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).

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>

   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.
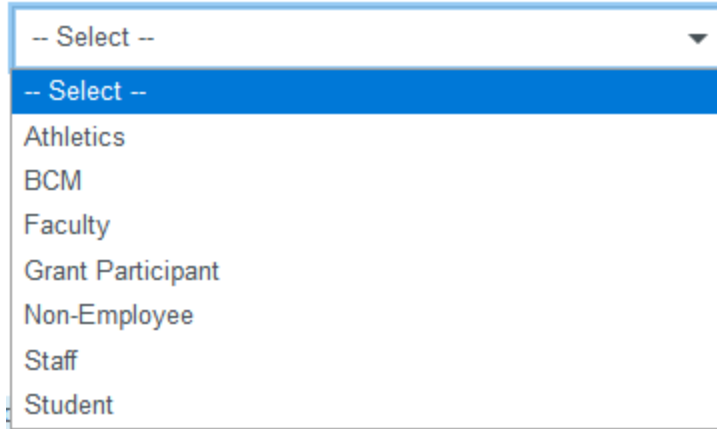
g. Travel Type
   i. Select the appropriate Travel Type from the drop down.
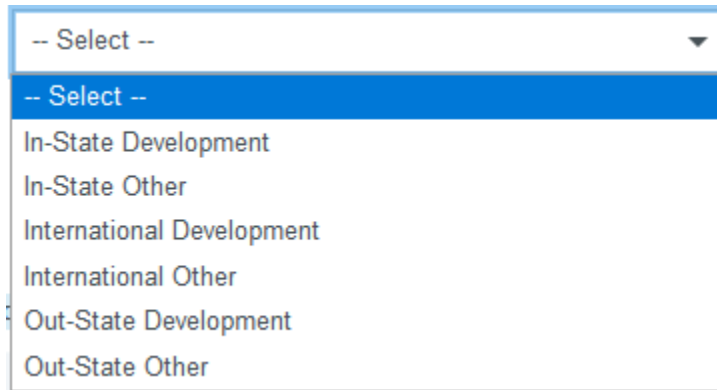
h. Domestic/International Destination
   i. Enter the destination.
i. Employee is Grant Participant
   i. If the employee is being paid as a grant participant, check this box.
j. Athletic Type
   i. If Athletics is selected as the Traveler Type, Select the appropriate Athletic Type
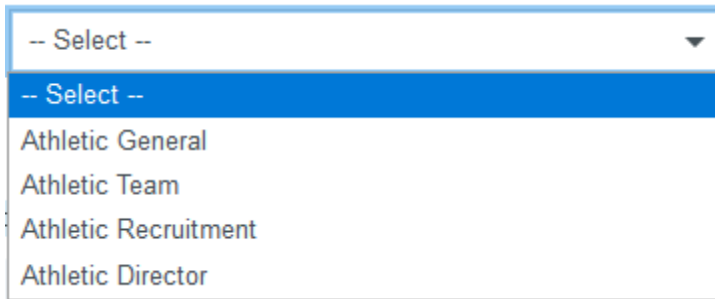
k. Non-Employee
   i. If we are paying a Grant Participant, Non-Employee, or Student, you will need to send an email to the Travel Office and request the individual be added to the Non-Employee drop down in Chrome River. Please provide the name and S number for the individual to be added. Once they have been added, you may select them from the list.

l. 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".
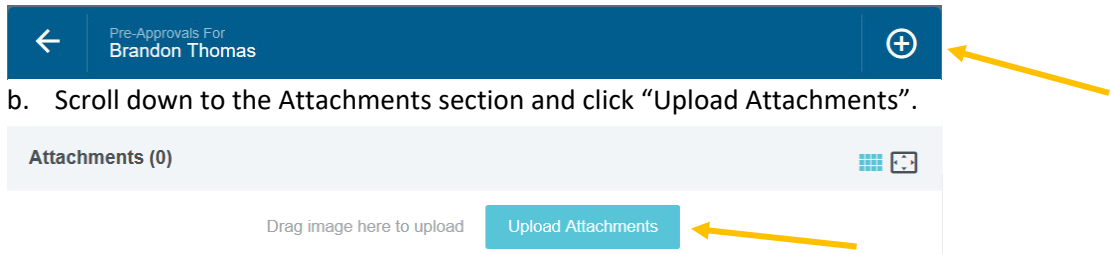
   c. Select the attachments you would like to upload and click "Open".
5) You are now ready to add estimated expenses. If you do not see the "Add Pre-Approval Types" screen, click the plus button.

