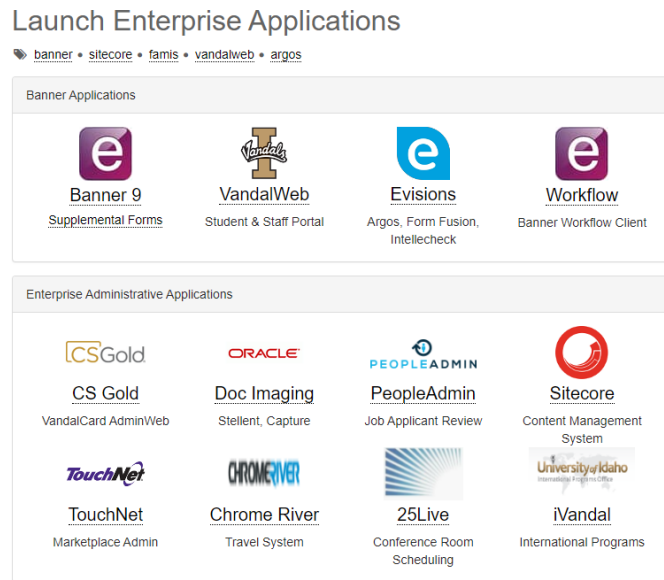


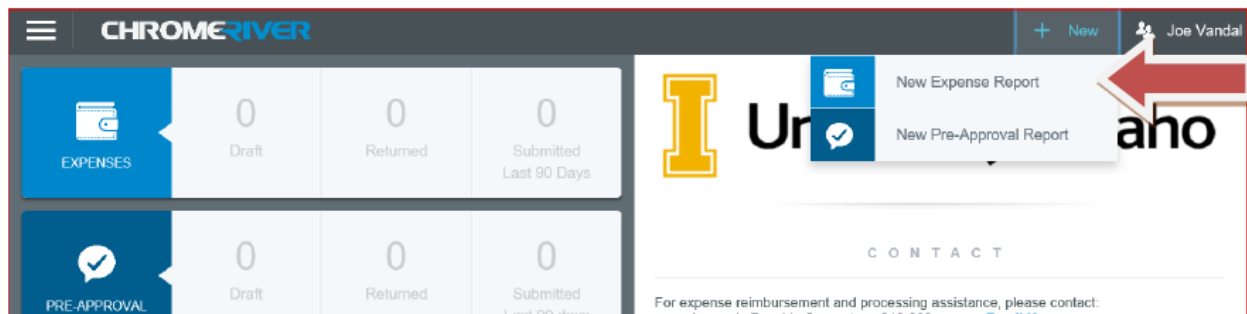
Travel Expense Report

This report should be used for any travel reimbursements for university employees with an active EPAF. Non-employees will require reimbursement through a Vandal Web Claim Voucher.

Log into Chrome River using the icon on the Launch Enterprise Applications webpage:
<https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceDet?ID=707>



1. To create a report, click + **New** on the Navigation Bar and **New Expense Report**.



2. This will bring you to the expense report header. All fields are required, except when labeled as optional.

Expenses For Joe Vandal

Import from Pre-Approval
Optional

Report Name

Pay Me In

Report Type

Travel Type

Start Date

Depart Time
Optional

Days
Optional

End Date

Arrival Time
Optional

Personal Travel Start
Optional

Personal Travel End
Optional

Business Purpose

Add Another Location

Does this include personal travel?

GL Approver

Description of the fields are below:

- Select **Import Pre-Approval**, select from the drop down list then select Import.
- **Report Name** – Enter a descriptive, unique report name
- **Pay Me In** - This is automatically pre-determined.
- **Travel Type** – In State, Out of State, International.
- **Start Date** – Click the calendar icon to select the start date of your trip.
- **End Date** - Click the calendar icon to select the end date of your trip.
- **Business Purpose** – Provide a detailed explanation of the business purpose of this request, including who, what, where, and why, as appropriate
- **GL Approver** - Select the individual from the dropdown who is responsible for verifying index information.

Once complete, click **Save** in the top right corner, and the Add Expenses window will now appear

3. **Add Expenses** - The Add Expenses screen will slide in from the right. Select expenses from Receipt Gallery, Credit Card, and/or add manually.
 - a. To access expenses from **Receipt Gallery**, you will need to attach receipt images and upload them into your Receipt Gallery from your mobile device by utilizing the Chrome River Snap App, email, and/or computer.

Email Instructions:

