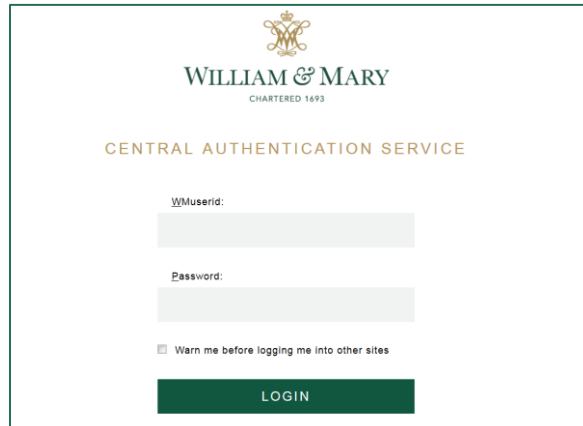


# Create a New Expense Report

1. Go to [W&M] Chrome River website: **chromeriver.wm.edu**
2. Log in using your W&M network credentials



WILLIAM & MARY  
CHARTERED 1693

CENTRAL AUTHENTICATION SERVICE

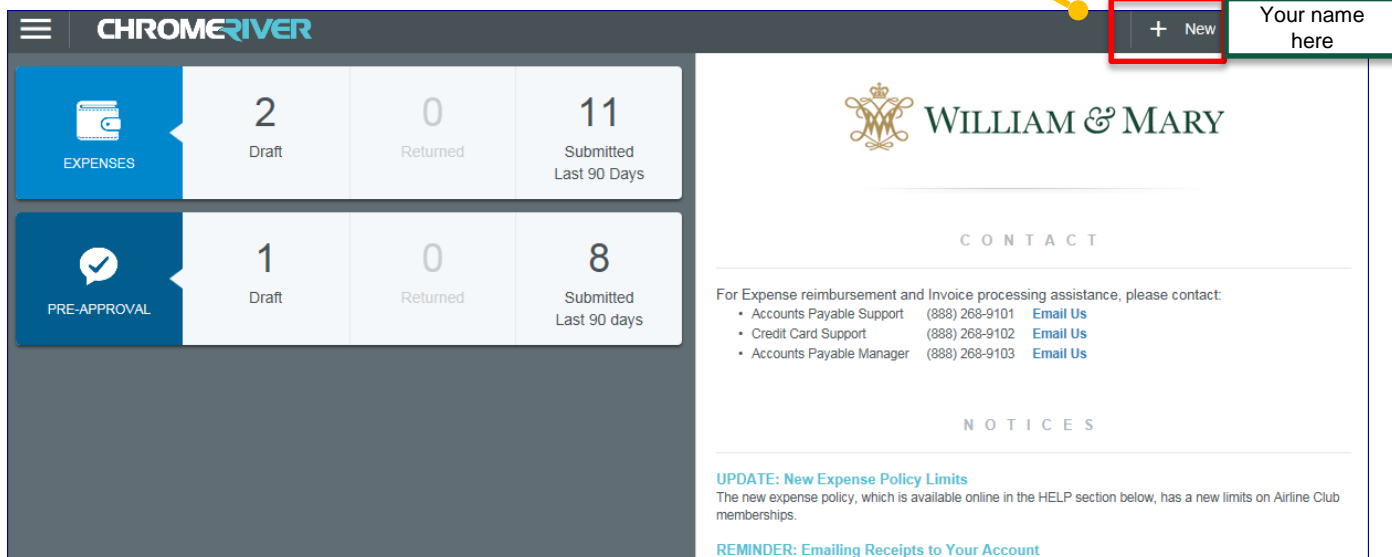
WUserid:

Password:

☐ Warn me before logging me into other sites

LOGIN

3. On the Dashboard page, click on the +New Icon



CHROME RIVER

EXPENSES

2	0	11
Draft	Returned	Submitted Last 90 Days

PRE-APPROVAL

1	0	8
Draft	Returned	Submitted Last 90 days

WILLIAM & MARY

CONTACT

For Expense reimbursement and Invoice processing assistance, please contact:

