sup>th</sup> of each month for all transactions that occurred during the previous calendar month and should be approved by the 15<sup>th</sup>. **Do not include travel expenses made with a p-card on your p-card expense report.** Those expenses will be placed on a Travel Expense Report. Conference registrations are not considered a travel expense and should be included on your P-Card Expense Report.

To create a Purchasing Card Expense Report in Chrome River, complete the following steps.

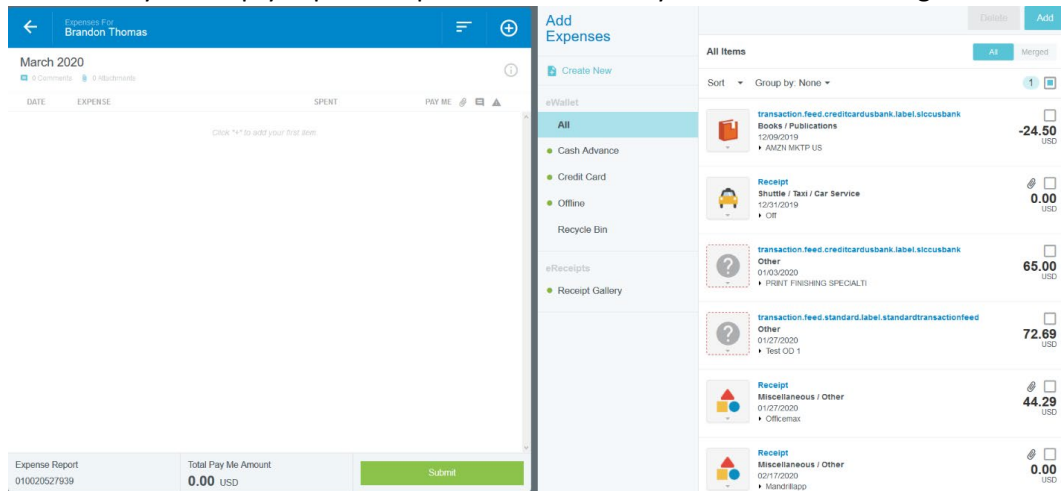
- 1) From the Chrome River Home Screen, click on the “+ Create” button in the upper right corner of the Expenses box.



- 2) Enter a name for this report that is unique and will help you identify it. We recommend using the following naming convention, <Month> <Calendar Year> (ex. Jan 2020).
- 3) Select “Purchasing Card” from the Expense Report Type.



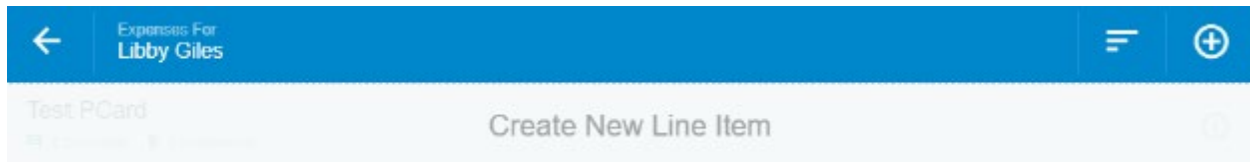
- 4) You will see your empty expense report on the left and your eWallet on the right.



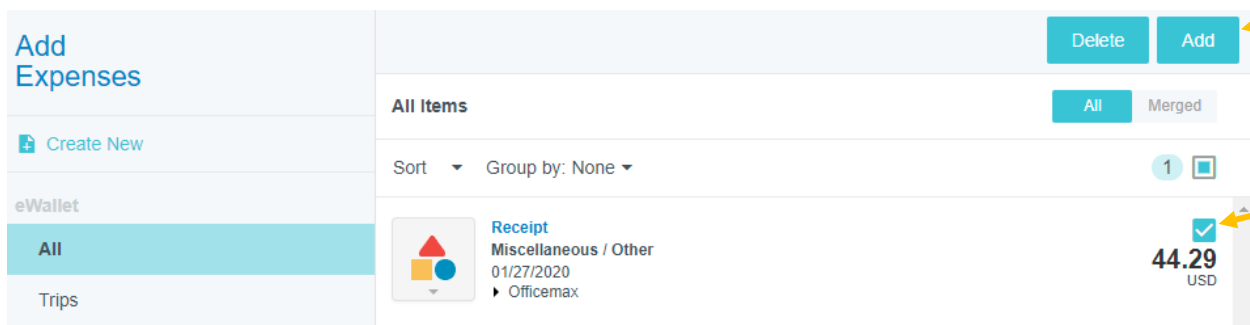
- 5) While completing your Expense Report, if you need to add an expense and cannot see your eWallet, click the “+” button in the upper right corner of the expense report.



- 6) If you have pre-uploaded receipts, the system will attempt to merge the receipt with the US Bank transaction. If you have pre-uploaded receipts, ensure the receipt has been merged before adding the transaction to your Expense Report. (See Merging Transactions).
- 7) Add the transaction to your expense report by one of the following methods:
  - a. Click and drag the expense from your eWallet and drop it on the “Create New Line Item” section at the top of your Expense Report



- b. Check the box next to the transaction and click the “Add” button at the top of your eWallet.



- 8) For each transaction, do the following:
  - a. Select the appropriate Expense Type.
    - i. If the icon next to the expense in your eWallet is a question mark, the system will automatically open the transaction and ask you to select the appropriate expense type.



- ii. If the icon is not a question mark, that means the system has guessed the Expense Type. If the expense type is incorrect, change the expense type by clicking the icon at the top of the form. You can change the expense type at any time by clicking on this icon.
    - iii. The account codes have been categorized by Expense Type. See the [Account Codes in Chrome River](#) document to help select the correct Expense Type.
    - iv. To help select the right expense type, the system will display a copy of the attached receipt (if the receipt was pre-merged) on the left. You can also look at

the Downloaded Details which will show you the information received from US Bank.

Downloaded Details	
transaction.feed.creditcardusbajnk.label.slccusbank	
Date	01/03/2020
Amount Spent	65.00 USD
Amount Original	65.00 USD
Transaction Name	PRINT FINISHING SPECIALTI
Merchant	PRINT FINISHING SPECIALTI
Details	Merchant: PRINT FINISHING SPECIALTI Location: 801-9945555, UT 84119

b. Enter a valid Business Purpose.

Business Purpose

Description  
Optional

c. Add a Description, if applicable (not required). If the receipt does not provide a clear description of the items purchased, outline what was purchased in the Description field.

d. Select the applicable Account from the drop-down menu.

Account

e. Enter the applicable Index for the Expense.

Index

[+ Add Allocation](#) [≡ Presets](#) [CREATE PRESET](#)

f. Upload the receipt. You can also add any additional Attachments. If you pre-uploaded your receipt and merged your transactions, you will see the receipts here.

Attachments (0)

Drag image here to upload [Add Attachments](#)


g. Click “Save” in the upper right-hand corner.

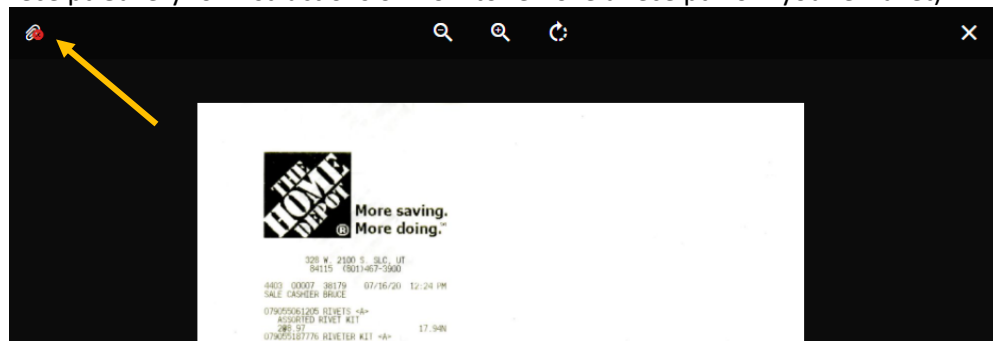
9) You can edit any expense once it has been added to your Expense Report by clicking on the expense and then clicking “Edit”. Make the changes and then click “Save”.


10) To delete any of the expenses in your Expense Report, simply click on the expense and then click the “Delete” button to delete. Be careful that you have an expense selected and are not deleting your entire report.

11) If you have attached the wrong receipt to an expense and want to remove it, do the following:

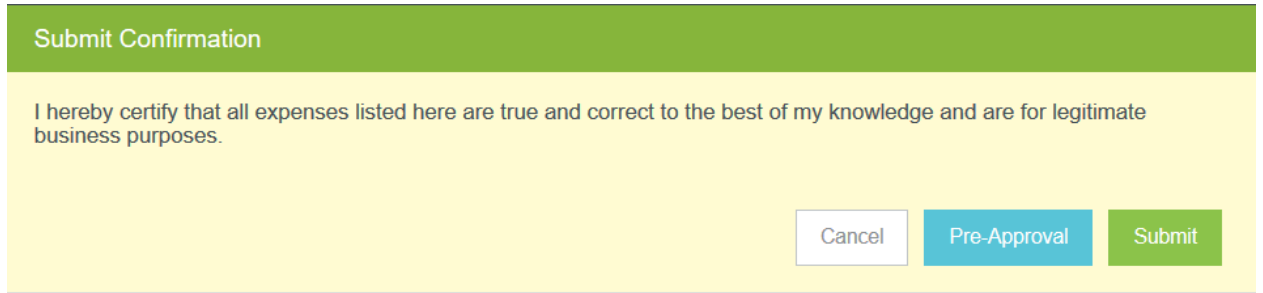
- Click on the attached receipt thumbnail image. Selecting the thumbnail image will open the receipt on the left side of your screen.

- Click the paperclip icon with the red “x”  in the upper left-hand corner. This will remove the receipt from your report and place the receipt back in your eWallet. (See Receipt Gallery for instructions on how to remove a receipt from your eWallet)



12) Once you have completed adding all expenses to your expense report, ensure that all transactions have a green check mark  next to them and click the “Submit” button at the bottom.

- 13) A summary of your Expense Report will be displayed. Ensure everything is correct and click “Submit”.



The image shows a 'Submit Confirmation' dialog box. It has a green header with the text 'Submit Confirmation'. Below the header, on a light yellow background, is the text: 'I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.' At the bottom right of the dialog box, there are three buttons: 'Cancel' (white with a grey border), 'Pre-Approval' (blue), and 'Submit' (green).

- 14) The Expense Report will now be routed as follows:
- a. If the Expense Report was entered by a delegate, it will be sent to the cardholder for approval.
  - b. The Expense Report will be sent to the BCM for approval, unless the cardholder is the BCM.
    - i. If the cardholder is the BCM, it will be sent to the BCM’s supervisor.
  - c. If it utilizes grant funds, it will be sent to the grant accountants.
  - d. The Expense Report is sent to the P-Card Office for review.
  - e. Exported to Banner. Transactions will post to Banner the following business day.
- 15) Receipts should be saved until an Expense Report has been fully approved.

## Missing Travel Transactions

The Missing Travel Expense type should only be used for travel transactions that were missed when completing a Travel Expense Report or when otherwise directed by the Travel Specialist. These transactions should be submitted on a separate Expense Report. See Missing Travel Transactions in the Travel section for more information.

## Credits or Refunds

Credits or refunds to your P-Card will appear as negative amounts in your eWallet. These negative transactions must be added to an expense report for the credit to post in Banner. Credits or refunds should not be left in the eWallet and should be added to the expense report the same month the credit is issued, along with a receipt and explanation about why the credit was issued.



## Splitting Transactions Among Indexes

Transactions can be split among multiple Indexes.

1. After entering the first Index, click the Add Allocation button.

**Index**

BBPURC Purchasing Office BBPURC

+ Add Allocation   ≡+ Presets   CREATE PRESET

2. A new line will be added to the Index section. Add the additional Index on the new line. The system will automatically allocate the amount. You can change the split either by adjusting the percentage or the amount.

**Index**

Split Equally   Clear Splits

×	BBPURC Purchasing Office BBPURC	50 %	50.00	◀
×	BBAPAY Accounts Payable Office BBAPAY	50 %	50.00	◀
		100 %	100.00	

+ Add Allocation   ≡+ Presets   CREATE PRESET

## Splitting Transactions Among Accounts

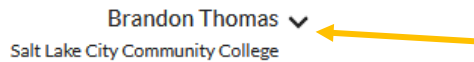
Chrome River does not allow for splitting a single transaction to multiple accounts. The user should select the account where the majority of the purchase fits. It is not necessary to split the transaction into multiple accounts.

# Travel

## Creating a Pre-Approval Report (Travel Encumbrance)

**A Pre-Approval must be completed in the name of the Traveler.** If you are completing a Pre-Approval on behalf of another individual, see **Creating an Expense Report as a Delegate**. The Traveler's name should be in the upper right-hand corner (this is not applicable for non-employees and students).