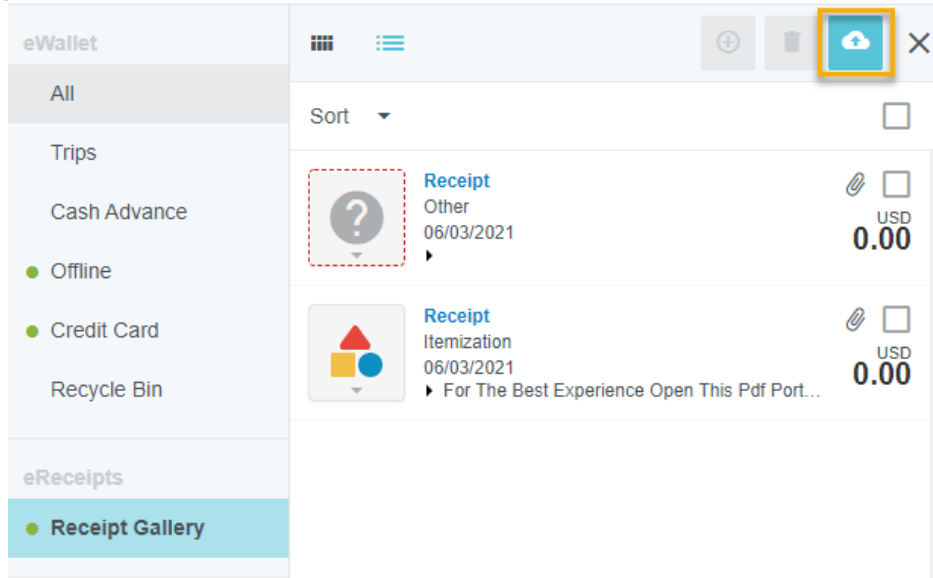
- i. Take a photo of the receipt with your mobile device and email to receipts@ca1.chromeriver.com.
- ii. The “From” email address must be your UI email.
- iii. The “Subject” should be the amount of the expense with no symbols. If you neglect entering an amount, the amount will be \$0.00 with the expense appears.
- iv. The “Body” may contain the description of the expense, which will appear in the Description section of the expense report.
- v. Attach the receipt photo. Only JPG, PDF, PNG, and TIFF files of up to 10MB can be accepted.
- vi. Click on Receipt Gallery and select the receipts to Add to the expense report, or upload manually.

Snap App Instructions:

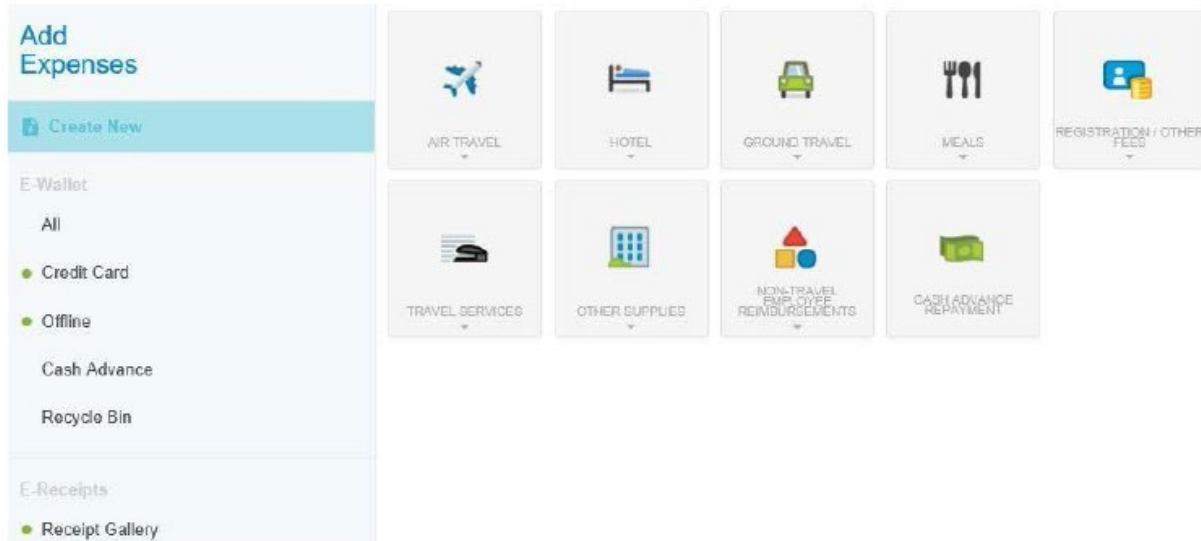
Please see the Chrome River Guide 2A/2B for Android and iphone

Computer Instructions:

Select the Upload icon in the eReceipts Gallery

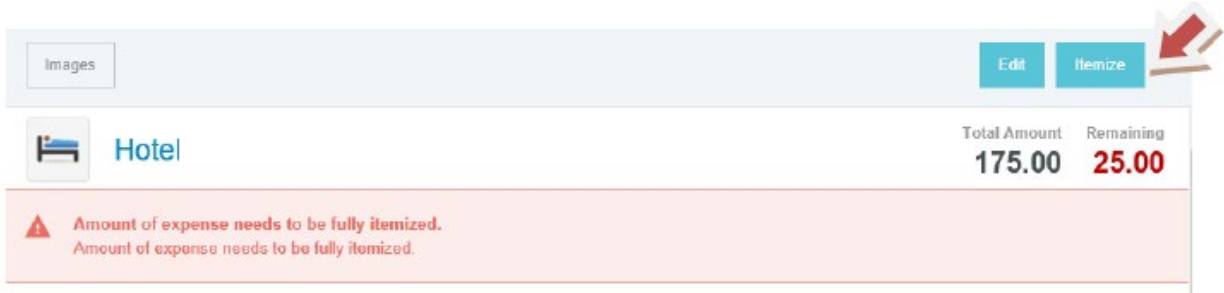


- b. If a purchasing card was used, pcard expenses will automatically import into Chrome River. Click on Credit Card, and select which expenses to Add to the expense report.
- c. To manually add an expense (i.e. mileage or per diem), choose from the major category list of Expense icons provided. Most will have subcategories, as indicated by the small down arrow down under the header.