- Accounts Payable Support (888) 268-9101 [Email Us](#)
- Credit Card Support (888) 268-9102 [Email Us](#)
- Accounts Payable Manager (888) 268-9103 [Email Us](#)

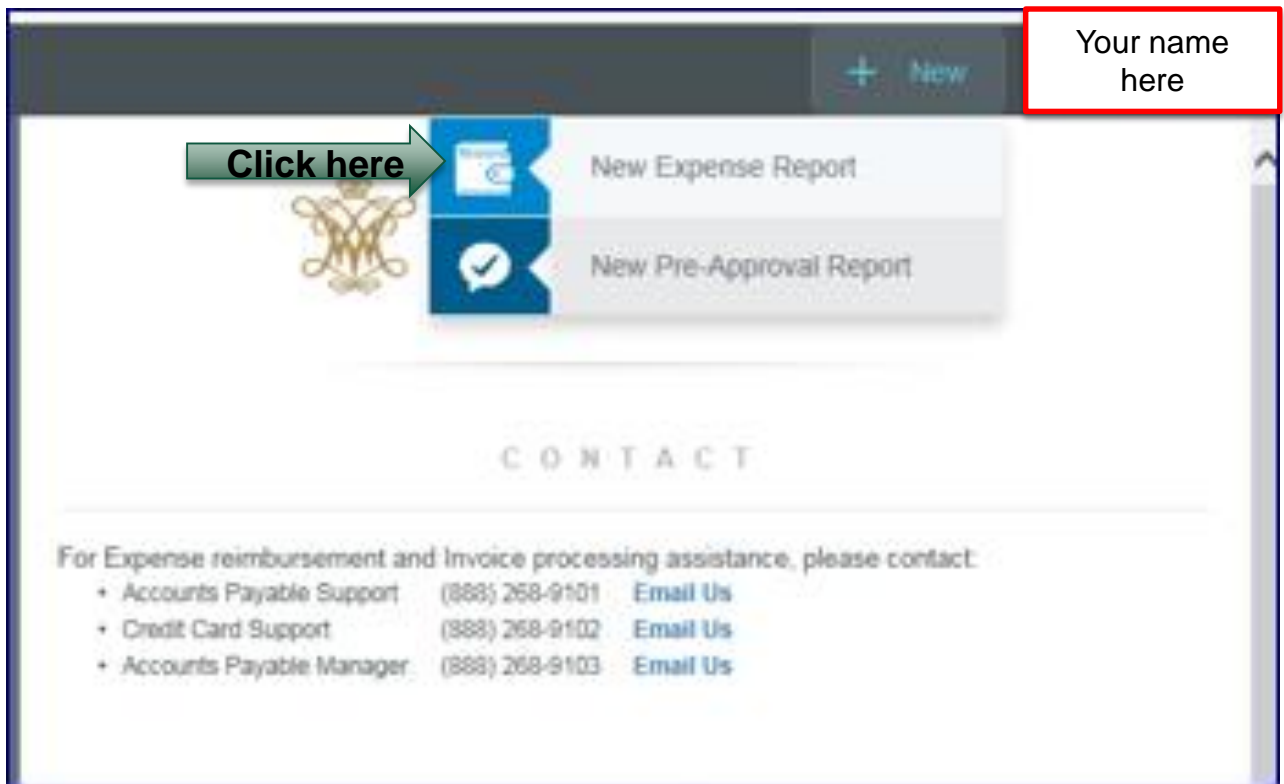
NOTICES

**UPDATE: New Expense Policy Limits**  
The new expense policy, which is available online in the HELP section below, has a new limits on Airline Club memberships.