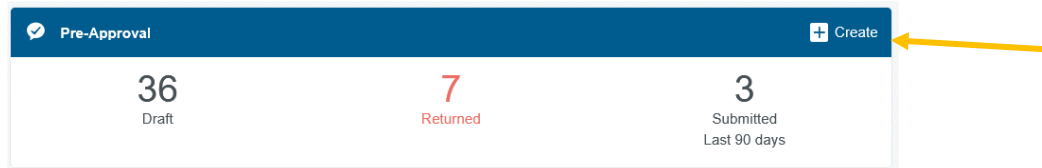
Brandon Thomas ▾  
Salt Lake City Community College



**A Pre-Approval Report must be completed for all travel events.** The Pre-Approval must be submitted and approved before making any travel arrangements. Conference Registration fees may be paid prior to completing a Pre-Approval for travel. These fees are not considered a travel expense, but a Purchasing Card expense. A Pre-Approval should include an estimate for all expenses.

To create a Pre-Approval Report in Chrome River, complete the following steps.

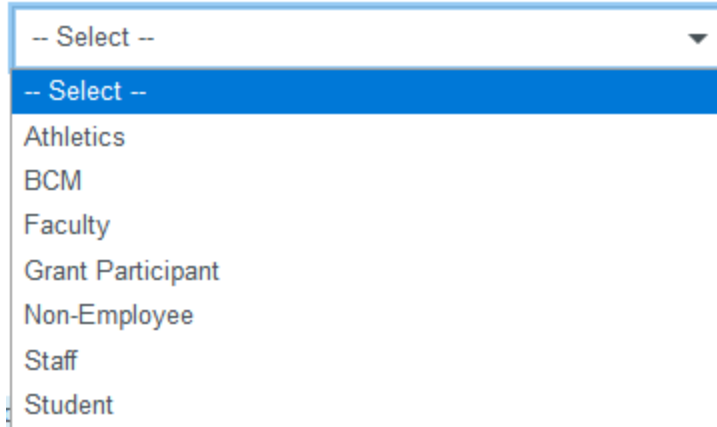
- 1) From the Chrome River Home Screen, click on the "+ Create" button in the upper right corner of the Pre-Approval box.



- 2) Enter the following fields on the Pre-Approval Report Header.
  - a. Report Name
    - i. Enter a name for this report that is unique and will help you identify this travel event. We recommend using the following naming convention, <First Initial><Last Name> <destination> <dates of travel>

Report Name

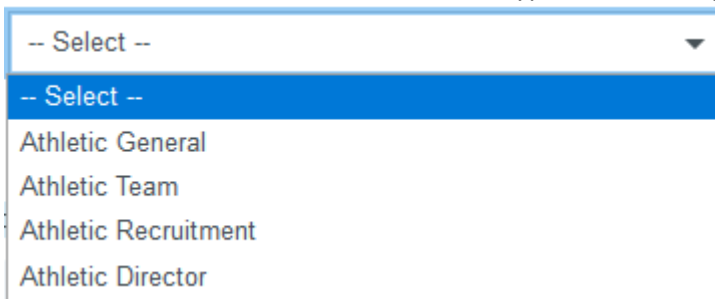
  - b. Start and End Dates
    - i. Enter the actual start and end dates of the travel.
  - c. Business Purpose
    - i. Enter the purpose of the trip. Include the name of the conference/meeting/event.
  - d. Expense Report Type
    - i. Ensure that the Expense Report Type is set to Travel.
  - e. Start and End Date of Mtgs
    - i. Enter the dates of the meetings. Note these may be the same as the Start and End Dates entered above.
  - f. Traveler Type
    - i. Select the appropriate Traveler Type from the drop down.



- g. Travel Type
  - i. Select the appropriate Travel Type from the drop down.



- h. Domestic/International Destination
  - i. Enter the destination.
- i. Employee is Grant Participant
  - i. If the employee is being paid as a grant participant, check this box.
- j. Athletic Type
  - i. If Athletics is selected as the Traveler Type, Select the appropriate Athletic Type



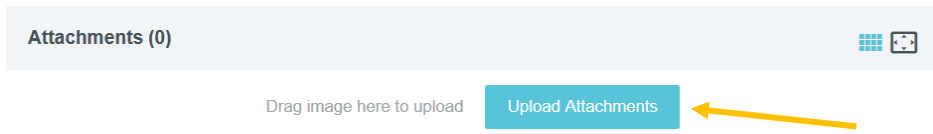
- k. Non-Employee
  - i. If we are paying a Grant Participant, Non-Employee, or Student, you will need to send an email to the Travel Office and request the individual be added to the Non-Employee drop down in Chrome River. Please provide the name and S number for the individual to be added. Once they have been added, you may select them from the list.

- I. This is a Study Abroad/Faculty Exchange Trip
    - i. Check this box if the travel is part of a Study Abroad or Faculty Exchange.
  - m. Index
    - i. Enter the Index for the encumbrance. The system will remember the last five Indexes that were used and will display them when clicking on the Index field.
- 3) Click the “Save” button in the upper right corner.
- 4) You can attach documents to the Pre-Approval Report Header, such as the international forms for international travel or a meeting agenda. Any forms uploaded to the Header of the Pre-Approval will be copied to the Expense Report.

- a. To attach a document, you may need to return to the Header. Do that by clicking the plus button.



- b. Scroll down to the Attachments section and click “Upload Attachments”.

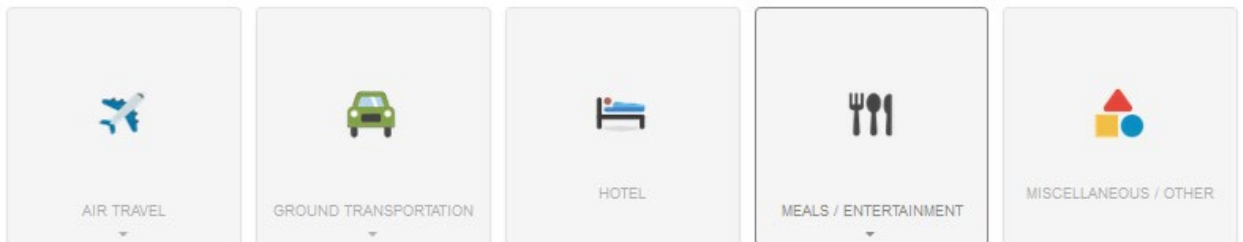


- c. Select the attachments you would like to upload and click “Open”.


- 5) You are now ready to add estimated expenses. If you do not see the “Add Pre-Approval Types” screen, click the plus button.




- 6) Enter the applicable Pre-Approval Types. Note all amounts are estimates. To add an expense type, click the tile and complete the form. Below is more information about each type.



- a. Air Travel

- i.  Airfare
  1. Enter the estimated amount.
  2. Enter a description, if needed (not required).
  3. Click “Save”.

- ii.  Baggage
  1. Enter the estimated amount.
  2. Enter a description, if needed (not required).
  3. Click “Save”.

- b. Ground Transportation



- i. Car Rental
  1. Enter the estimated amount.
  2. Enter a description, if needed (not required).
  3. Enter the business justification for needing a rental car. **(Required)**
  4. Click "Save".



- ii. Mileage
  1. Select the applicable Mileage Rate from the drop down.
  2. Click the "Calculate Mileage" link.
    - a. Use the Google Map widget to map the trip. (Hint: make it round trip if you will be traveling both directions, e.g., to and from the airport). Once it is mapped, click "Save Trip".
  3. If you need to subtract any miles or an amount from the mileage calculation, click the "None" button next to "Deduction" and enter the amount.
  4. Click "Save".



- iii. Parking
  1. Enter the estimated amount.
  2. Enter a description, if needed (not required).
  3. Click "Save".



- iv. Ground Transportation
  1. Enter the estimated amount.
  2. Enter a description, if needed (not required).
  3. Click "Save".


- c. Hotel
  - i. Enter the estimated amount.
  - ii. Enter a description, if needed (not required).
  - iii. Click "Save".


- d. Meals / Entertainment




- i. Meals – Per Diem Wizard (Use for multiple days)
  1. Enter the Start Date and End Date
    - a. You can enter the start time and end time as well for reference (not required).
    - b. The system will calculate the number of days.
  2. Enter a description, if needed (not required).
  3. Enter the location.
  4. Click "Add Entries".
  5. The system will create an entry for a full day of per diem for each day.

6. To remove specific meals, click on the day (**not the x**) and select the meals you want to remove.
  - a. If an entire day of per diem needs to be removed, click the “x” next to the day.
7. Once you have adjusted the per diem, click “Add to Report”.

- ii.  Meals – Per Diem (Use for one day)
  1. Select the date.
  2. Enter a description, if needed (not required).
  3. Enter the location.
  4. A full day of per diem will be automatically calculated and entered into Estimated Amount.
  5. If you need to remove meals from the per diem amount, check the box next to the meal under Deductibles to remove it.
  6. Click “Save”.

- iii.  Hosted Meals
  1. Enter the estimated amount.
  2. Enter a description, if needed (not required).
  3. Click “Save”.

- e.  Miscellaneous / Other
  - i. Enter the Estimated Amount.
  - ii. Enter a description (**required**).
  - iii. Enter a business justification (**required**).
  - iv. Click “Save”.

- 7) When all the applicable expense types have been added, click “Submit”.
- 8) A summary of your Pre-Approval will be displayed. Review it to confirm it is accurate and click “Submit”.
- 9) The Pre-Approval will now be routed as follows:
  - a. If the Pre-Approval was entered by a delegate, it will be sent to the traveler for approval.
  - b. The Pre-Approval will be sent to the BCM for approval, unless the traveler is the BCM.
    - i. If the traveler is the BCM, it will be sent to the BCM’s supervisor.
  - c. If it utilizes grant funds, it will be sent to the grant accountants.
  - d. If it is an international trip, it will be sent to the VP.
  - e. If it is for study abroad or faculty exchange, it will be sent to the study abroad office.
  - f. The Pre-Approval is sent to Banner to create an encumbrance.
- 10) After the Pre-Approval is fully approved, the traveler will get a notification email from Chrome River. If the Pre-Approval was submitted by a delegate, the delegate will also receive an email from Chrome River. After an encumbrance is successfully created in Banner, usually the next

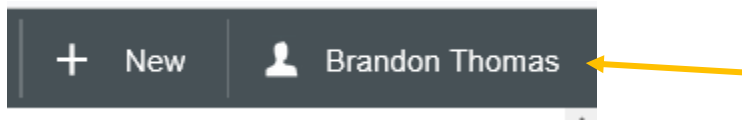
business day, the Traveler will receive an email with their T number. Once the Pre-Approval has been fully approved, travel arrangements can be made.

- a. Note that the T number is created by taking the last 7 digits of the Pre-Approval ID (which can be found in the email from Chrome River) preceded by a “T”.

## Creating a Travel Expense Report

A Pre-Approval Report **must** be completed before you travel and is required to complete a Travel Expense Report. After the travel event is complete, a Travel Expense Report should be completed within 10 business days. All expenses related to a travel event should be included in your Travel Expense Report. If a p-card transaction has not been posted within the 10-day period, continue to wait for the transaction to post before submitting your Travel Expense Report.

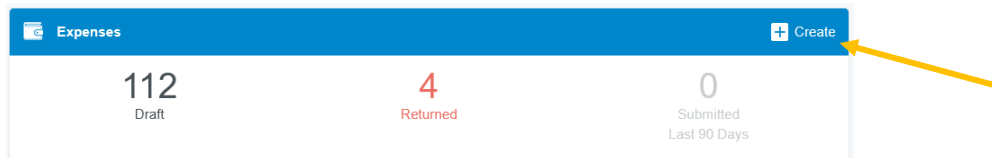
**The Travel Expense Report must be completed in the name of the Traveler. If you are completing a Travel Expense Report on behalf of another individual, see Creating an Expense Report as a Delegate. The Traveler's name should be in the upper right-hand corner (this is not applicable for non-employees and students).**



If another cardholder's purchasing card was used for any travel expenses, a request needs to be sent to the Travel Office to have the expenses moved to the traveler's profile. US Bank Transactions for Airfare booked through the contract travel agency will automatically be reallocated to the traveler's profile by the Travel Office. If you do not see these expenses in your eWallet, contact the Travel Office.

To create a Travel Expense Report in Chrome River, complete the following steps.

- 1) From the Chrome River Home Screen, click on the "+ Create" button in the upper right corner of the Expenses box.