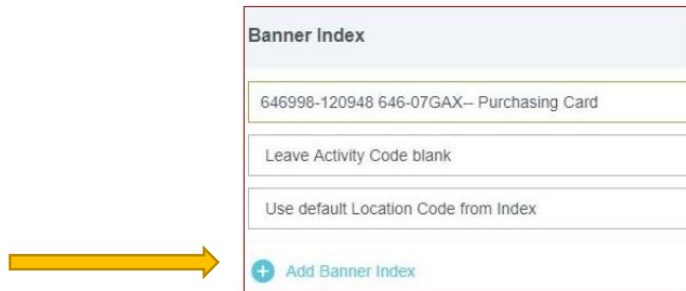


- d. Enter the required information based on the type of expense and include any information that would be helpful for all authorized approvers and the Travel Office.
- e. For Per Diem meals, a Per Diem Wizard Icon is available. The Per Diem Wizard icon allows you to enter and adjust meals for multiple days simultaneously. A list of all the meals will appear on the right side. Click on the day(s) and check with meals you do not need and it will be reduced from per diem. When finished, click **Add to Report**.

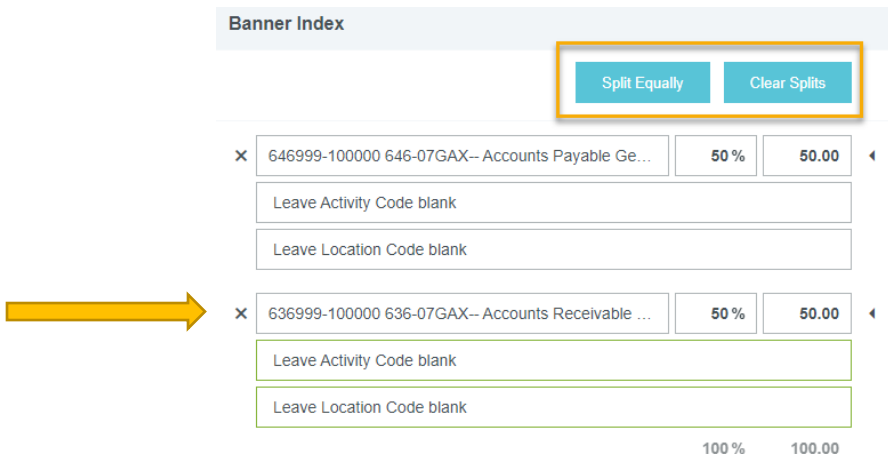
NOTE: You will need to itemize expenses into its various expense types and reconcile the total bill with the detailed entries.



- Assign the expense to the appropriate Index. As you type, a list will prefill. Use the mouse to scroll down and left click to select the index where funds are to be expensed. You may split indexes by clicking **Add Banner Index**.



By default, the expense will be evenly split between the selected indices. You can manually change the allocated amounts by adjusting the percentage or dollar amount next to each funding line. The total percentage will be shown in gray at the bottom. Please confirm the adjusted totals add up to 100%. You can click Split Equally to distribute the expenses equally among all funding lines. You can click Clear Splits to zero out all but the first funding line, which will be allotted 100% of the expense. You can click the X to the left to remove a funding line.



- From the drop down menu, select the correct Activity Code.
- For those Indexes that do not include Activity Codes select: LEAVE – it will leave the Activity Code Blank.
- For those Indexes that do not include a Location Code: select: Leave – it will leave the Location Code Blank.