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.
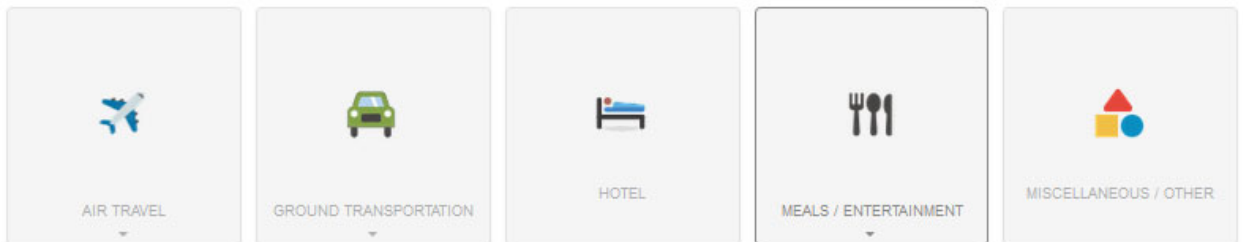
   a. Air Travel
      i. Airfare
         1. Enter the estimated amount.
         2. Enter a description, if needed (not required).
         3. Click "Save".
      ii. Baggage
         1. Enter the estimated amount.
         2. Enter a description, if needed (not required).
         3. Click "Save".
   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) proceeded 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).
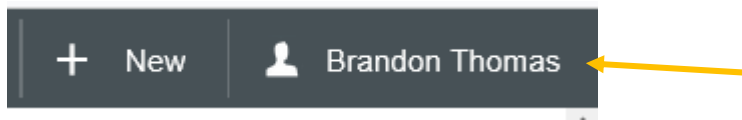
If another cardholder's purchasing card was used for any travel expenses, a request needs to be sent to the Travel Office to have the expenses moved to the traveler's profile. US Bank Transactions for Airfare booked through the contract travel agency will automatically be reallocated to the traveler's 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.
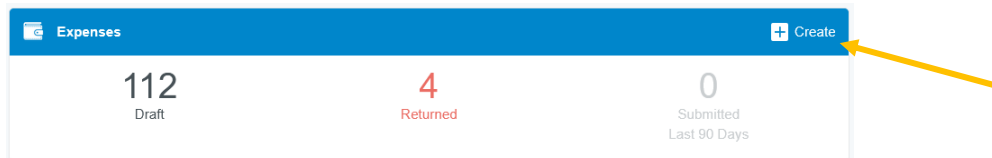
2) Click the Import Pre-Approval button.

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.

Add
Expenses

➕ Create New

eWallet
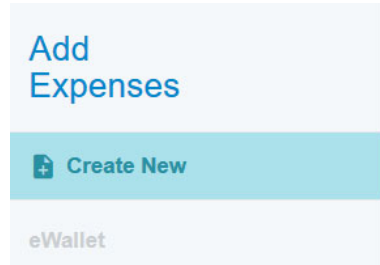
   ii. Click the appropriate Tile.

<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.

DATE

× Wed,
03/04/2020

× Thu,
03/05/2020

× Fri,
03/06/2020

× Sat,
03/07/2020
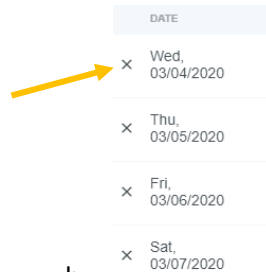
   b.
7. Once you have adjusted the per diem, click "Add to Report".

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".
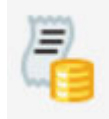
b. Tips / Gratuities

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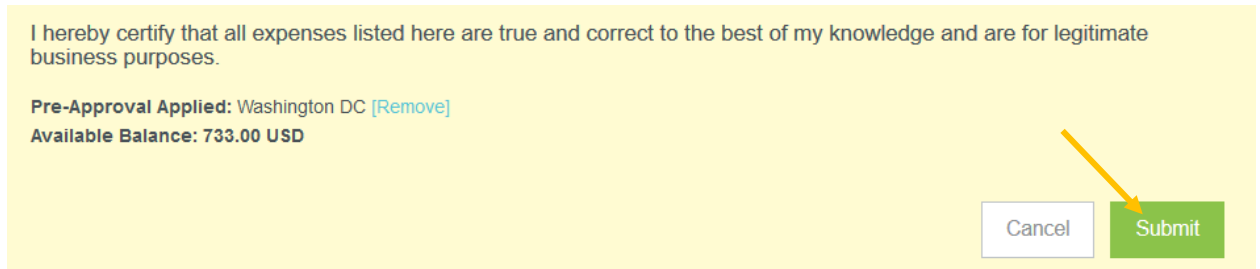
the amount the College will reimburse the Traveler for per diem and expenses made using a personal form of payment.