**REMINDER: Emailing Receipts to Your Account**



# Completing the Expense Report Header

4. Click on the New Expense Report link.



# Expense Report Header

5. Complete all fields. The Report Name field is assigned by the expense creator. If a name is not entered, the default name will be “Expenses on [Date] [Time].”

Report Name	<input type="text"/>
Pay Me In	<input type="text" value="USD - US Doll..."/>
Report Type	<input type="text" value="-- Select --"/>
	Please select the report type.
Student/Non-WM Affiliate Optional	<input type="text" value="-- Select --"/>
Travel Purpose	<input type="text" value="-- Select --"/>
	Please select the reason for travel.
Please attached the conference agenda, which is required.	
Reason Optional	<input type="text"/>
Travel Type	<input type="text" value="-- Select --"/>
	Please select a travel type.
Departure Date	<input type="text" value=""/> 
	Please enter the departure date.
Return Date	<input type="text" value=""/> 
	Please enter the return date.
Business Purpose	<input type="text"/>
	Please enter the business purpose of the trip of at least 15 characters.
Travel to more than one location?	<input type="text" value="-- Select --"/>
	Please denote if you traveled to more than one location.
Country 1	<input type="text" value="-- Select --"/>
	Please select the country.
State 1	<input type="text" value="-- Select --"/>
	Please select the state.

# Header Drop Down Menus

6. Some fields in the Expense Report Header are free form others you have to choose from a drop down menu. Choose the choice that best matches your travel situation. Let's review the choices for each field.

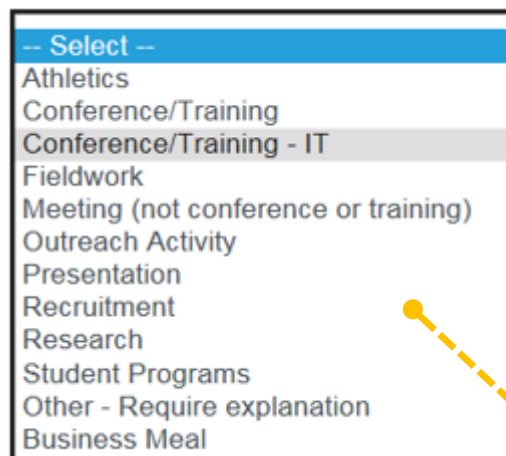
Report Type



-- Select --  
Employee  
Student  
Non-WM Affiliate

This screenshot shows a dropdown menu for 'Report Type'. The menu is open, displaying four options: '-- Select --' (highlighted in blue), 'Employee', 'Student', and 'Non-WM Affiliate'. A yellow dot is positioned at the bottom right of the menu, with a dashed orange line extending from it towards the 'Select the correct choice for your travel' callout box.

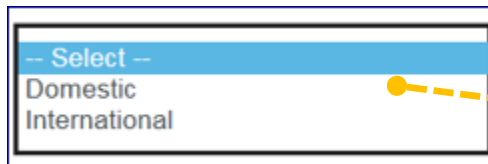
Travel Purpose



-- Select --  
Athletics  
Conference/Training  
Conference/Training - IT  
Fieldwork  
Meeting (not conference or training)  
Outreach Activity  
Presentation  
Recruitment  
Research  
Student Programs  
Other - Require explanation  
Business Meal

This screenshot shows a dropdown menu for 'Travel Purpose'. The menu is open, displaying a list of 13 options: '-- Select --' (highlighted in blue), 'Athletics', 'Conference/Training', 'Conference/Training - IT', 'Fieldwork', 'Meeting (not conference or training)', 'Outreach Activity', 'Presentation', 'Recruitment', 'Research', 'Student Programs', 'Other - Require explanation', and 'Business Meal'. A yellow dot is positioned at the bottom right of the menu, with a dashed orange line extending from it towards the 'Select the correct choice for your travel' callout box.