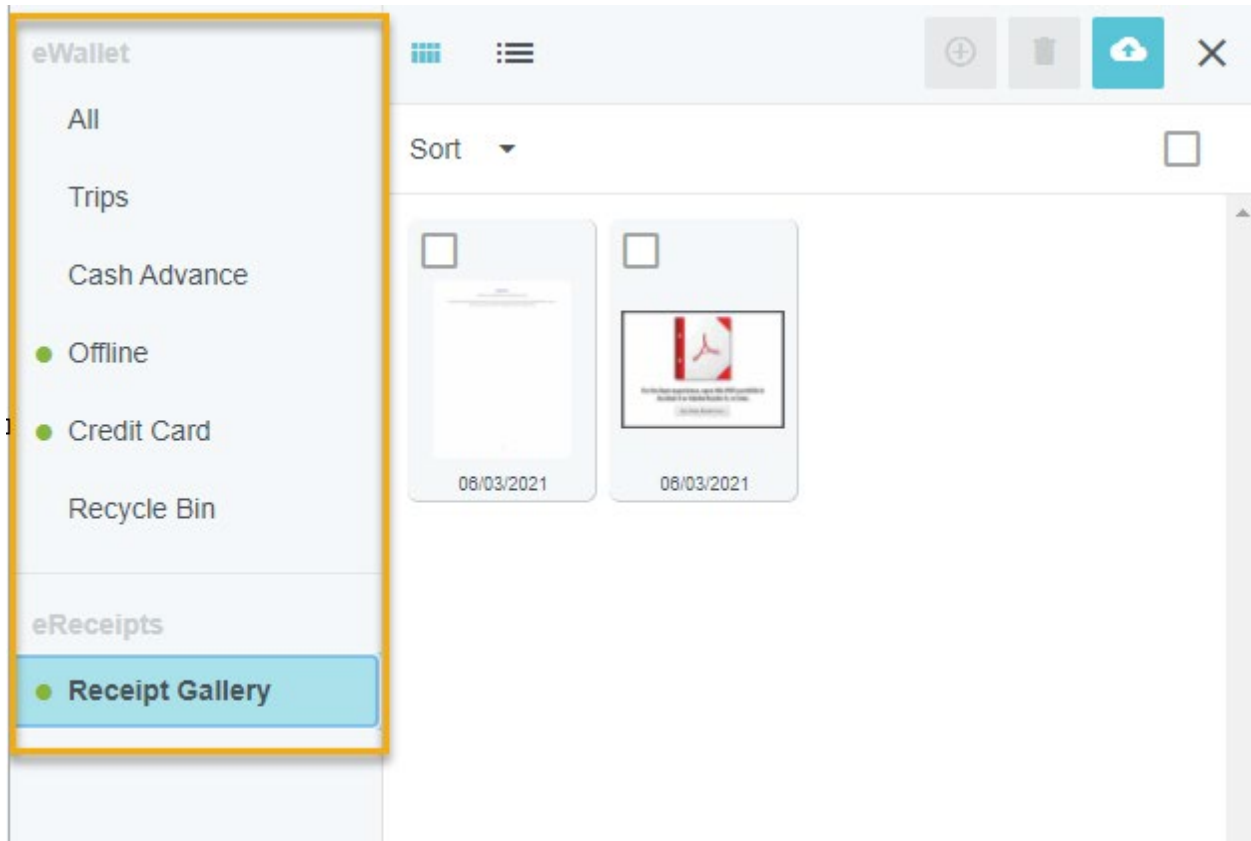
- d. For those Indexes that include a Location Code select: Use default Location Code from Index – it will default the location within the Index.
4. If a cash advance was requested and approved for the Pre-Approval report, click on **Cash Advance** and select the cash advance amount to **Add** to the expense report. By clicking on the Advanced date under the Cash Advance, it will give you the Pre-Approval it is associated with. For more information pertaining to Cash Advances, please see Chrome River Guide 5: Cash Advances.

5. eWallet and eReceipts

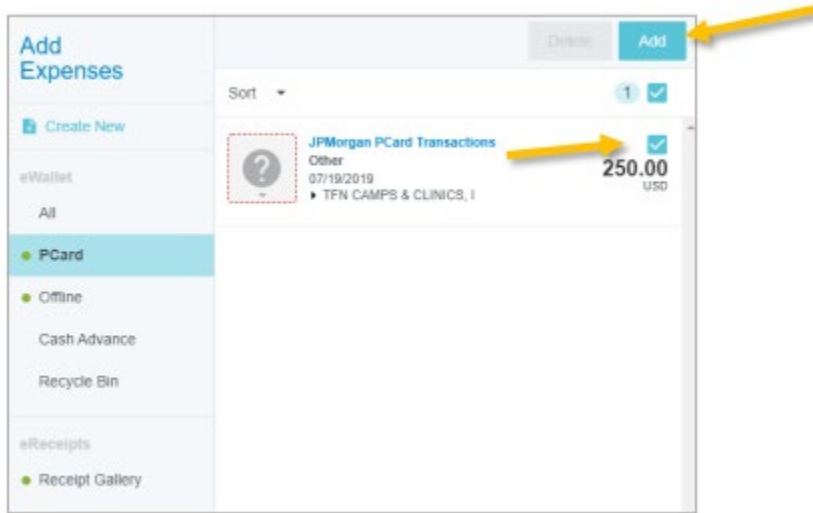
In the **eWallet**, users will find any unallocated **PCard** transactions, expenses submitted via email or the app and sent to the Receipt Gallery (under **Offline**), and any previously approved and unused **Cash Advance** amounts. Clicking on the **All** section will display all items housed in the eWallet. Deleted items are accessible in the **Recycle Bin**.

Users can also access submitted receipts directly from the Receipts Gallery under eReceipts

NOTE: A green dot next to a category indicates that there are unused items or receipts available

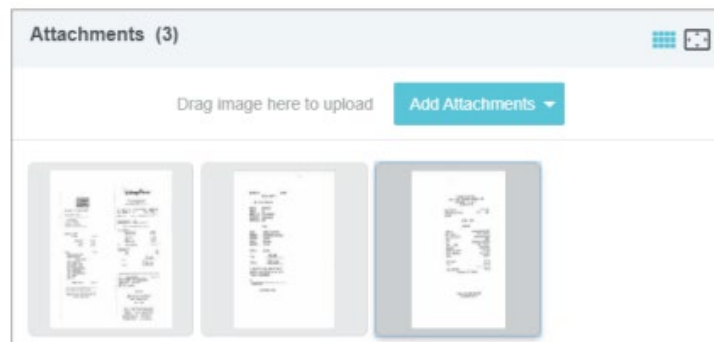


To add an item from your eWallet to an expense report, click the checkbox on the line, and click Add in the top right corner. This will create an expense item for this PCard transaction or receipt.