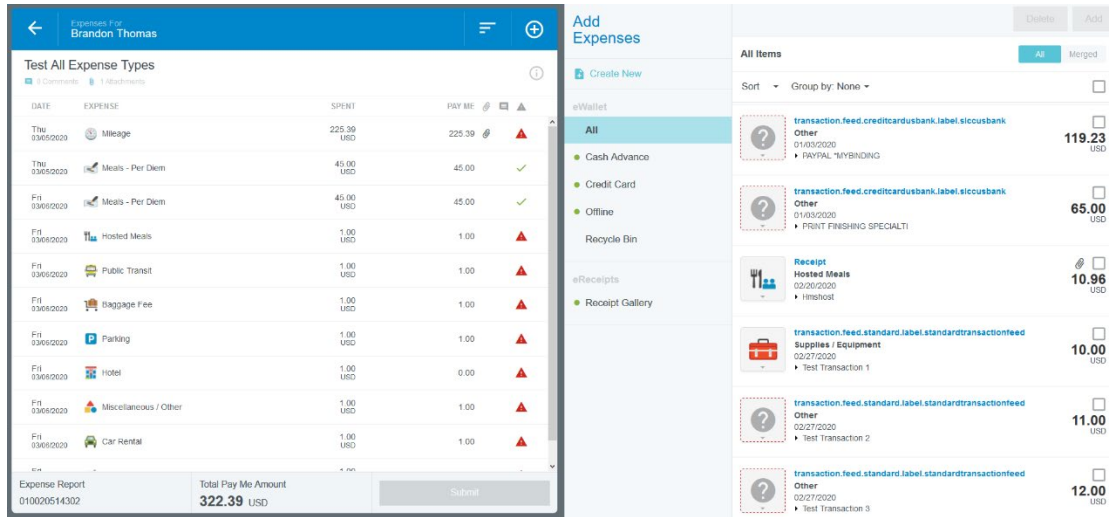
- 2) Click the Import Pre-Approval button.



- 3) Select the applicable Pre-Approval from the drop-down menu.
  - a. A summary of the Pre-Approval will be displayed. Ensure that it is the corresponding Pre-Approval and click Import at the bottom left side of the screen.
  - b. If you have not submitted a Pre-Approval, this must be done before creating a Travel Expense Report. Note that this is considered a violation of College Policy. Once the Pre-Approval has been submitted, it will be routed to the VP for approval as a violation.
- 4) The information from the Pre-Approval will be copied to the corresponding fields in the Expense Report. You can make any applicable changes to any of the fields.
- 5) If any personal travel was taken, click the "Personal Travel Taken" checkbox and provide details regarding the personal time.
- 6) Once you have verified that the information is correct, click the "Save" button.



- 7) You will see the expense types imported from your Pre-Approval on the left and your eWallet on the right.



<Note> While completing your Expense Report, if you ever need to add an expense and cannot see your eWallet, click the “+” button.



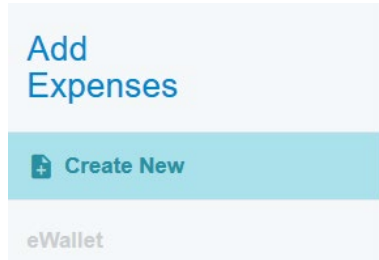
- 8) You are now ready to add expenses to your report. Follow the instructions below:

This section contains step-by-step instructions for completing each travel expense type in Chrome River. Not all expense types are required for all Travel Expense Reports.

Wherever it states to “Add the transaction to your Expense Report”, do the following:

1. Expense type was included in the Pre-Approval
  - a. Expense was made with a P-Card.
    - i. If the receipt was pre-uploaded, ensure the receipt has been merged with the US Bank transaction (see Merging Transactions).
    - ii. Drag and drop the transaction on the corresponding Expense Type in your Expense Report.
  - b. Expense was made with personal funds and the receipt was pre-uploaded.
    - i. Drag and drop the transaction on the corresponding Expense Type in your Expense Report.
  - c. Expense was made with personal funds and the receipt was not pre-uploaded.
    - i. Click on expense type in your Expense Report.
2. Expense type was NOT included in the Pre-Approval
  - a. Expense was made with a P-Card.
    - i. If the receipt was pre-uploaded, ensure the receipt has been merged with the US Bank transaction (see Merging Transactions).
    - ii. Check the box next to the transaction and click “Add” OR drag and drop the transaction to the top of your Expense Report.
  - b. Expense was made with personal funds and the receipt was pre-uploaded.
    - i. Check the box next to the transaction and click “Add” OR drag and drop the transaction to the “Create New Line Item” section at the top of your Expense Report.

- c. Expense was made with personal funds and the receipt was not pre-uploaded.
  - i. Click the “Create New” button in your eWallet.



- ii. Click the appropriate Tile.

<Note> Expense types with an Asterisk have a corresponding type on a Pre-Approval. Not all expense types have a corresponding Pre-Approval expense type.

- 1.  Air Travel

- a.  Airfare \*

- i. If your airfare was booked through SLCC’s contracted travel agency, the USBank transaction will be listed in your eWallet. If it is not listed in your eWallet, please contact the Travel Office.
  - 1. Add the transaction to your Expense Report
  - 2. Enter a description (not required).
  - 3. If the transaction was not on your Pre-Approval, enter the Index.
  - 4. If your receipt/airtinerary was not pre-uploaded, add it as an attachment.
  - 5. Click “Save”.
- ii. If your airfare was not booked through the travel agency:
  - 1. Add the transaction to your Expense Report
  - 2. If you did not use your Purchasing Card, enter the Date and Amount Spent.
  - 3. Enter a description (not required).
  - 4. Check the “Used Other Travel Agency” box.
  - 5. Provide a Business Justification for not using our contracted travel agency.
  - 6. If the transaction was not on your Pre-Approval, enter the Index.
  - 7. If your receipt/airtinerary was not pre-uploaded, add it as an attachment.
  - 8. Upload a copy of the quote your received from our travel agency. This is required per policy. If you did not receive a quote, provide an explanation of why policy was not followed in the Description field.
  - 9. Click “Save”.



b. Air Wifi

- i. Add the transaction to your expense report.
- ii. If you did not use your Purchasing Card, enter the Date and Amount Spent.
- iii. Enter a Business Justification for needing Air WiFi.
- iv. Enter the Index for the expense.
- v. If your receipt was not pre-uploaded, add it as an attachment. (Not required)
- vi. Click "Save".



c. Baggage Fee \*

- i. Add the transaction to your expense report.
- ii. If you did not use your Purchasing Card, enter the Date and Amount Spent.
- iii. Select the number of bags that were checked.
- iv. If more than 1 bag was checked, enter a Business Justification for needing to check more than 1 bag.
- v. Enter the Index for the expense.
- vi. If your receipt was not pre-uploaded, add it as an attachment. Receipts can be downloaded from the airline website.
- vii. Click "Save".



d. Ticket Change Fee

- i. Add the transaction to your expense report.
- ii. If you did not use your Purchasing Card, enter the Date and Amount Spent.
- iii. Enter a Business Justification for needing to change your ticket.
- iv. Enter the Index for the expense.
- v. If your receipt was not pre-uploaded, add it as an attachment.
- vi. Click "Save".



e. Travel Agency Fee

If your airfare was booked through our travel agency, the USBank transaction will be listed in your eWallet. If it is not listed in your eWallet, please contact the Travel Office.

- i. Add the transaction to your expense report.
- ii. Enter the Index for the expense.
- iii. You do **not** need to upload a receipt for this transaction.
- iv. Click "Save".



2. Ground Transportation



a. Car Rental \*

- i. Add the transaction to your expense report.
- ii. If you did not use your Purchasing Card, enter the Date and Amount Spent.
- iii. Enter a Business Justification for needing a Car Rental.
- iv. Enter the Merchant used. If Hertz or Enterprise was not used, provide an explanation for not using the state contract vendors in your Business Justification.
- v. Enter the Index for the expense.
- vi. If your receipt was not pre-uploaded, add it as an attachment.
- vii. Click "Save".



b. Car Rental Fuel

- i. Add the expense to your expense report.
- ii. If you did not use your Purchasing Card, enter the Date and Amount Spent.
- iii. Enter a description (not required).
- iv. Enter the Index for the expense.
- v. If your receipt was not pre-uploaded, add it as an attachment.
- vi. Click "Save".



c. Mileage \*

- i. If Mileage was included in your Pre-Approval, click on the expense in your expense report.
  1. Ensure the correct Mileage Rate is selected from the drop down.
  2. Click the "Calculate Mileage" link.
    - a. Using the Google Map widget, ensure that the mileage is correctly mapped. Make any necessary changes. Once it is mapped, click "Save Trip".
  3. If you need to subtract any miles or an amount from the mileage calculation, click the "None" button next to "Deduction" to enter the amount.
  4. A description of your trip will be added to the Description field.
- ii. If Mileage was not included in your Pre-Approval, add it to your expense report.
  1. Select the Mileage Rate from the drop down.
  2. Click the "Calculate Mileage" link.
    - a. Use the Google Map widget to map the trip. (Hint: make it round trip). Once it is mapped, click "Save Trip".
  3. If you need to subtract any miles or an amount from the mileage calculation, click the "None" button next to "Deduction" to enter the amount.
- iii. Enter the Index for the expense.

iv. Click "Save".



d. Parking \*

- i. Add the expense to your expense report.
- ii. If you did not use your Purchasing Card, enter the Date and Amount Spent.
- iii. Enter a description (not required).
- iv. Enter the Index for the expense.
- v. If your receipt was not pre-uploaded, add it as an attachment.
- vi. Click "Save".



e. Public Transit \* (Ground Transportation)

- i. Add the expense to your expense report.
- ii. If you did not use your Purchasing Card, enter the Date and Amount Spent.
- iii. Enter a description (not required).
- iv. Enter the Index for the expense.
- v. If your receipt was not pre-uploaded, add it as an attachment.
- vi. Click "Save".



f. Shuttle/Taxi/Car Service \* (Ground Transportation)

If claiming the \$20 per diem shuttle rate, you will need to enter separate expense lines for each trip and a receipt is not required.

- i. Add the transaction to your expense report.
- ii. If you did not use your Purchasing Card, enter the Date and Amount Spent. (If you do not have a receipt, you can claim the shuttle per diem amount of \$20 one way. This is only applicable to service to/from an airport.)
- iii. Enter a description (not required).
  1. If claiming the per diem rate, please indicate in the Description field.
- iv. Enter the Index for the expense.
- v. If your receipt was not pre-uploaded, add it as an attachment.
- vi. Click "Save".



g. Tolls

- i. Add the transaction to your expense report.
- ii. If you did not use your Purchasing Card, enter the Date and Amount Spent.
- iii. Enter a Description (**Required**).
- iv. Enter the Index for the expense.
- v. If your receipt was not pre-uploaded, add it as an attachment. (Optional)
- vi. Click "Save".



3. Hotel \*

<Tip> Ask hotels to email you a copy of your folio.

- a. Add the transaction to your expense report.
- b. If you did not use your Purchasing Card, enter the Date and Amount Spent.
- c. Enter the Check In and Check Out Dates.
- d. Enter the Hotel Name.
- e. Enter a description (not required).
- f. Enter the Index for the expense.
- g. If your receipt was not pre-uploaded, add it as an attachment.
- h. Click "Save".



4. Meals/Entertainment

- a. If per diem was included in your Pre-Approval, do the following for each day.
  - i. Click on the expense in your Expense Report.
  - ii. Ensure that the location is correct.
  - iii. Ensure that the correct meals are included.
    1. To remove a meal, check the box.
  - iv. Upload a copy of your meeting agenda to one of the days.
  - v. Click "Save".
- b. If per diem was not included in your Pre-Approval or if you need to add additional days, do the following:



i. Meals – Per Diem (Use for one day) \*

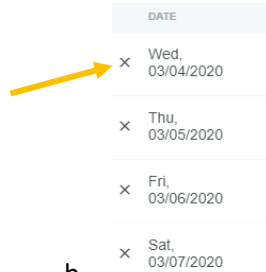
1. Select the Date.
2. Enter a description, if needed (not required).
3. Enter the location.
4. A full day of per diem will be automatically calculated and entered into Estimated Amount.
5. If you need to remove meals from the per diem amount, check the box next to the meal under Deductibles to remove it.
6. Click "Save".



ii. Meals – Per Diem Wizard (Use for multiple days) \*

1. Enter the Start Date and End Date.
  - a. You can enter the start time and end time as well for reference (not required).
  - b. The system will calculate the number of days.
2. Enter a description, if needed (not required).

3. Enter the location.
4. Click “Add Entries”.
5. The system will create an entry for a full day of per diem for each day.
6. To remove specific meals, click on the day (not the x) and select the meals you want to remove.
  - a. If an entire day of per diem needs to be removed, click the “x” next to the day.



- b.
7. Once you have adjusted the per diem, click “Add to Report”.



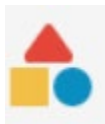
c. Hosted Meals \*

- i. Add the transaction to your expense report.
- ii. If you did not use your Purchasing Card, enter the Date and Amount Spent.
- iii. Enter the Business Purpose of the meal. Include an explanation of who you were hosting and why.
- iv. Enter a Description, if needed (not required).
- v. Enter the Merchant if a Purchasing Card was not used.
- vi. Enter the Index for the expense.
- vii. If your receipt was not pre-uploaded, add it as an attachment.
- viii. Click “Save”.