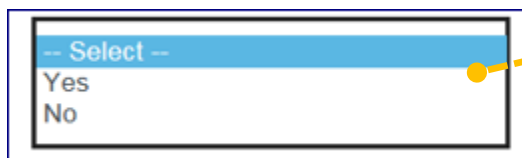
Travel Type



-- Select --  
Domestic  
International

This screenshot shows a dropdown menu for 'Travel Type'. The menu is open, displaying two options: '-- Select --' (highlighted in blue), 'Domestic', and 'International'. A yellow dot is positioned at the bottom right of the menu, with a dashed orange line extending from it towards the 'Select the correct choice for your travel' callout box.

Travel to more than one location



-- Select --  
Yes  
No

This screenshot shows a dropdown menu for 'Travel to more than one location'. The menu is open, displaying two options: '-- Select --' (highlighted in blue), 'Yes', and 'No'. A yellow dot is positioned at the bottom right of the menu, with a dashed orange line extending from it towards the 'Select the correct choice for your travel' callout box.


Select the correct choice for your travel

# Review of Completed Expense Report Header Fields

7. Once all fields are completed you must click save

Cancel

Save

 Expenses For

Your Name

Save and Continue

Report Name

Nacubo Conference in Las Vegas NV

Pay Me In

USD - US Doll...

Report Type

Employee

Student/Non-WM Affiliate  
Optional

-- Select --

Travel Purpose

Conference/Training

Please attached the conference agenda, which is required.

Reason  
Optional

Travel Type

Domestic

Departure Date

05/15/2017

Return Date

04/19/2017

Business Purpose

To attend annual Tax Conference

Travel to more than one location?

No

Country 1

United States

State 1

Nevada

City 1

Las Vegas

# Add Expenses

1. Tap the **+BUTTON** to add your first expense to report.

Expenses For  
Your NAME

Nacubo Conference in Las Vegas NV

0 Comments 0 Attachments

DATE	EXPENSE	AMOUNT	PAY ME
Click "+" to add your first item.			