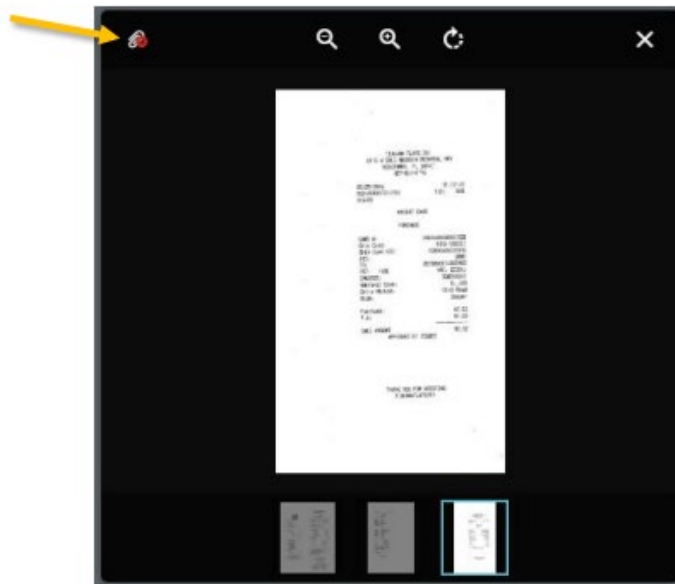


Nearly all expense types will require attaching a receipt (a few, such as mileage and per diem, do not). To do so, you can either attach a receipt from your Receipt Gallery or upload one from your computer.

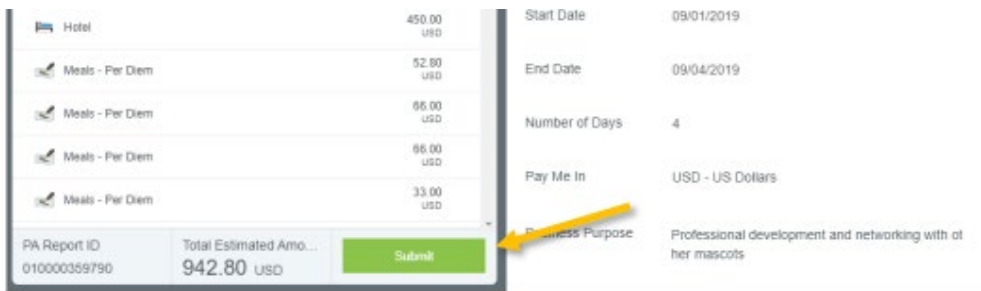
If you have added a receipt to a report but would like to remove it, select the appropriate receipt from under the Attachments section in either the report header or individual expense line.



The selected receipt will now display on the left side of the screen. Click on the Delete Icon (paper clip with red X symbol) in the top left corner, and the receipt will be removed from your report.



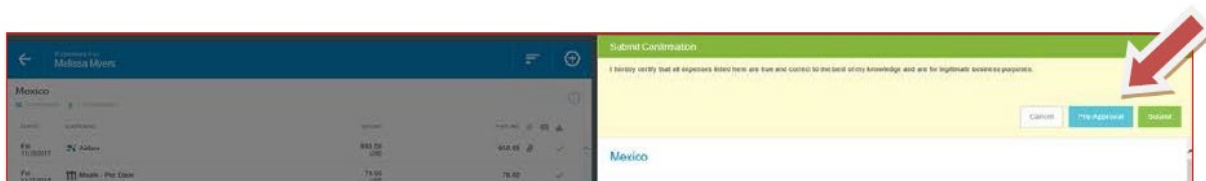
6. When all information and estimated expenditures have been added, click **Submit** at the bottom



7. An overview of the trip and information will appear on the right side. Scroll down and review the information for accuracy, enter comments, and/or upload attachments (i.e. conference agenda).

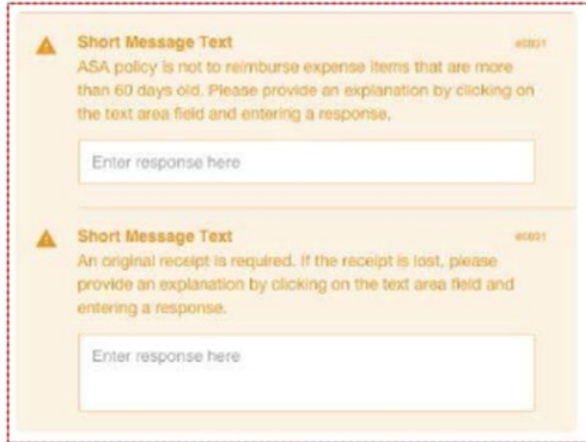
8. To upload attachments, you can drag and drop or Browse File to Attach.

NOTE: You will be required to apply the Pre-Approval report for the Expense report you are submitting for reimbursement.



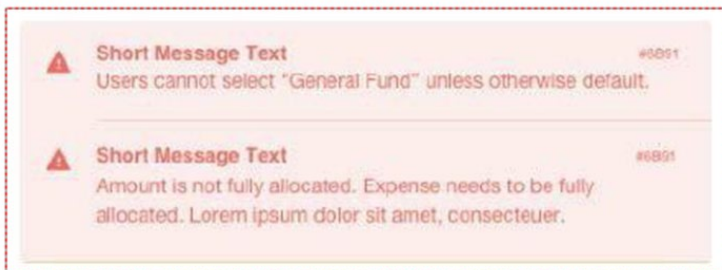
9. Click **Submit** in the upper right corner.

10. If there are any issues, with the report, warnings and violations will be given and will need to be corrected before submitting for approval.
 - a. Warnings indicate that additional information is required before submitting the report for approval. Respond by either modifying the data or replying to the warning.