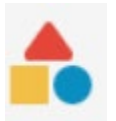


d. Entertainment

- i. Add the transaction to your expense report.
- ii. If you did not use your Purchasing Card, enter the Date and Amount Spent.
- iii. Enter a Description.
- iv. Enter the Index for the expense.
- v. If your receipt was not pre-uploaded, add it as an attachment.
- vi. Click “Save”.

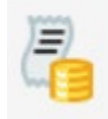


5. Miscellaneous



a. Miscellaneous/Other \*

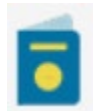
- i. This category should only be used if there is not another category for the expense.
  1. Add the transaction to your expense report.
  2. If you did not use your Purchasing Card, enter the Date and Amount Spent.
  3. Enter a Description.
  4. Enter the Index for the expense.
  5. If your receipt was not pre-uploaded, add it as an attachment.
  6. Click "Save".



b. **Tips / Gratuities**

<Note> Tips/Gratuities must be in accordance with the STARR. Do not include tips included on meal receipts.

- i. Add the transaction to your expense report.
- ii. If you did not use your Purchasing Card, enter the date and Amount Spent. Note, you can combine tips.
- iii. Enter a Description outlining what the tips are for.
- iv. Enter the Index for the expense.
- v. If your receipt was not pre-uploaded, add it as an attachment.
- vi. Click "Save".



c. **Visa/Passport Fee**

- i. Add the transaction to your expense report.
- ii. If you did not use your Purchasing Card, enter the Date and Amount Spent.
- iii. Enter a Description outlining what the charge was for.
- iv. Enter the Index for the expense.
- v. If your receipt was not pre-uploaded, add it as an attachment.
- vi. Click "Save".




6. **Cash Advance**

- a. See Cash Advance instructions for more information on how to handle cash advances.

<Note> Remember that we need a copy of the conference agenda. Please add it as an attachment to the header or, a per diem expense or, if there is no per diem expense, as an additional attachment to a different expense type.

- 9) Once you have completed adding all expenses to your expense report, ensure that all

transactions have a green check mark  next to them, verify that the total and Pay Me amounts are correct, and click the "Submit" button at the bottom. Note the Pay Me amount is

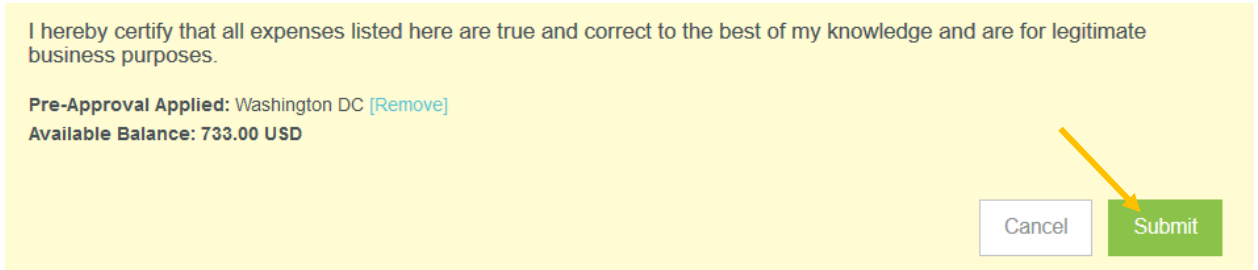


the amount the College will reimburse the Traveler for per diem and expenses made using a personal form of payment.

- 10) A summary of your Expense Report will be displayed. Ensure everything is correct and click "Submit".

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

**Pre-Approval Applied:** Washington DC [\[Remove\]](#)  
**Available Balance:** 733.00 USD

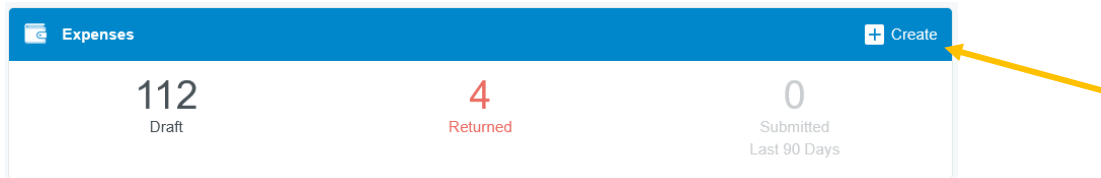


- 11) The Expense Report will now be routed as follows:
  - a. If the Expense Report was entered by a delegate, it will be sent to the traveler for approval.
  - b. The Expense Report will be sent to the BCM for approval, unless the traveler is the BCM.
    - i. If the traveler is the BCM, it will be sent to the BCM's supervisor.
  - c. If it utilizes grant funds, it will be sent to the grant accountants.
  - d. The Expense Report is sent to the Travel Office for review.
  - e. The Expense Report is exported to Banner. If there was a Pay Me amount, an invoice will be created in Banner. (Transactions and invoices will post the next business day).

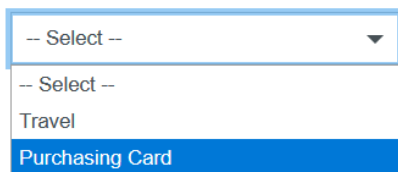
## Missing Travel Transactions

Sometimes travel expenses are missed when submitting a Travel Expense Report. If this occurs, you can submit the transactions by following the steps below. This process should only be used to submit transactions that were missed when submitting a Travel Expense Report and not in lieu of it. To avoid this situation, always make sure that all travel transactions made with your p-card are listed in Chrome River before submitting your Travel Expense Report. This can only be used for missing transactions that were paid using a Purchasing Card. If a personal transaction that needs to be reimbursed was missed, please contact the Travel Specialist.

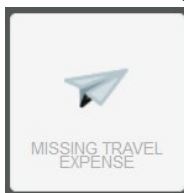
- 1) From the Chrome River Home Screen, click on the “+ Create” button in the upper right corner of the Expenses box.



- 2) Enter a name for this report that is unique and will help you identify it. We recommend using the following naming convention, <First Initial><Last Name> <destination> <dates of travel> - Missing Transactions (ex. BThomas Las Vegas Jan 2-4, 2020 – Missing Transactions).
- 3) Select “Purchasing Card” from the Expense Report Type. **Do NOT select Travel.** All Travel Expense reports require a pre-approval. Since the pre-approval was used when submitting your Travel Expense Report, it is no longer available. Therefore, this must be submitted as a Purchasing Card Expense Report. Note that missing travel expenses should be submitted on a separate expense report and not on the same report as non-travel expenses.



- 4) Add the missing transaction from your eWallet and select the Missing Travel Expense tile.



- 5) Enter the Travel Event Name. This will help us link this transaction back to your Travel Event.
- 6) Enter an Explanation of why this transaction was not included on your Travel Expense Report.
- 7) Select the appropriate Account. Note that all travel expense accounts are listed.



## Missing Travel Expense

This expense type is used for p-card transactions that were missed when submitting a Travel Expense Report. This should only be used if directed to do so by the Travel Office. This expense type should be submitted separate from your regular Purchasing Card Expense Report

Date	01/15/2020
Spent	5.19 USD
Travel Event Name <small>Optional</small>	<input type="text"/>
Explanation	<input type="text"/>
Account <small>Optional</small>	-- Select --
Merchant <small>Optional</small>	HARMONS - TAYLORSVI
Company Paid	<input checked="" type="checkbox"/>

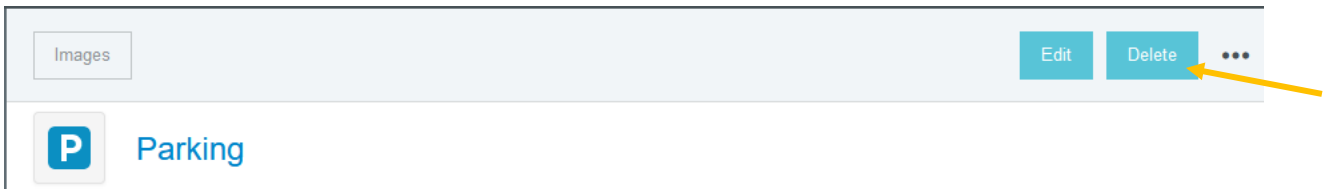
- 8) Enter the Index
- 9) Upload the receipt
- 10) Click Save
- 11) If you have additional missing transactions, repeat steps 4-10 for each expense.
- 12) Once all missing transactions have been added, Submit the report.
- 13) Note that this Purchasing Card Expense Report will be routed to the Travel Specialist for review and approval, rather than the Purchasing Card Specialist.

# Cash Advance

## Cash Advance Request

To request a Cash Advance

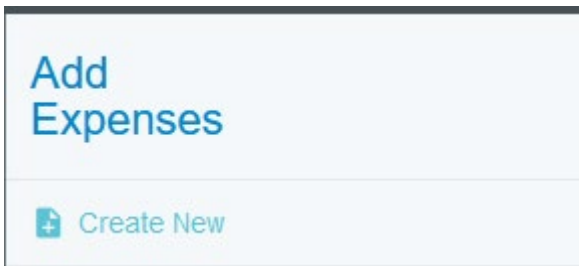
- 1) Create an expense report by clicking on "+ Create" in the Expenses box.
- 2) Import the applicable Pre-Approval
- 3) Delete all of the imported expense types by clicking on them and clicking the "Delete" button.



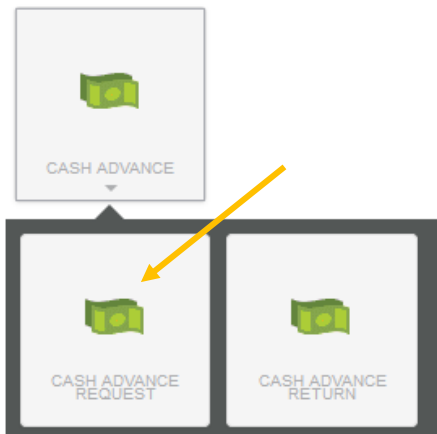
- 4) Add the Travel Advance expense type by clicking on the + button.



- 5) Select "Create New".



- 6) Click Cash Advance -> Cash Advance Request.



- 7) Enter the amount needed in the Spent field and an explanation for the cash advance in the Description field.
- 8) Enter the Index.

**Cash Advance Request**

Cash advances may be requested if necessary. Cash advances cannot exceed 90% of the estimated out-of-pocket expenses. Cash advances must be requested at least one week prior to departure

Date: 08/12/2020

Spent: 0.00 USD

Description:

Please type the index you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection

**Index**

Search for Allocation

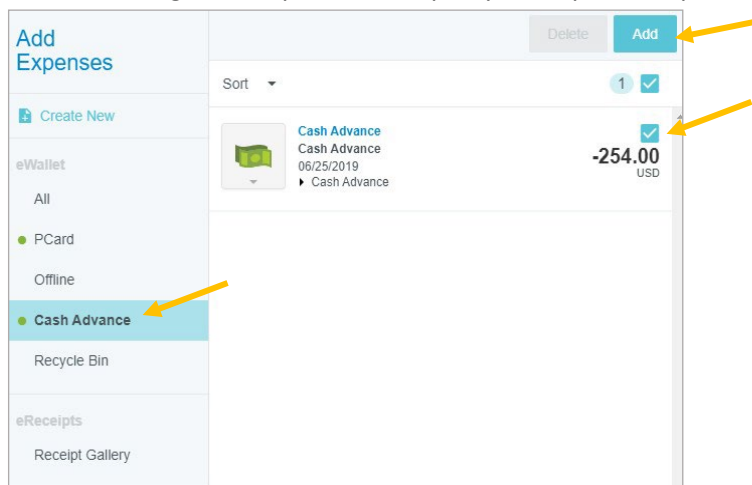
- 9) Add any applicable attachments, i.e., student list.
- 10) Click "Save".
- 11) Submit your Expense Report.

Your cash advance will be processed. Your Cash Advance Request will appear in your eWallet and you will need to account for it on your Travel Expense Report after your trip. (See Submitting a Travel Expense Report – Travel Advance.)

### Submitting a Travel Expense Report – Travel Advance

If you received a travel advance, you will need to account for it on your Travel Expense Report after your trip. Your Cash Advance Request will appear in your eWallet. To account for the advance, you must complete the following steps.

- 1) After creating your Travel Expense Report and entering **ALL** expenses, including expenses made with the advance, you will need to add your advance from your eWallet. To add it to your expense report, select the checkbox on the cash advance line and click **Add** in the top right corner OR drag and drop it to the top of your Expense Report.



- 2) A cash advance Expense Form will now display. The **Transaction Date** and **Spent** amount will automatically default in.
- 3) Click **Save** in the top right corner.

This will add the cash advance to your expense report and reduce the **Total Pay Me Amount** by the amount of the advance.

If the Total Pay Me Amount is < \$0, this means funds are owed to the College. You will need to follow the Cash Advance Return process described below.

If the Total Pay Me Amount equals \$0, the advance has successfully been cleared.

If the Total Pay Me Amount > \$0, the payee spent more than the initial cash advance received, and this amount will be paid to the traveler.