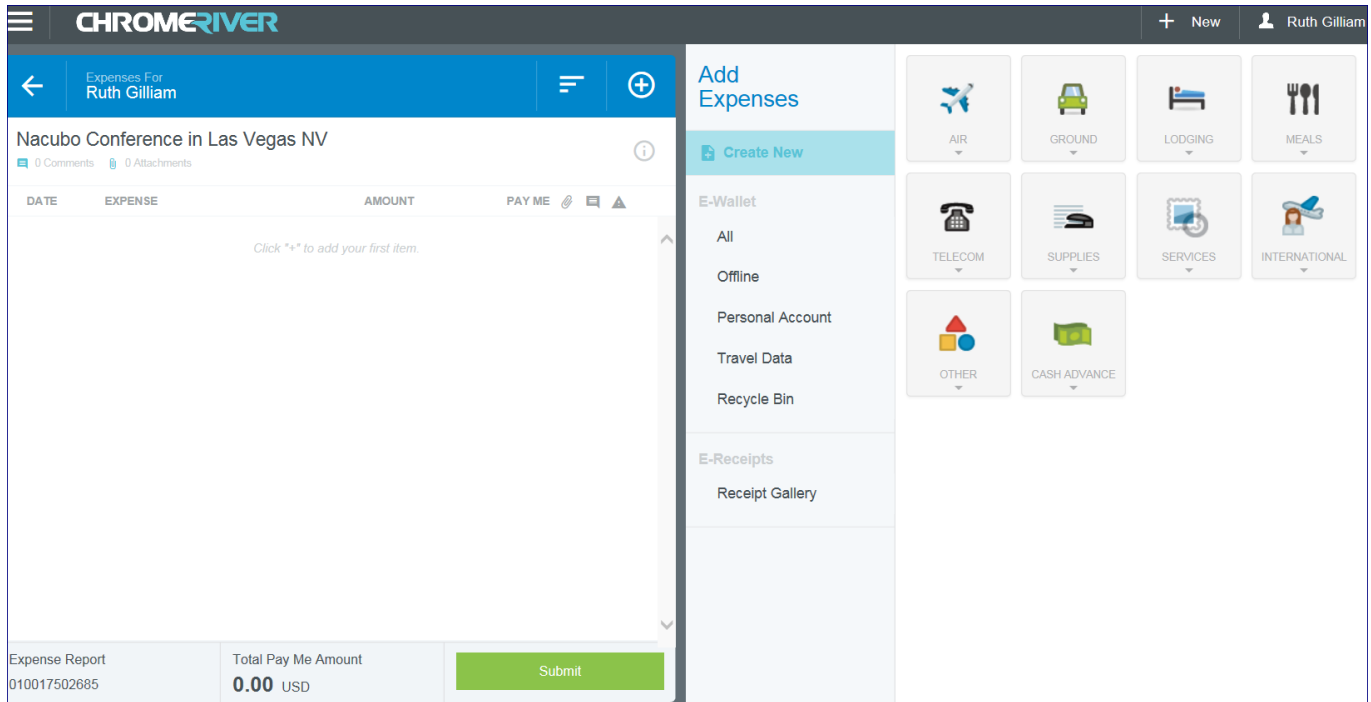
Expense Report  
010017502685

Total Pay Me Amount  
**0.00** USD

Submit

# Direct Expenses

2. The **Add Expenses** screen will slide in from the right. It offers you several types of expenses.



CHROMERIVER

Expenses For Ruth Gilliam

Nacubo Conference in Las Vegas NV

0 Comments 0 Attachments

DATE	EXPENSE	AMOUNT	PAY ME
Click "*" to add your first item.			