If a reply is required, tap Enter Response in the message bar and enter a reply. Enter Save to update and close warning message.

- b. Violations indicate that the expense cannot be submitted for approval based on the Travel policies and will need to be corrected before submitting for approval. If an error occurs, the Submit button will be deactivated and you will be required to make any necessary changes before continuing.

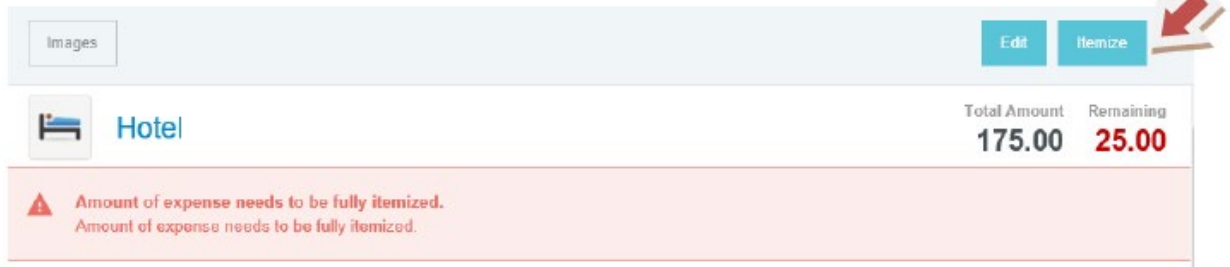


11. Special Expense Types

Some expense types have expense forms that require additional information or have different functionality, as explained below.

- a. **Hotel Expenses** - In addition to room charges, hotel bills frequently include charges for items such as parking or meals. To make the process of reporting these quick and simple, the Hotel expense tile will require you to itemize the charges on your bill. After completing the Hotel expense tile header, click the Itemize button in the top right corner. (Note: Any personal non-reimbursable charges on your hotel folio should be deducted and excluded from the Spent amount entered on the header.)

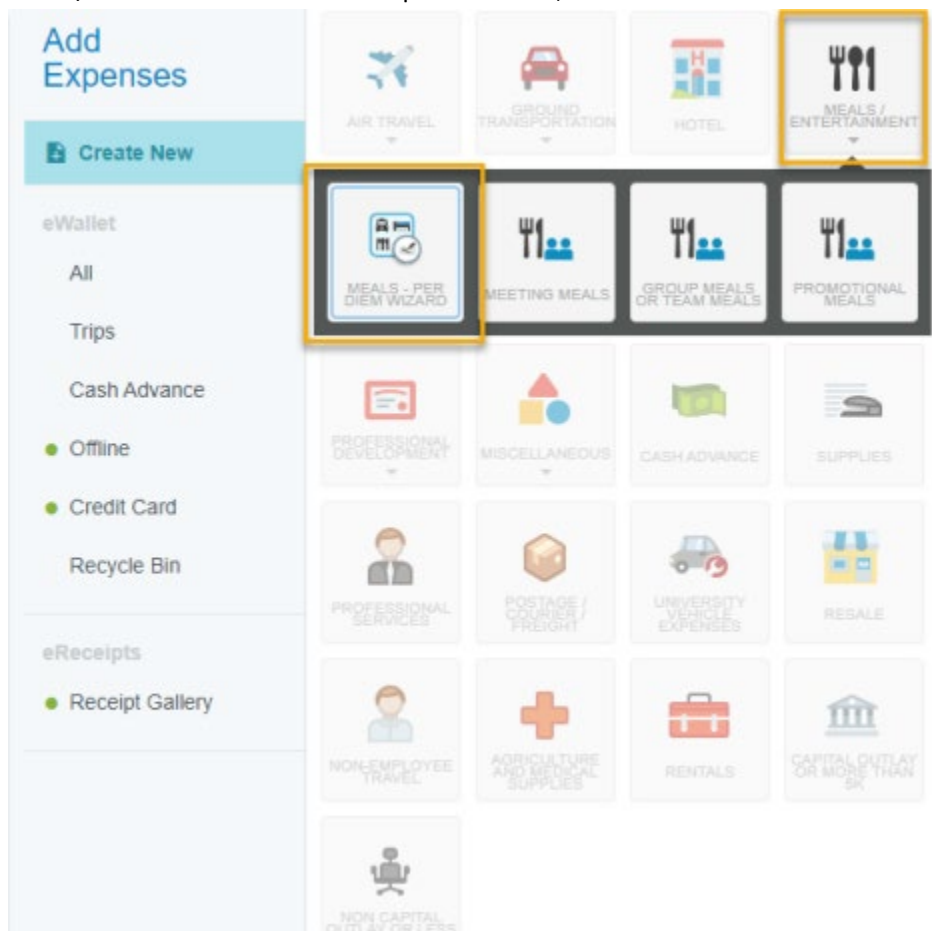
CHROME RIVER USER GUIDE



This will display a mosaic with a variety of hotel expense types by which you can itemize the total hotel expenses. The total amount of the bill entered on the header appears in the top right corner under **TOTAL AMOUNT**. The amount remaining to be itemized appears in red under **REMAINING**.

- b. **Per Diem Expenses** - As specified in the University’s Travel Policy, travelers have the option to claim per diem for travel meals in lieu of reimbursement using receipts (see the Travel Policy for additional details on per diem).