## Cash Advance Return

In the event that you did not spend the entirety of the advance, the remaining amount must be deposited with the Bursar’s Office (Cashiers). This should be done before creating your expense report.

You will need to add a **Cash Advance Return** expense to your expense report in Chrome River.

- 1) After you have added all other expenses on your report (including the cash advance from your eWallet), manually add a Cash Advance Return by clicking **Create New** -> **Cash Advance** -> **Cash Advance Return** in the Add Expenses window. This will display the Cash Advance Return Expense Form.

**Cash Advance Return**

Remember to add your Cash Advance to your report from your eWallet. Use this form to indicate the amount you have left from your travel advance.

Date: 08/17/2020

Spent: 0.00 USD

Description (Optional):

Please type the Index you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection

**Index**

Search for Allocation

- 2) Enter the amount of the cash advance that was returned to the Bursar’s Office in the **Spent** field.
- 3) You must attach the deposit receipt from the Bursar’s Office in the **Attachments** section at the

bottom of this Expense Form.

- 4) Click **Save** to add the Cash Advance Return to your report.

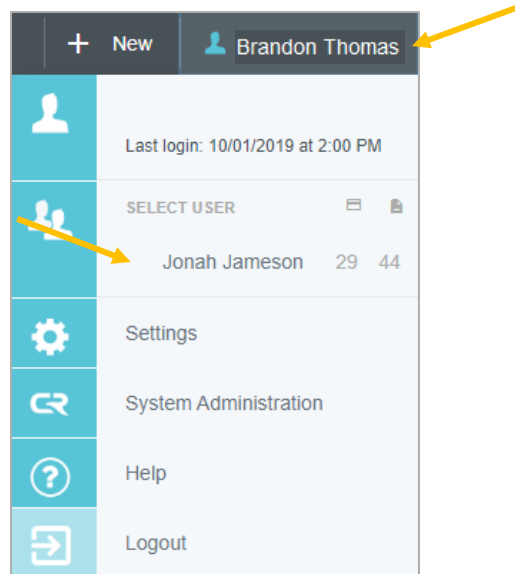
## Trip with Personal Time

- 1) After importing your Pre-Approval on your Expense Report, mark the checkbox, “Personal Travel Taken”.
- 2) Enter an explanation of the personal time taken in the “Personal Travel Details” box.
- 3) When adding/editing expenses, do **NOT** include any personal expenses made using personal funds.
  - a. If any personal charges were accidentally charged to your P-Card, you will need to include the expense on your Travel Expense Report as a Miscellaneous expense. Before submitting your Expense Report, you will need to refund the money to the Bursar’s Office and include a copy of the deposit slip as an Attachment. Personal charges that are intentionally made using a p-card is a violation of state law and are subject to a penalty fee.

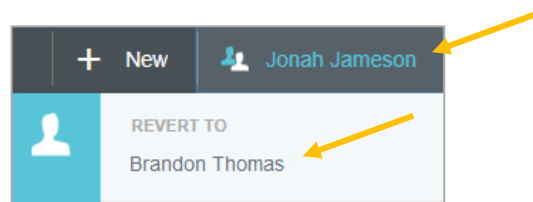
## Creating an Expense Report as a Delegate

If you are creating a report for an employee other than yourself, you will need to be set up as a delegate of that user. For more information on setting up a delegate, see [Add a Delegate](#).

When you have been authorized to work as another's delegate, you will need to switch over to their account in order to create the report. To do so, click on the **User Icon** in the top right corner of the Navigation Bar (with your name) and you will see a list of users for whom you're authorized to serve as a delegate. The numbers to the right of their name will show the number of unused expense transactions (including PCard charges, submitted receipts, cash advances, and approved Pre-Approvals) as well as the total number of unsubmitted reports. Clicking on their name will take you into their account where you can now create a report as explained in the previous sections.



Once you are done, you can return to your account by clicking the User Icon again and selecting your name.





# General Report Management

## Merging Transactions

Merging transactions allows you to merge a credit card transaction to a receipt that has been uploaded directly to your eWallet. You cannot merge multiple credit card transactions together. If a vendor split your order into multiple transactions, you will need to upload the receipt multiple times, once for each transaction.

If a forwarded receipt duplicates a credit card transaction or other travel data already imported into Chrome River, the system will automatically merge them. The following conditions must be met in order for an automerge to occur:

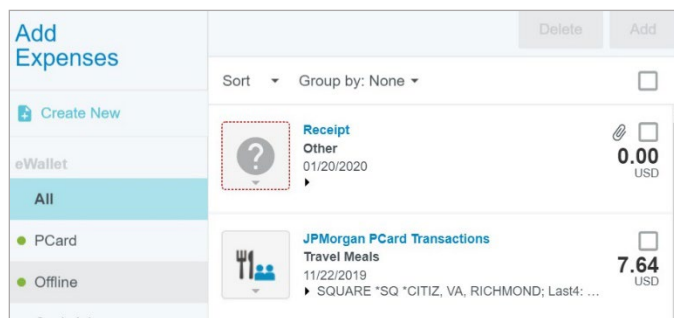
- Expense types match
- Dates are within two days of each other
- Amounts are within 25% of each other

However, you may also manually merge transactions of any type, amount, or date, subject only to the following restrictions:

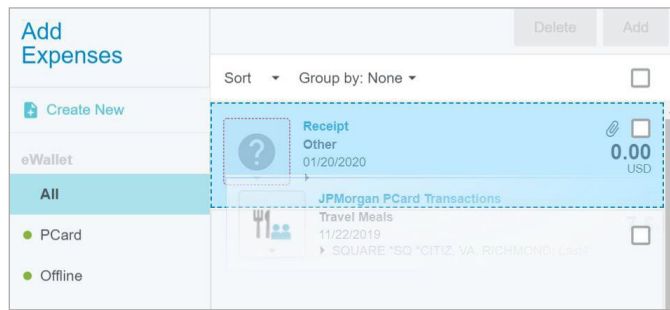
- A credit card transaction may never be merged with another credit card transaction
- An uploaded or emailed hotel folio receipt may never be merged with another hotel folio receipt

Merging transactions is only necessary if the P-Card transaction and Receipt are your eWallet. It is recommended that users upload receipts when adding P-Card transactions to an expense report. However, if you are using the mobile Snap app or emailing your receipts into the system AND your receipt does not automatically merge with your P-Card transaction, you will need to manually merge the two by following the instructions below.

To manually merge transactions and receipts, navigate to your **eWallet** and click **ALL** to view all transactions. Identify the transactions you want to merge.

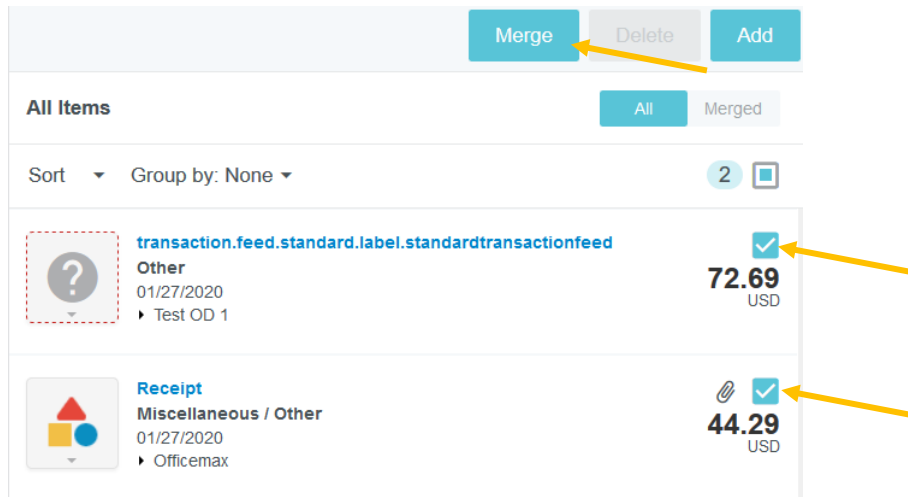


Drag the receipt and drop it on the US Bank transaction.

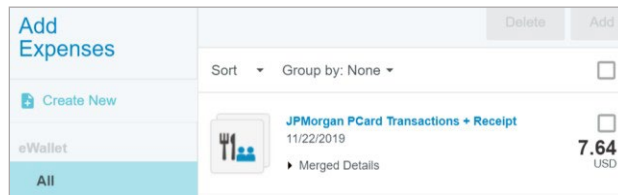


OR

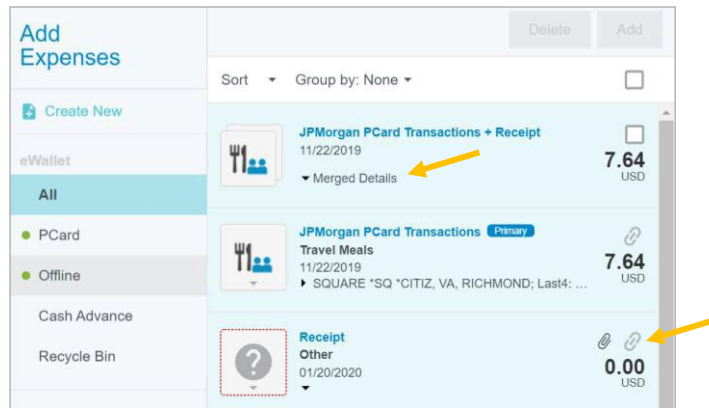
Check the box next to the US Bank transaction and the box next to the receipt and click the “Merge” button at the top.



This will create a single, new merged transaction. This merged transaction can now be added to a report.

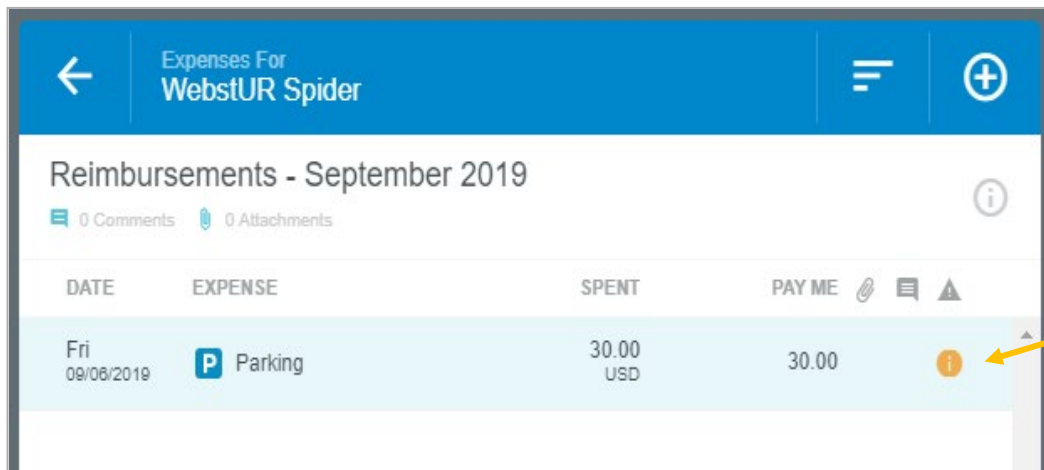


To see the individual items under the merged transaction, click Merged Details. To unlink a transaction from a merged transaction, click the link icon.



## Compliance Warnings

A compliance warning indicates that additional information is required before an expense can be submitted for approval and processing. Compliance warnings may be encountered when saving a line item or when submitting an entire expense report for approval. Any line items in an expense report with a compliance warning will be noted with the yellow circle icon in the report summary to the left.



Respond to the warning by either modifying the data (if there is an error) or replying to explain the warning. To reply to the warning, click into the response area under the message and enter your reply.

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Cancel
Pre-Approval
Submit

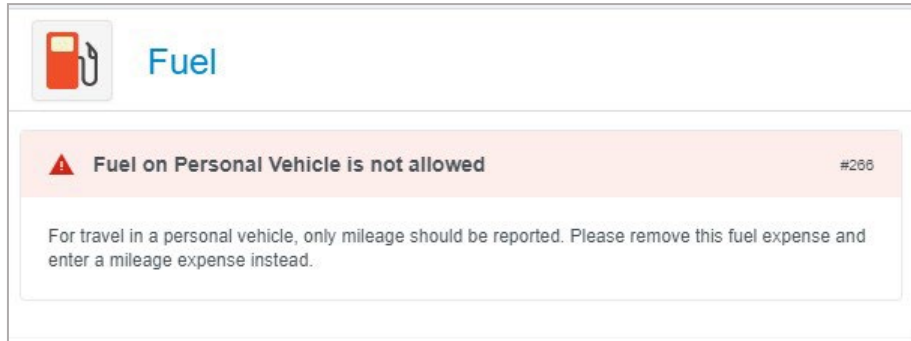
▲ **Aged Unapplied Corporate Card Transactions** #309

You have old purchasing card transactions that have not been submitted on an expense report. Please review your transactions and add them to an expense report.