Expense Report 010017502685

Total Pay Me Amount 0.00 USD

Submit

Add Expenses

Create New

E-Wallet

- All
- Offline
- Personal Account
- Travel Data
- Recycle Bin

E-Receipts

Receipt Gallery

AIR

GROUND

LODGING

MEALS

TELECOM

SUPPLIES

SERVICES

INTERNATIONAL

OTHER

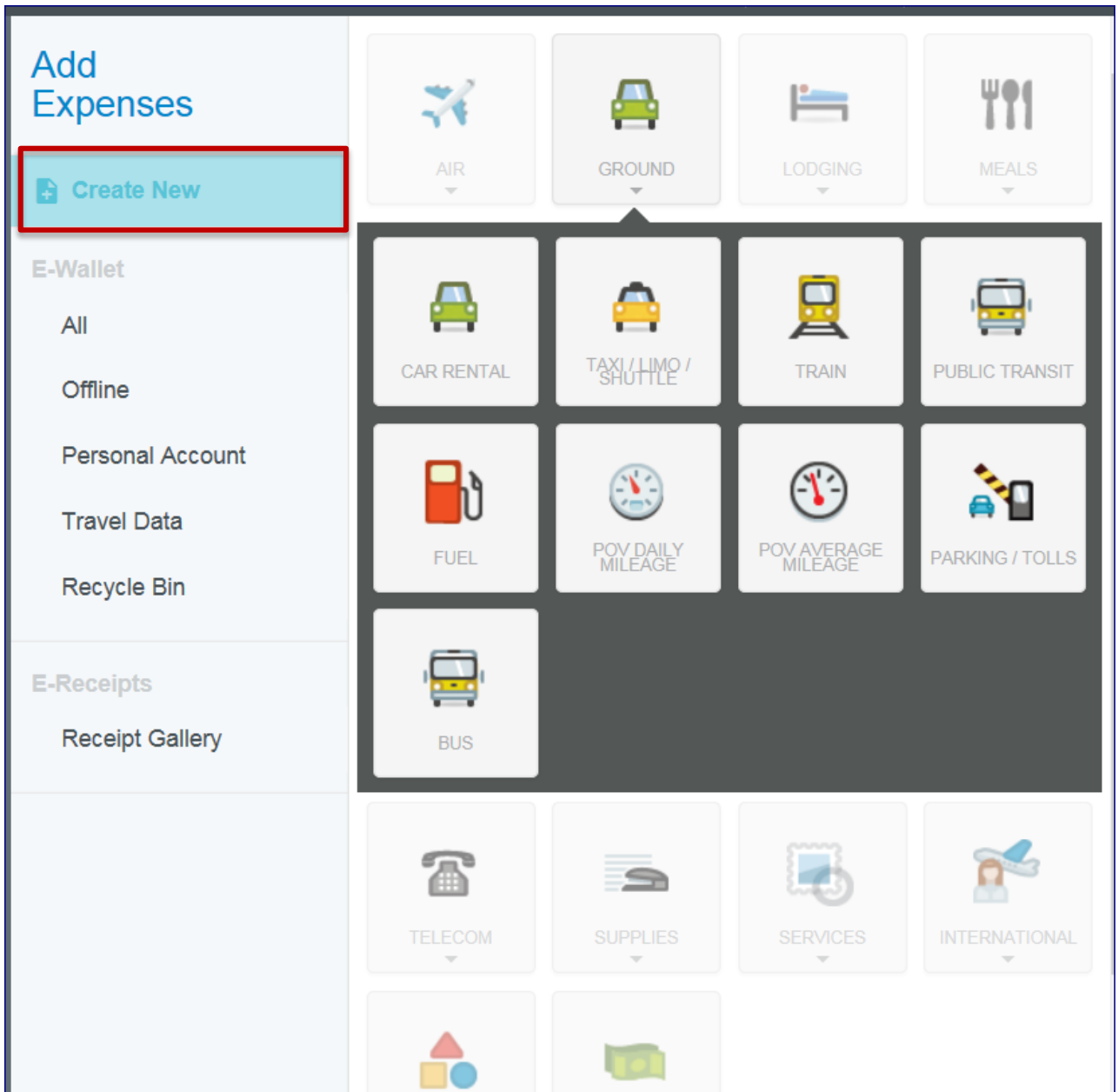
CASH ADVANCE

3. **Direct expenses** are those you enter manually into your report using the interface. The tiles represent expense categories, some of which have subcategories, as indicated by the small down arrow.



# Create New Expenses

4. Tap **CREATE NEW** to display the expense category tiles. Tap a tile to display its subcategories. Tap it again to hide the subcategories.






5. Once all fields are completed for the expense - you must click save

Cancel


Save



## Car Rental


Date

05/15/2017



Amount


120.00



USD


Rental Agency

Enterprise




Class

Economy




Rental Options

No



Rental Type

Domestic



Agency Card

☐

### Allocation

W120168 - General Accounting Office

Repeat for all expenses on trip

# Preview Expenses

6. Previews appear on the right half of the screen or, on smaller screens, you are taken to a preview screen. They display a summary of the expenses you have added and allow you to add comments or receipts to your expense report.

## WITHIN A REPORT

Tap a line item to highlight and preview it. You will see a summary of that expense and be able to add comments and images to it. To advance to the next item, either click the arrow in the bottom right corner of the preview or tap on it in the list of expenses on the left.

The screenshot displays a mobile application interface for managing expenses. The left pane shows a list of expenses for 'CFA Conference in Vancouver' by 'Alan Rich'. The right pane provides a detailed preview of the selected 'Airfare' expense.

DATE	EXPENSE	SPENT	PAY ME
Thu 09/08/2016	Airfare	425.00 USD	425.00
Thu 09/08/2016	Taxi	15.00 USD	15.00

**Airfare**

Date: 09/08/2016

Spent: 425.00 USD

Description:

Class: Coach

From / To: lax/yyr

**Allocation**

0000-00-00 **Reimbursable**  
Default Accounting

**Comments (0)**

Add Comment [Post]

**Attachments (0)**

Browse File to Attach

Expense Report: 010014018911 | Total Pay Me Am.: 440.00 USD | Submit

1 of 2 >

# Report Comments

7. You may provide additional feedback during the approval process by entering a comment on the entire report or on individual line-items from within the expense report. On submitted expense reports, you can also see any comments entered by approvers. All comments are displayed in date order.