Travelers choosing per diem will claim it using Chrome River’s Per Diem Wizard. Under the Meals/Entertainment tile of the expense mosaic, select Meals – Per Diem Wizard.



Enter the Start Date and End Date, and the number of Days will calculate automatically. If claiming only one day of per diem, you can enter the same start and end date. If not already populated, enter

CHROME RIVER USER GUIDE

a Business Purpose. Select the Location of your travel. Begin typing and select the appropriate location of your travel.

Per Diem Wizard

→

Start Date 09/11/2021
00:00 ▾

→

End Date 09/13/2021
23:59 ▾

Days 3

Description Optional professional development

→

Location Mosca-Alamosa County, Colorado (CO), United States

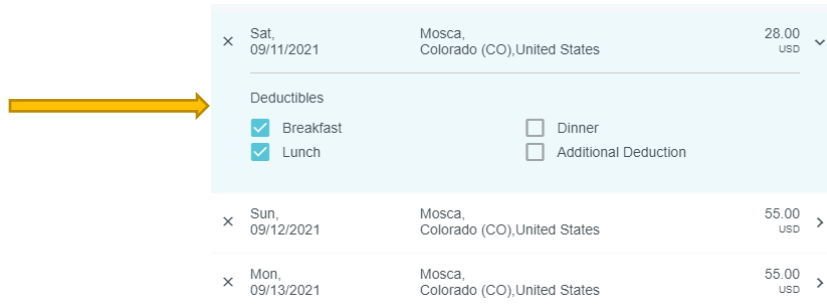
Banner Index

Split Equally
Clear Splits

×	636999-100000 636-07GAX-- Accounts Receivable ...	50.00 %	0.00	◀
	Leave Activity Code blank			
	Leave Location Code blank			
×	646999-100000 646-07GAX-- Accounts Payable Ge...	50.00 %	0.00	◀
	Leave Activity Code blank			
	Leave Location Code blank			

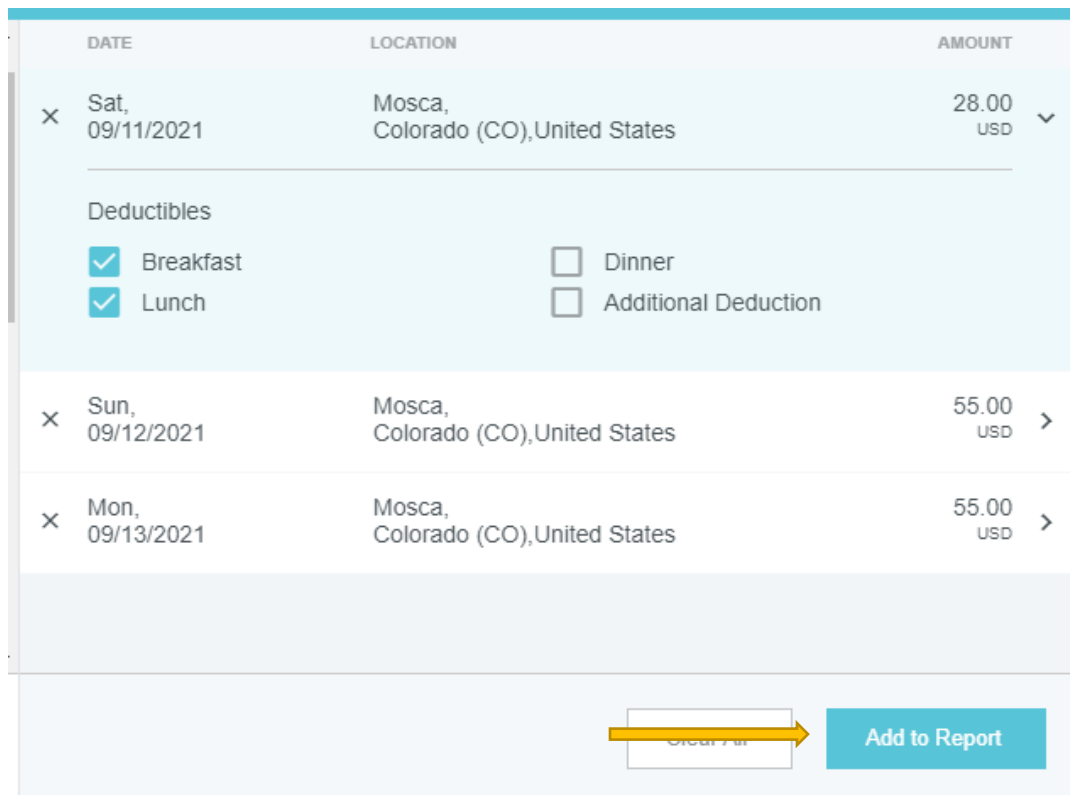
Clicking the arrow next to each entry will open the Deductibles section. Per the University’s Travel Policy, travelers may claim a meal per diem only for meals that were not otherwise provided during travel. If a meal is included in a conference, paid for by another colleague, vendor or other third party, or when traveling a partial day, the full per diem amount should not be claimed. To reduce a daily per diem, click on the appropriate entry and click the checkbox to indicate any meals that should not be reimbursed. When meals are marked in the Deductibles section, the system will automatically reduce the per diem to the appropriate amount per the University’s Travel Policy.