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

Cancel   Submit

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).
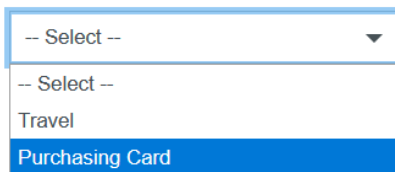
Missing Travel Transactions

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.
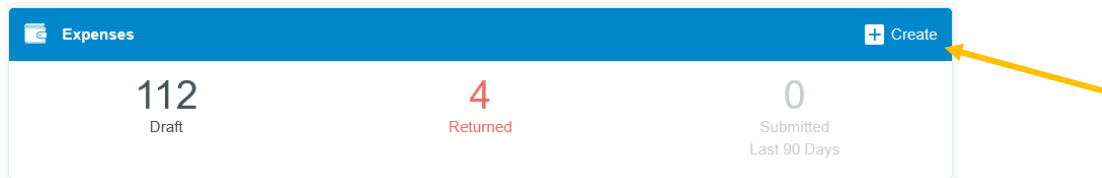
2) Enter a name for this report that is unique and will help you identify it. We recommend using the following naming convention, <First Initial><Last Name> <destination> <dates of travel> - Missing Transactions (ex. BThomas Las Vegas Jan 2-4, 2020 – Missing Transactions).

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.
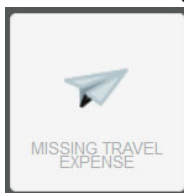
5) Enter the Travel Event Name. This will help us link this transaction back to your Travel Event.

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 Optional	
Explanation	
Account Optional	-- Select --
Merchant Optional	HARMONS - TAYLORSVI
Company Paid	☑

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.

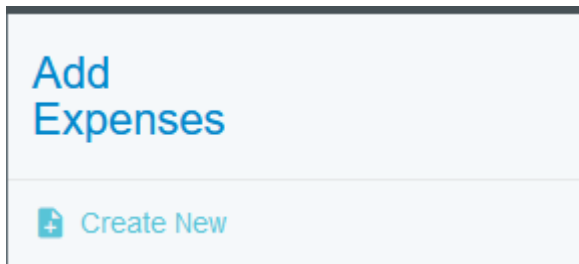# Cash Advance

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
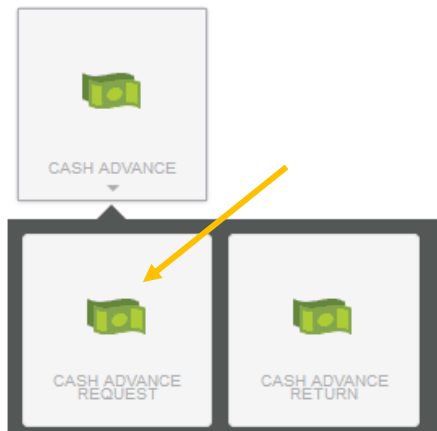3) Delete all of the imported expense types by clicking on them and clicking the "Delete" button.
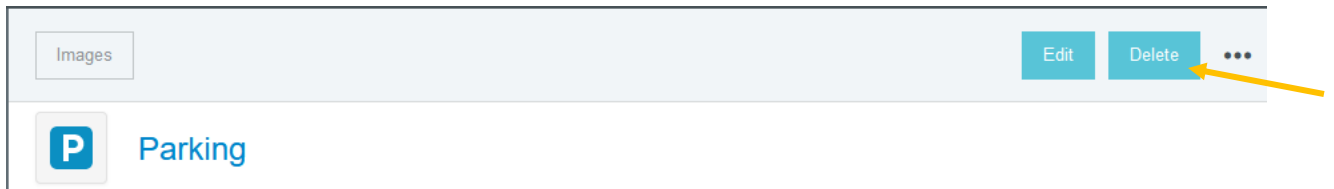
4) Add the Travel Advance expense type by clicking on the + button.

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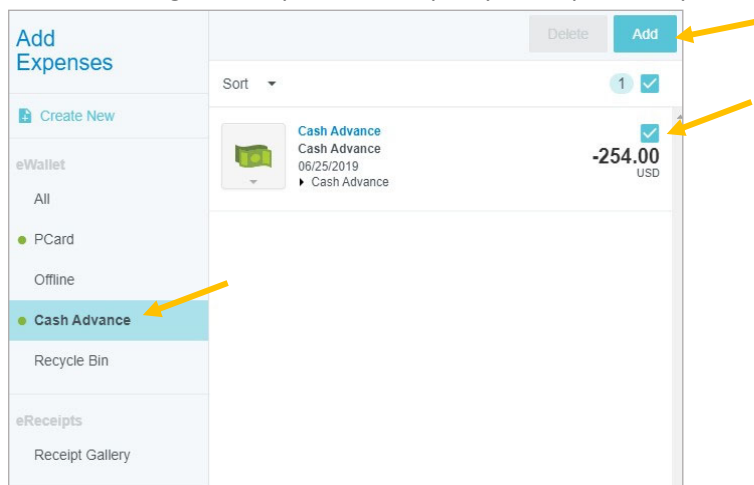
2) A cash advance Expense Form will now display. The **Transaction Date** and **Spent** amount will automatically default in.
3) Click **Save** in the top right corner.

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.

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.