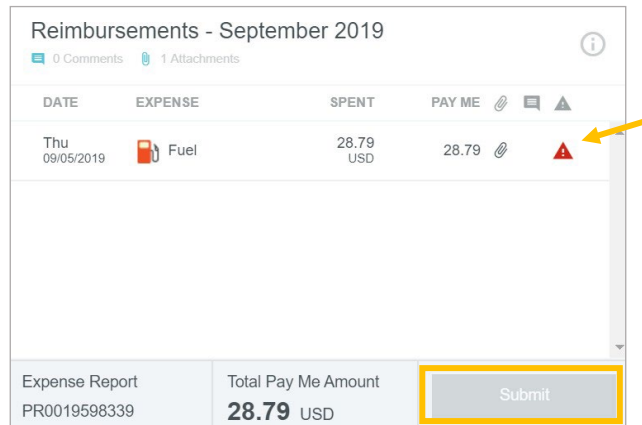
Will add expenses to another report. ▲

## Compliance Violations

A compliance violation indicates that the expense cannot be submitted for approval and payment based on college policies. A compliance violation may be encountered when saving a line item or submitting an entire expense report for approval.

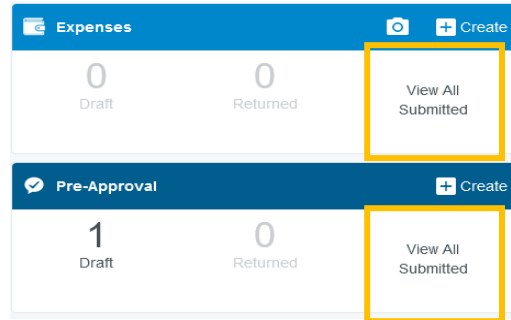


Any line items in an expense report with compliance violations will be noted with the red triangle icon in the report summary to the left. Additionally, unresolved compliance violations will result in the **Submit** button being deactivated. You will be required to make any necessary changes as specified in the warning before you can submit the report.



## Report Tracking

Users can track the current status of any previously submitted Pre-Approval or expense report at any time. From the Dashboard, select the **Submitted** Report link.



### Pre-Approval

You will see a list of all of the preapprovals you have submitted and their status. The following are the possible statuses:

- **Pending:** Pre-Approval has been submitted and is awaiting approval
- **Approved:** Pre-Approval has been approved
- **Partially Applied:** Pre-Approval has been partially applied to an expense report.
- **Used/Expired:** Pre-Approval has been fully used or expired.

Click once on the desired Pre-Approval report to preview it. Then click **Tracking** in the preview. (On mobile, click the expense report to open the preview, and click the **•••** button and click **Tracking** from the drop-down list.)

You will see where it is in the approval process, including the approver to whom it is currently assigned, the date, and the system rule that triggered the assignment. Tapping each circle under **Routing Steps** will show you complete details for that step.

### Expense Report

From the list of submitted reports, click once on the desired expense report to preview it. If you double-click on the report, it will open the report and the Tracking button will not be visible. Then click **Tracking** in the preview. (On mobile, click the expense report to open the preview, and click the **•••** button and click **Tracking** from the drop-down list.)

You will now see a list of every item on the report and its status. (For Hotel or Itemized expenses, click the arrow on the left to view the status of each itemized item.) The following are the possible statuses:

- **Pending:** Expense has been submitted and is awaiting approval
- **Returned:** Approver has sent the expense back to the expense owner for adjustment
- **Approved:** Expense has been approved but has not yet been exported
- **Exported:** Approved expense report has been exported to Banner

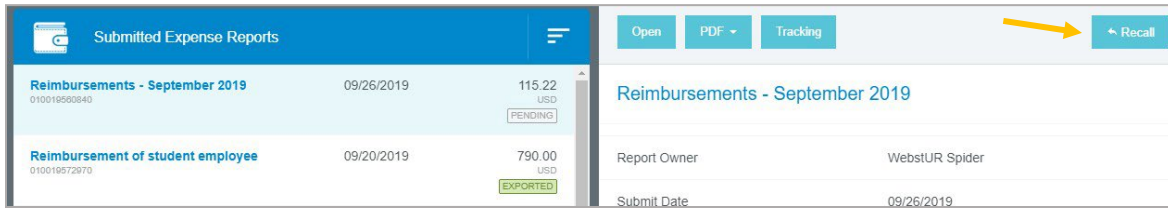
Click an expense item to see where it is in the approval process, including the approver to whom it is currently assigned, the date, and the system rule that triggered the assignment. Tapping each circle under **Routing Steps** will show you complete details for that step.

## Recall a Report

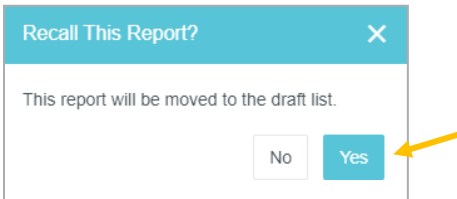
Recalling a report allows expense owners and their delegates to return any expense report to Draft status as long as none of the line items have been fully approved. All line items must be in Pending approval status in order to recall an expense report.

- 1) In the submitted expense reports list, click once on the submitted report you wish to recall, then

click **Recall** in the preview.



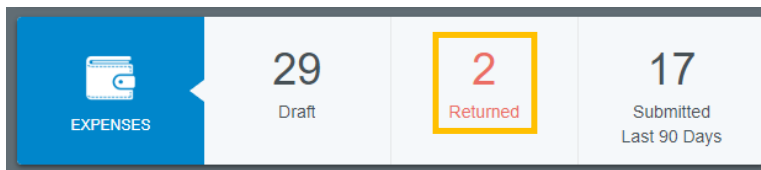
- 2) You will be asked to verify that you wish to send the report back to the Draft Expense Reports list. Click **Yes**.



The report will now appear in your Draft Expense Reports list, and you may make any necessary updates or changes. When the report is resubmitted, any approvers who participated in partial approval of the original expense report will need to reapprove.

## Returned Reports

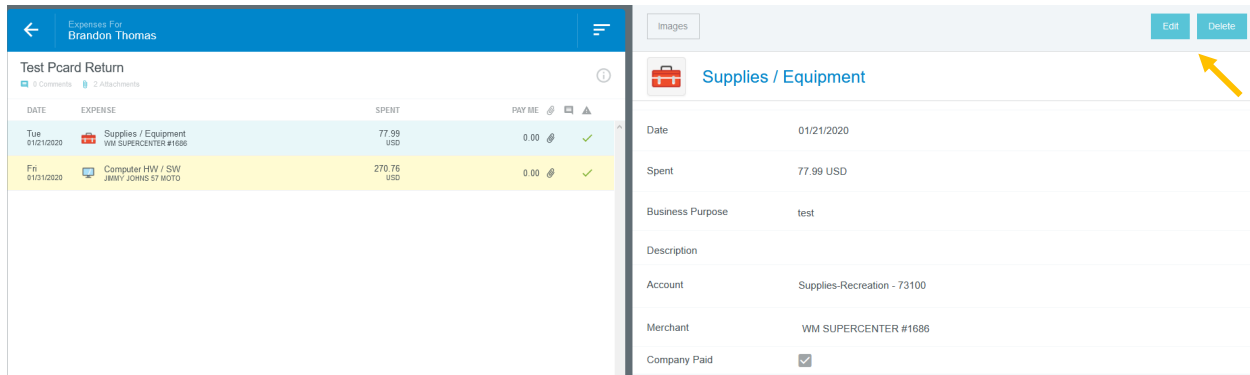
Sometimes an approver will return one or more line items on an expense report to the expense owner during the approval process. The report will appear in the **Returned** Expense Reports block on your dashboard. Additionally, you should receive email notification informing you that an expense item has been returned along with a summary and explanation why.



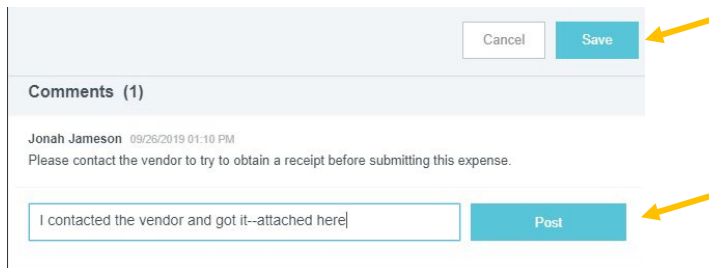
Double click on the returned report to open it. The returned line item(s) will be highlighted in light yellow. Any header-level approver notes that apply to the entire report can be accessed by clicking the Comments link in the header. If the approver left a note on a specific line item, it will be indicated by a blue note icon.



Only returned line items can be edited. Make sure you can see the expense information on the right-hand side. Click on the returned line item and then click **Edit** in the preview. If the approver has asked you to remove an expense, click **Delete** in the expense item's preview or inside the line item to remove it.



View the **Comments** from the approver to see why the expense was returned. You may reply to comments via the box below. Click **Post** to add it to the report. Make any necessary changes to the line item and click **Save**.



When all changes have been made, click **Submit** to resubmit the line item(s) for approval.

In the Submit Confirmation window, click **Submit**.

## Expiring Preapprovals

A Pre-Approval will automatically expire when a Travel Expense Report is submitted after a travel event. If a Pre-Approval is no longer needed (trip canceled), you will need to manually expire the Pre-Approval. Expiring a Pre-Approval removes the ability to import it into an Expense Report and liquidates/clears the encumbrance in Banner.

To manually expire a Pre-Approval, do the following:

- 1) Click on "Completed" under Pre-Approval.
- 2) Click on the Pre-Approval report you wish to expire.
- 3) Click the "Expire" button.
- 4) **This process is not reversable**, the system will ask you to confirm.
- 5) The encumbrance will be liquidated in Banner the next business day.



# Approvals

Chrome River will automatically route reports to the appropriate approvers based on system rules and assignments. Approvers will receive an email notification informing them when they have a Pre-Approval or Expense Report in their queue for approval. Preapprovals are approved as a complete document, while Expense Reports can be approved as a whole or by line item. Approvers have several options for approving the report. Approvers should approve Purchasing Card Expense Reports by the 15<sup>th</sup> of each month. Travel Pre-Approvals and Expense Reports should be reviewed and approved as soon as possible. This will ensure adequate time for the Purchasing Card and Travel Offices to review the expenses and submit them to Banner. Transactions will not post to Banner until they are fully approved by the Purchasing Card or Travel Offices.

## Approval via Email

Chrome River will email approvers preapprovals and expense reports requiring their approval. With Expense Reports, Approvers have the ability to **approve all** expenses on the report for payment or **return all** expenses on the report to the expense owner with questions or comments from within the email. Approving or returning only specific line items within an expense report requires the approver to log in to the Chrome River application, which can be done through the link at the bottom of the email.

The email approvers receive includes most of the details of the report, including the ability to view receipts associated with each expense. At the bottom of the email, approvers can view an expense summary and will also see **ACCEPT** and **RETURN** buttons.

Note that at the bottom of the report you can click the **VIEW RECEIPTS** link to view a PDF of all receipts attached to the report. (Expense Reports only)

ACTION REQUIRED		Chrome River	
Expense Report for	Lisa Bradshaw [Specialist 3, Travel/AP]		
Report Name	Zachary Curtis Los Angeles CA		
Submit Date	08/13/2020		
Expense Dates	01/03/2020 - 01/27/2020		
Total Expenses	984.80 USD		
<b>Account Summary</b>		Amount (USD)	
BBPURC	Purchasing Office	BBPURC	984.80
<b>Expense Details</b>			
01/03/2020	Supplies / Equipment	BBPURC	33.36 USD
	BBPURC	Purchasing Office	
Business Purpose	pens to take a test		
Merchant	OFFICE DEPOT #1080		
lbl_udf_SuppliesEquipmentAccounts	Supplies-Office - 73070		
Reason Assigned	Budget Center Manager except President		
Receipts	<a href="#">View</a>		

Expense Summary		Amount (USD)
Services		878.75
Supplies / Equipment		106.05

ACCEPT
RETURN

>> [View Receipts](#) Report ID: QA00-2114-8605

To take action on these expenses, take either of the following steps:

- Click on the **ACCEPT** or **RETURN** button as appropriate and add any comments to the new email that opens,
- OR **FORWARD** this email to [approve@qa-expense.ca1.chromeriver.com](mailto:approve@qa-expense.ca1.chromeriver.com) or [return@qa-expense.ca1.chromeriver.com](mailto:return@qa-expense.ca1.chromeriver.com) with any comments at the top of the forwarded message.

To view this expense report or access the Chrome River application, [click here](#)

To view a receipt for a line item, click the **View** button next to the Receipts line.

Expense Details			
09/02/2019	Office Supplies	--	87.22 USD
	23456	School Spirit	
Business Purpose	Purchased miscellaneous supplies for an event		
Merchant			
Reason Assigned	Route to Expense Owner's Supervisor		
Receipts	<a href="#">View</a>		

Any compliance issues for line items will be noted with a Compliance Warning flag, as well as an explanation of the compliance issue and a response from the expense owner.