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DATE	LOCATION	AMOUNT
Sat, 09/11/2021	Mosca, Colorado (CO), United States	28.00 USD
Deductibles <input checked="" type="checkbox"/> Breakfast <input type="checkbox"/> Dinner <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Additional Deduction		
Sun, 09/12/2021	Mosca, Colorado (CO), United States	55.00 USD
Mon, 09/13/2021	Mosca, Colorado (CO), United States	55.00 USD

When finished entering any meal deductions, click **Add to Report** in the bottom right corner



DATE	LOCATION	AMOUNT
Sat, 09/11/2021	Mosca, Colorado (CO), United States	28.00 USD
Sun, 09/12/2021	Mosca, Colorado (CO), United States	55.00 USD
Mon, 09/13/2021	Mosca, Colorado (CO), United States	55.00 USD


c. Mileage Expenses

Users claiming expenses for use of their personal vehicle for travel will use the **Mileage** expense tile (located under Ground Transportation).

On the Mileage expense form, enter the date of travel (or the first day of travel for multiday trips) in the **Transaction Date** field, as well as a **Business Purpose**. Skip the description field at this point, as it will automatically be populated with the travel destinations after entering the Calculate Mileage information.

Next, select the **Calculate Mileage** link to access the integrated Google Maps functionality. Note that use of the Calculate Mileage functionality is required for mileage reimbursement.

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Mileage

Date

Spent

Description

Rate

Miles [🚗 Calculate Mileage](#)

Deduction

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

Banner Index

Begin entering a location name or specific address for start and end destinations. For trips with multiple stops, click **Add Destination** to add an additional destination.

☰

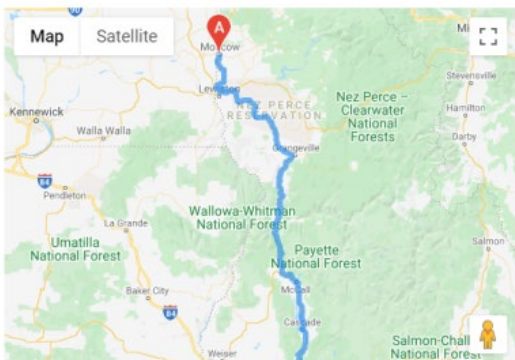
☰

Add Destination

Return to Start

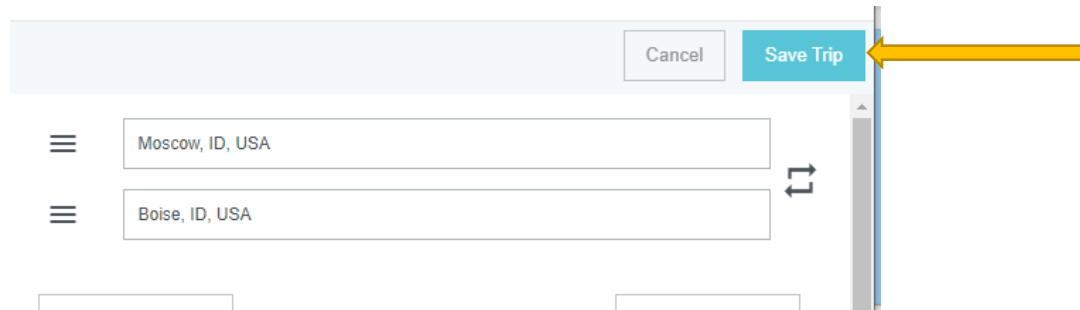
295.1 Miles

Map Satellite



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Clicking **Return to Start** will add the first location as a new destination at the bottom of the list for roundtrip travel. Chrome River User Manual Page 31 of 69 CHROME RIVER USER MANUAL The distance and map will now reflect your route. This feature uses Google Maps and has similar functionality, including zoom controls and the ability to manually adjust the route to reflect alternate routes. Once satisfied with your route entry, click **Save Trip** to return to the Mileage entry screen.



The **Spent** and **Miles** fields have now been calculated and populated, and the Description includes the destination addresses entered.

 Mileage	
Date	09/13/2021
Spent	165.26 USD
Description	From:: Moscow, ID, USA To:: Boise, ID, USA
Rate	0.56
Miles	295.10

d. Expenses with Guests

On certain expense tiles, such as **Meeting Meals**, Chrome River will require you to provide a list or description of the guests in attendance.

For most meals, you will add the list of guests using the **Guest Widget**. The Guest Widget allows you to add both internal guests as well as external guests. To add internal guests, tap inside the **Add Guests** field and begin typing a name. A list of possible guests will appear. Click the desired name to add it.

Guests (1)

Internal

Upload CSV

Internal x Joe
Train
Univ

🔄 Joe Vandal
Training
University of Idaho

100% 0.00

To add external guests, change the selection box next to the Add Guests field to **External**. If the external guest has previously been entered in the system, you can search similar to internal guests and select the name to add it. Otherwise, you will click the **+ Add New External Guests** link.

External

Upload CSV

Internal x Joe
Train
Univ

No Results Found

+ Add New External Guests?

This will now ask you to enter the **First Name, Last Name, Title** and **Company Name**. Once you have entered all available and appropriate information, **click Add**.

Guests (1)

EXTERNAL

First Name

Last Name

Title

Company Name