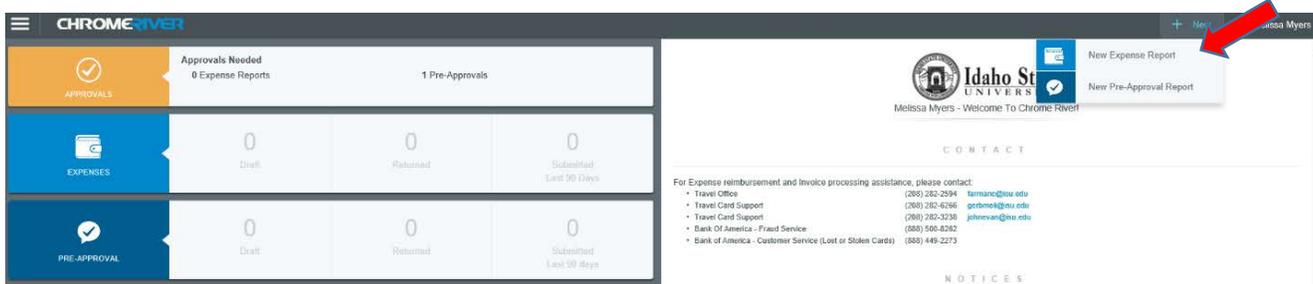# Chrome River Quick Guide: Expense Report

1. In Bengal Web, click on the Chrome River travel channel link.
2. Log into Chrome River.
3. From the Dashboard, in the upper right corner, click the + **NEW** button.
4. From the drop down menu, select **New Expense Report**.

5. Enter the following:
    a. Report Name. Use the corresponding **Pre-Approval Report** name.
    b. Pay Me In. This is automatically pre-determined.
    c. Report Type
        i. Athletic Travel
        ii. Field Trip
        iii. Group Student Travel
        iv. Individual Travel
        v. Non-travel expenses
    d. Is this your final report? Yes or No.
    e. Business Purpose. The business-related reason for the trip.

6. Click **Save** in the upper right corner.

7. 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, email, and/or computer.
      i. Take a photo of the receipt with your mobile device and email to receipts@chromefile.com.
      ii. The "From" email address must be your ISU 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.
8. If a travel card was used, travel card expenses will automatically import into Chrome River. Click on **Credit Card**, and select which expenses to **Add** to the expense report.
9. 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.
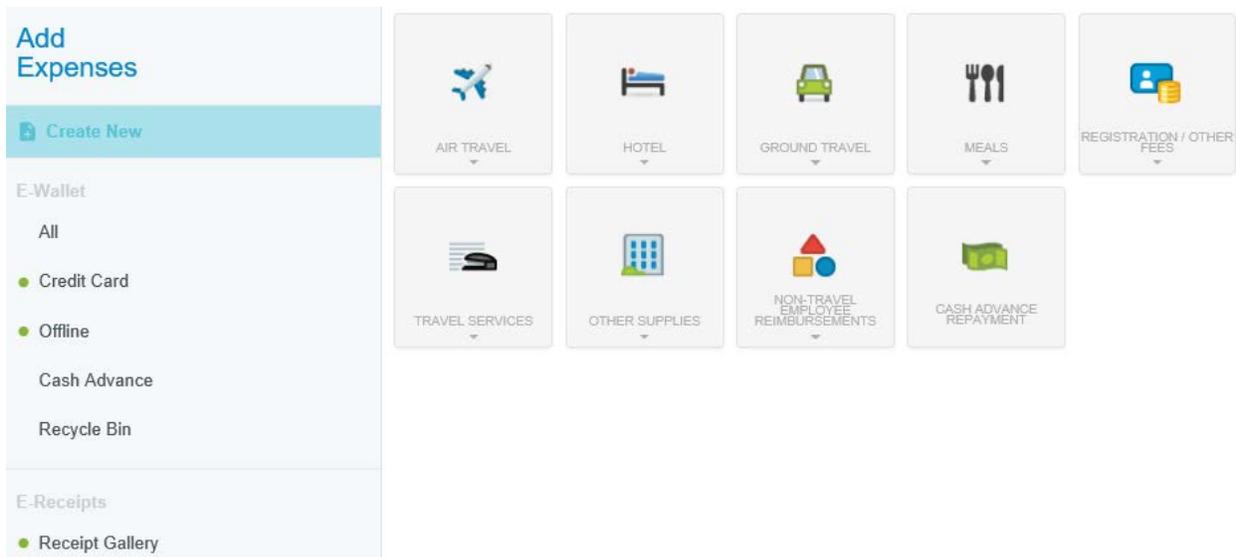
10. Enter the required information based on the type of expense and travel, and include any information that would be helpful for all authorized approvers and Travel Office.
11. For Per Diem meals, a Per Diem and Per Diem Wizard icon is available. The Per Diem Wizard icon allows you to enter and adjust meals for multiple days simutaneously.
    a. 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.

Images			Edit	Itemize	•••

		Total Amount	Remaining
🛏	**Hotel**	**175.00**	**25.00**

⚠ Amount of expense needs to be fully itemized.
Amount of expense needs to be fully itemized.

12. Assign the expense to the appropriate ISU 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 ISU Index**.

ISU Index

AFAD01 APPR Finance and Administration Index

-- Select -- ▼

➕ Add ISU Index

		Split Equally	Clear Splits

✕	AFAD01 APPR Finance and Administration Index	100 %	150.00
	-- Select -- ▼		
✕	Search for ISU Index	0 %	0.00
		100 %	150.00

13. 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.

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

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

15. 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).

16. 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 reimbursement.

17. Click Submit in the upper right corner.

18. 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.

    i. If a reply is required, tap **Enter Response** in the message bar and enter a reply.

    ii. Enter **Save** to update and close warning message.

⚠ **Short Message Text**   #6891
ASA policy is not to reimburse expense items that are more than 60 days old. Please provide an explanation by clicking on the text area field and entering a response.

    Enter response here

⚠ **Short Message Text**   #6891
An original receipt is required. If the receipt is lost, please provide an explanation by clicking on the text area field and entering a response.

    Enter response here

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.

    i. If an error occurs, the **Submit** button will be deactivated and you will be required to make any necessary changes before continuing.

⚠ **Short Message Text**   #6891
Users cannot select "General Fund" unless otherwise default.

⚠ **Short Message Text**   #6891
Amount is not fully allocated. Expense needs to be fully allocated. Lorem ipsum dolor sit amet, consecteuer.