09/03/2019	Parking	--	28.00 USD
	23456	School Spirit	
Business Purpose	Parking for a planning meeting downtown		
Trip Type	GeneralTravel		
Merchant			
Reason Assigned	Route to Expense Owner's Supervisor		
<b>!! Compliance Warning !!</b>			
Parking	Receipt required for this expense		
Response	I think that I lost it. Sorry!		

To approve a report by email, click the **ACCEPT** button. This will bring up a new email window that you will need to **SEND**. (If when clicking the **ACCEPT** button, an email window does not automatically open, you can forward the email to [approve@ca1.chromeriver.com](mailto:approve@ca1.chromeriver.com).) Note that this email **MUST** be sent from an SLCC email address. If you are using a mail application that is attached to multiple email addresses, ensure that you're sending from your main SLCC email address. If you have any comments you would like to include on the report, you can type them into the body of the email before sending, and they will be added to the report. Leaving a comment on the report is optional. Once you hit send, the system will be notified of your approval, and the report will move forward in the approval queue.

Send	To	<input type="radio"/> approve@qa-expense.ca1.chromeriver.com
	Cc	
	Bcc	
Subject		Chrome River Expense Approval [Lisa Bradshaw]

---

1. Please VERIFY [from] e-mail address. Please use e-mail address associated to your Chrome River account.  
 2. Enter any optional NOTES in the space above this line to have them added to this expense report.  
 3. SEND this message to the Chrome River automated processing system for your action to be completed.

Report ID: QA00-2114-8605 Email UID: C54B0788-B8DD-3AC2-D089-B85B40208F68

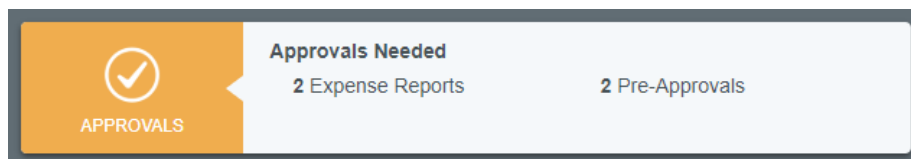
To return the report, click the **RETURN** button. This will also bring up a new email window that you will need to **SEND**. (If when clicking the **RETURN** button, an email window does not automatically open, you can forward the email to [return@ca1.chromeriver.com](mailto:return@ca1.chromeriver.com).) Note that this email must be sent from an SLCC email address. You can enter an explanation for why you are returning the report that will be provided to the report submitter. Once you hit send, the system will return the report to the submitter for corrections. If an approver returns a report, the resubmitted report will route back to the same approver and will not require additional approval from previous approvers, if applicable.

While approvers can return a report from within the email, they cannot adjust a report from within the email. Instead, they must do so from within the Chrome River application, which is accessible from the link at the bottom of the email.

Note: If you attempt to approve via email an expense that has already been approved or has since been changed (e.g., the expense owner has recalled or resubmitted the report) you will receive an Expense Approval Failure Notification email.

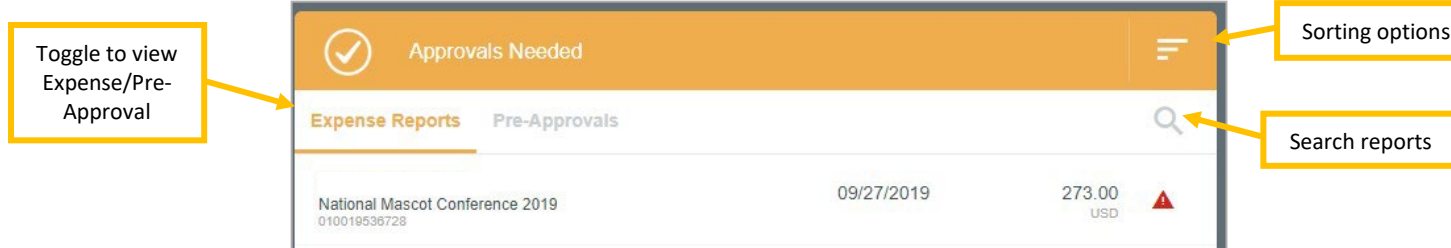
## Approval in Chrome River Application

After logging into Chrome River, any approvers with reports pending approval will show up in the yellow box in their Dashboard. If there are no reports for you to approve, this box will not appear. This box will display a count of the number of expense and/or Pre-Approval reports awaiting approval. Click on either **Expense Reports** or **Pre-Approvals** to access the respective list of reports.

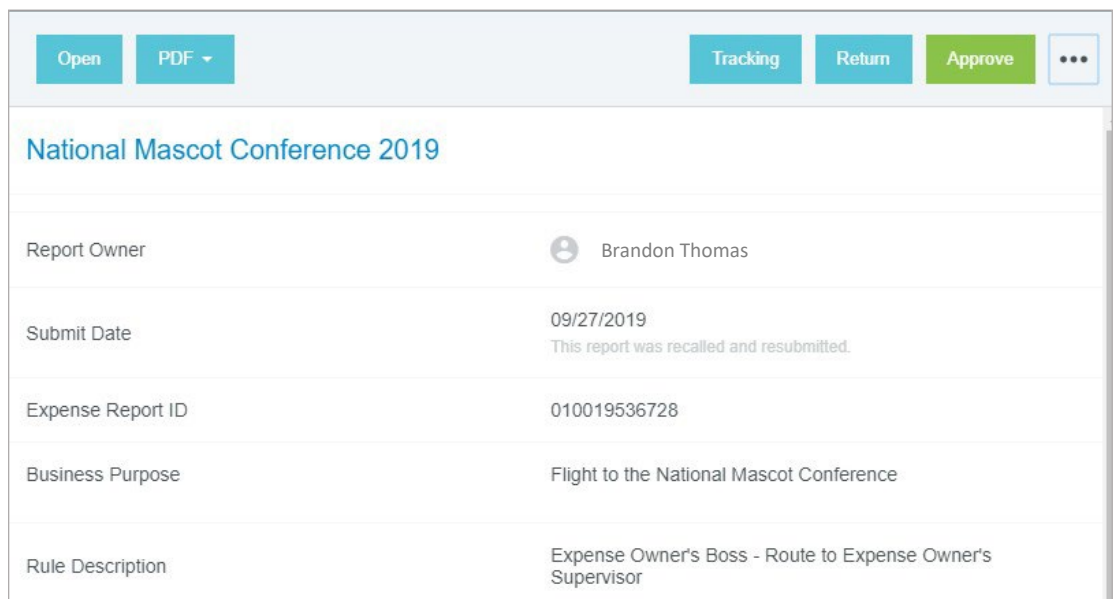


Within the Approval List, you will see any reports awaiting your approval. If you would like to sort these reports differently, you can do so by clicking the menu button in the top right corner of the approval panel. If you have both expense reports and Pre-Approvals awaiting approval, you can toggle between the two by clicking the titles at the top. If you have many reports awaiting approval and would like to search for a specific one, you can do so by clicking the magnifying glass icon and searching by Expense Owner or Report ID.

Note that any reports submitted with compliance warnings will be noted with a red triangle symbol on the line of the report.



Click once on any report in the approval list, and the report header will display in the window on the right side of the screen. This will include a summary of the expenses, funding sources, and all receipts attached to the report.



From the report preview window, you can perform the following functions:

- **Open** – This will open the full report
- **PDF** – This will provide several options for printing the report to PDF
- **Tracking** – This provides a summary of the tracking of the expenses in the report. Note that based on the index charged, each line on an expense report can potentially route differently. Click on each expense line to view the tracking information for that item.
- **Return** – Return the report to the submitter. The approver will be asked for an explanation and all lines of the report will be rejected. The entire report will be returned to the submitter. If you would like to reject individual line items, you can do so in the full report.
- **Approve** – This will approve the full report. It is recommended that approvers review the detailed report before approving.

Additionally, you may add comments to the report by entering them in the **Comments** section of the report summary. If you have comments related to a specific transaction, you can enter the comments on the transaction.

**Index (Allocation)**

23456      **School Spirit**  
--

**Comments (0)**

Add Comment      Post

We encourage approvers to open the full report by clicking the **OPEN** button at the top of the report summary. After opening the full report, all of the submitted expenses will now be listed on the left side of the screen. To view details of an expense, click on the expense and the details will display on the right side of the screen, including any receipts. A pro review tip is to click on the “images” button next to the review button. Then you can cycle through the expenses using the “next” button. This will display each receipt and the corresponding transaction without having to open the receipt for each item.

**Expenses For**

National Mascot Conference 2019

DATE	EXPENSES	SPENT	APPROVED
Sun 09/15/2019	Airfare	275.00 USD	275.00 USD ✓
Sun 09/15/2019	Meals - Per Diem	52.00 USD	52.00 USD ✓
Mon 09/16/2019	Meals - Per Diem	66.00 USD	66.00 USD ✓
Mon 09/16/2019	Parking	30.00 USD	30.00 USD ⚠ ✓
Tue 09/17/2019	Meals - Per Diem	66.00 USD	66.00 USD ✓
Wed 09/18/2019	Meals - Per Diem	13.20 USD	13.20 USD ✓
Wed 09/18/2019	Car Rental	210.00 USD	210.00 USD ✓

Total Approved Amount: **713.00 USD**

**Airfare** Details:

- Transaction Date: 09/15/2019
- Spent: 275.00 USD
- Approved: 275.00 USD
- Business Purpose: Professional development and networking with other mascots
- Description:
- Airline: JetBlue
- Airline (additional): -- Select --
- Class: Economy/Coach
- Trip Type: Employee Travel

Index (Allocation) 1 of 7 Next >

Any expenses submitted with a compliance warning will be noted with a yellow circle symbol on the line item. If you click on these line items, a warning box will display at the top of the expense summary detailing the compliance warning along with an explanation from the report owner.

The screenshot shows a user interface for an expense item. At the top, there are several buttons: 'Images', 'Reconcile', 'Reassign', 'Adjust', and 'Return'. Below these is a header for the expense item, 'Parking', with a 'P' icon and an 'Approve' button. A prominent orange message box states 'Receipt required for this expense' with an information icon and the ID '#201'. Below the message, there is a text area with the instruction: 'Please attach receipt, or, if that's not possible, please ensure that all fields below are entered accurately and provide an explanation for why you were not able to attach a receipt.' Underneath this is a section labeled 'RESPONSE' containing the text 'Sorry, I lost my receipt!'.

Similar to the report header, you may also add comments to individual expense items by entering them under the **Comments** section.

Within an individual expense, approvers have the option to adjust the item or to return the item to the expense submitter.

## Adjust an Expense

The following are the items that an approver can adjust on an expense:

- **Approved amount** – approvers can only adjust the approved amount down
- **Business purpose**
- **Index**
- **Comments** – approvers can add an additional comment, but they cannot remove comments
- **Attachments** – approvers can add additional attachments

After making an adjustment, an adjustment note is required by the approver. They also have the option on whether or not to notify the expense owner of the adjustment. If they would like the report submitter to receive an email detailing the adjustment, select the **Notify Expense Owner** checkbox. If not, uncheck this box. Click **Save** to finalize the adjustment.

The screenshot shows a web interface for adjusting an expense. At the top right, there are 'Cancel' and 'Save' buttons. Below this is a header for 'Office Supplies' with an 'Approve' button. The main section is titled 'Adjust' and contains a text box for 'Adjusted amount to match receipt'. Below the text box is a checked checkbox for 'Notify Expense Owner'. The bottom section contains fields for 'Transaction Date' (09/02/2019), 'Spent' (82.73 USD), 'Approved' (72.73 USD), and 'Business Purpose' (Miscellaneous supplies for an upcoming school spirit event). Three yellow arrows point to the 'Save' button, the 'Adjusted amount to match receipt' text box, and the 'Notify Expense Owner' checkbox.

## Return an Expense

Individual expenses can be returned to the expense owner. After clicking **Return** on the selected expense, the approver is required to enter an explanation of why the expense is being returned. After doing so, click **Save**.

Images Reconcile Cancel Save

Office Supplies ✓ Approve

Return

The attached receipt does not match this expense|

Transaction Date	09/02/2019
Spent	82.73 USD
Approved	82.73 USD
Business Purpose	Miscellaneous supplies for an upcoming school spirit event

After indicating an expense (or expenses) you would like to return, any item(s) selected for return will be noted with the red return arrow, and those that are approved will be noted with the green checkmark. Note that no item(s) will be returned until you select the **Return** or **Submit** button at the bottom of the expense line list. Selecting the Submit button will return the expense(s) noted for return. Selecting the Return button will return **all** expense lines in the report to the expense owner.

DATE	EXPENSES	SPENT	APPROVED
Sun 09/15/2019	Airfare	275.00 USD	275.00 USD ✓
Sun 09/15/2019	Meals - Per Diem	52.80 USD	52.80 USD ✓
Mon 09/16/2019	Meals - Per Diem	66.00 USD	66.00 USD ✓
Mon 09/16/2019	Parking	30.00 USD	30.00 USD ↩
Tue 09/17/2019	Meals - Per Diem	66.00 USD	66.00 USD ✓
Wed 09/18/2019	Meals - Per Diem	13.20 USD	13.20 USD ✓
Wed 09/18/2019	Car Rental	210.00 USD	210.00 USD ✓

Return Total Approved Amount 713.00 USD Submit

Click **Submit** and this line item (and all with green checkmarks) will move forward in approval queue

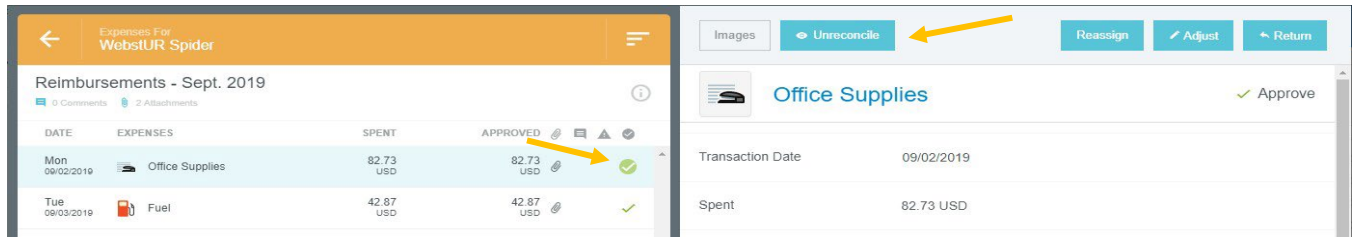
Click **Submit** and this line will be returned to the expense owner

Note that if you return a report, there are limited changes the expense owner can make, and they cannot add any new expenses to the report. If you need the expense owner to add a new expense, instead of returning the report, contact the expense owner and ask them to **Recall** the report. This provides the expense owner more flexibility in editing the report.



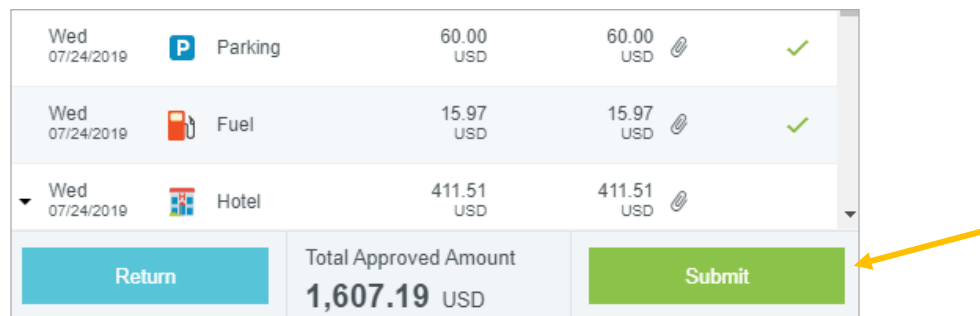
## Reconcile

Each individual expense also has a **Reconcile** button. If you are reviewing a report with multiple expense lines, you can click this button to mark lines you have already reviewed. The line will now appear with a green circled checkmark next to it on the report summary. This will allow you to track your progress. To remove this icon, click the **Unreconcile** button.

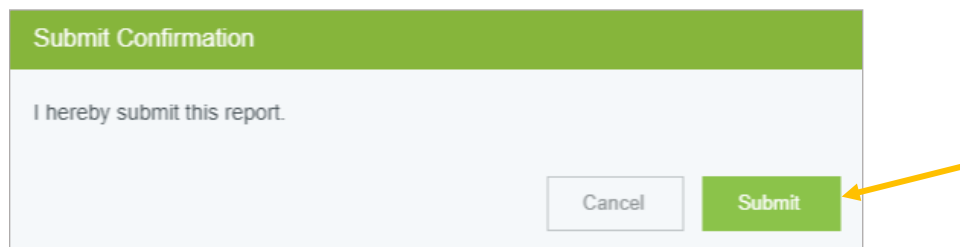


## Approve a Report

After you have reviewed the report and are ready to approve, click the **Submit** button at the bottom of the expense report summary. (Note: The approval function within a report is indicated using the Submit button, as opposed to Approve due to the system needing to recalculate the report in the event there were adjustments made by the approver.)



Once the Submit button has been clicked, the submit confirmation screen will appear. Again, click **Submit**.

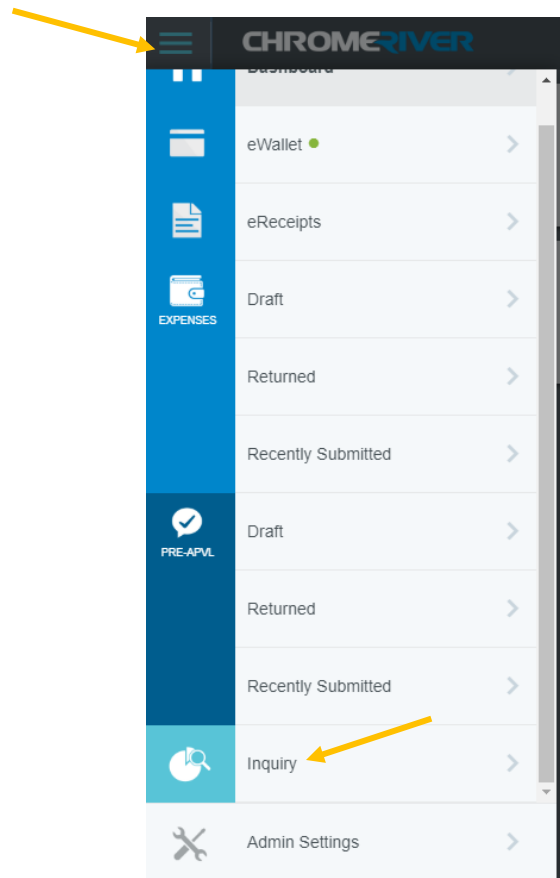


After clicking submit, a submit confirmation will be displayed.

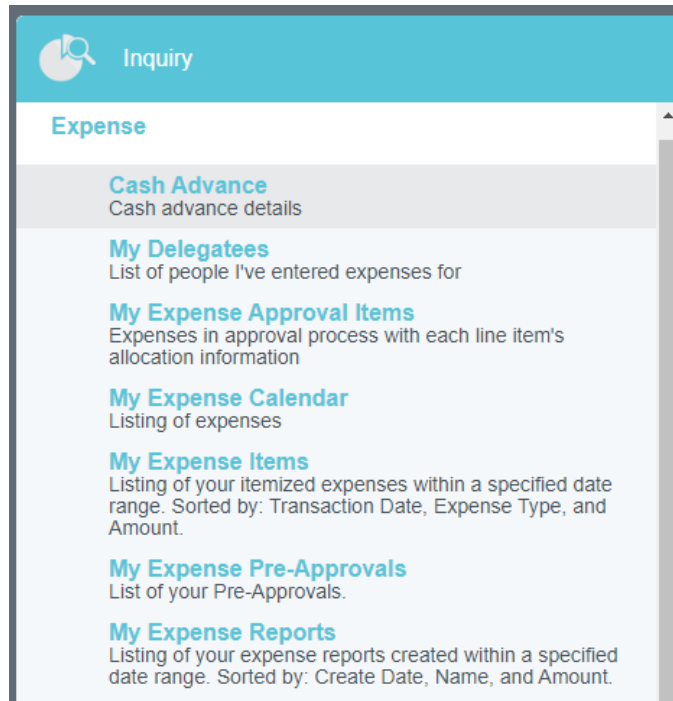
## Inquiry

The Inquiry function allows you and your delegates to perform quick inquiries on your activity by category. These inquiries include items such as expense reports, expense items, delegates, cash advances, Pre-Approvals, and paid expenses.

To access inquiry reports, click the **Menu Button** in the upper left corner of the homepage and click **Inquiry**.



You are now in the Inquiry menu. Click the **Expense** header to expand the list of reports available. To run a report, simply click on the title.



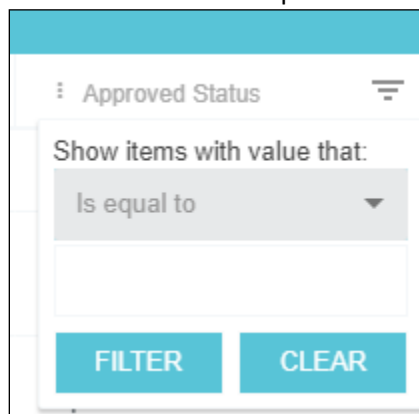
The results will appear in the window on the right. By default, the reports filter results to show the current month. Most reports will provide date filter in the right corner to adjust the date range displayed.

Action Date:

Drag a column header and drop it here to group by that column

Report Name	Report ID	Submit Date	Status	Requested Amount	Approved Amount
National Mascot Conference 2019	010000368183		Draft	892.80	892.80

Any columns with a funnel icon can be filtered based on specified criteria.



Any columns with the three-dot icon can be used to group results. Simply drag the header name into the blue bar at the top of the report, and the results will be grouped accordingly.

...	Report Name	Trans Date	Expense Type ↑	Matter	Client Name	Description	Approved Status
Expense Type : Airfare (Count: 2)							
...	Fun trip to Chicago	10/01/2019	Airfare	D10003	UR Better	--	Exported

Below is a list of the most helpful inquiries:

**My Expense Reports** – Provides a list of expense reports by total dollar amount. This report only reflects reports currently in process (Draft, Pending Approval, or Returned). Once an expense has been approved and exported to Banner to be paid, it will no longer appear.

**My Expense Items** – Allows you to view the status (Draft, Pending Approval, Approved, Returned, Exported) of each individual expense under your account. You can also request expense item details along with the associated receipt images for up to 50 line items as a PDF. Simply click **Request Images** and a link to the PDF will be emailed to your primary email address.

**My Delegates** – Provides a list of people for whom you serve as a delegate and have unsubmitted expenses.

**My Expense Calendar** – Shows your expenses in the form of a calendar. You can view the calendar by month with the option to view all or specific expense types. By clicking onto an expense within the calendar, you can view the details of a specific expense.

**My Expense Approval Items** – Provides approvers a list of expense items, per expense owner, which are their responsibility to approve. The inquiry includes each expense per line item along with the charged index under the Matter column. The status of each expense can be found in the Action column, which will show if an expense is Pending, Returned, or Approved. Once reports are fully approved by all approvers, the expense items will no longer appear in this report.

## Chrome River and Banner

Below is an explanation of how transactions from Chrome River will look in Banner.

### Pre-Approval - General Encumbrance:

Pre-Approvals will create a general encumbrance in Banner. A general encumbrance will have the prefix "T". The number is generated by taking the last 7 digits of the Pre-Approval ID from Chrome River with a preceding T.

The description will have the "Departure date, Last name, and the Pre-Approval ID."

Encumbrance: T0583523 Encumbrance Period: All

ENCUMBRANCE INFORMATION	
Description	08102020_Thomas_QA0000583523
Status	O
Type	E

### Expense Report - Invoice:

Travel Expense Reports where payment is made to the traveler will create an invoice in Banner. In the line item description of an invoice, you will see, "First initial, Last Name, Destination, Departure and Return date".

Document: I0427613 Multiple:  General Encumbrance Vendor: S00878275

COMMODITY INFORMATION - DIRECT PAY/GENERAL ENCUMBRANCE		
Document	I0427613	
Item	Commodity	Commodity Description
1		BThomas Aaronsbur 08/10/20-08/10/20

Expense Reports and p-card transactions on Travel Expense Reports will be posted as a journal entry with the type VISA and a description of "Last Name-Merchant".

COA: C Fiscal Year: 21 Index: BBPURC Fund: 10000 Organization: BBPURC Account: Program: N Activity: Location: Period: Commit Type: Both <span>Start Over</span>										
DETAIL TRANSACTION ACTIVITY <span>Settings</span> <span>Insert</span> <span>Delete</span> <span>Copy</span> <span>Filter</span>										
Active filters: Type: VISA <span>Clear All</span> <span>Filter Again</span>										
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
70110	BBPURC	N	YTD	12.47	+	VISA	F0061926	07/15/2020	07/15/2020	Giles-MACEYS INC
70130	BBPURC	N	YTD	279.00	+	VISA	F0061925	07/07/2020	07/07/2020	Thomas-THE HOME DEPOT 4406

## Closed Encumbrances

The funds are liquidated and closed when a Pre-Approval is fully used or expired. You will see an entry on your detail report with a C number that corresponds to the T number that has a description of "Closed Encumbrance".

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
90145	BBPURC	N	ENC	-1.00	-	E032	C0583254	08/11/2020	08/11/2020	Closed Encumbrance
90145	BBPURC	N	ENC	11.00	+	E100	T0583523	08/10/2020	08/11/2020	08102020_Thomas_QA0000583523
90145	BBPURC	N	ENC	1.00	+	E100	<a href="#">T0583254</a>	08/10/2020	08/11/2020	08062020_Thomas_QA0000583254