## WITHIN A REPORT

To enter a comment that applies to the entire report, tap on the total number of comments under the report name and enter your comment in the Comments field on the header preview. Then tap POST.

The screenshot displays the Chrome River mobile application interface. The top navigation bar includes a menu icon, the 'CHROMERIVER' logo, and user information for 'Alan Rich'. The main screen is titled 'Expenses For Alan Rich' and shows a report for 'CFA Conference in Vancouver'. A red box highlights the '0 Comments' link under the report name. The report details include a table of expenses and a summary at the bottom. A yellow box highlights the 'Comments (0)' section, which contains a text input field with the text 'The dog ate my receipt' and a 'Post' button.

DATE	EXPENSE	SPENT	PAY ME	
Thu 09/08/2018	Air...	425.00 USD	425.00	✓
Thu 09/08/2018	Taxi	15.00 USD	15.00	✓

Expense Report: 010014018911 | Total Pay Me Amount: 440.00 USD | Submit

Comments (0)

The dog ate my receipt | Post

Attachments (1)

# Line-Item Comments

8. To enter a comment on a specific line item, tap on the item to select it and use the Comments field at the bottom of the preview screen.

The image shows two screens from an expense management application. The left screen displays a list of expenses for 'Alan Rich' under the heading 'CFA Conference in Vancouver'. The right screen shows the detailed view of a selected 'Taxi' expense, including a date, amount, and a comment field.

**Expenses For Alan Rich**

CFA Conference in Vancouver

0 Comments 1 Attachments

DATE	EXPENSE	SPENT	PAY ME
Thu 09/08/2016	Al...	425.00 USD	425.00 ✓
Thu 09/08/2016	Taxi	15.00 USD	15.00 ✓

Expense Report 010014018911 Total Pay Me Amount 440.00 USD Submit

**Taxi**

Date 09/08/2016

Spent 15.00 USD

Description

Allocation

0000-00-00 Reimbursable Default Accounting

Comments (0)

The cabbie ate my receipt Post

2 of 2

# Close or Submit

9. When you are done adding expenses to a draft report, you may tap the **BACK ARROW** in the upper left-hand corner to close the report and save it in Draft Expense Reports for later. If the report is ready to be submitted for approval, tap the green **SUBMIT** button.

**CHROME RIVER**

Expenses For Alan Rich

CFA Conference in Vancouver

DATE	EXPENSE	SPENT	PAY ME	
Thu 09/08/2010	Air...	425.00 USD	425.00	✓
Thu 09/08/2010	Taxi	15.00 USD	15.00	✓

Expense Report 010014018911

Total Pay Me Amount **440.00 USD**

**Submit**

Expenses For Alan Rich

Report Name CFA Conference in Vancouver

Pay Me In USD - US Dollars

Report Type Travel

Business Purpose Attend Business Conference

+ Add Pre-Approval Report

Comments (0)

Add Comment Post

Attachments (1)

10. To submit the expense report from Draft Expense Reports, tap to highlight it in the list, then tap the green **SUBMIT** button above the preview.

The screenshot shows the CHROME RIVER app interface. On the left, a list of draft expense reports is displayed. The report titled 'CFA Conference in Vancouver' is highlighted with a red rectangular box. This report has a date of 09/08/2016 and an amount of 440.00 USD. Above the list, there are buttons for 'Open', 'Delete', 'PDF', and a green 'Submit' button which is highlighted with a yellow rectangular box. On the right, a preview of the selected report is shown, including the report owner (Alan Rich), the expense report ID (010014018911), and a financial summary table.

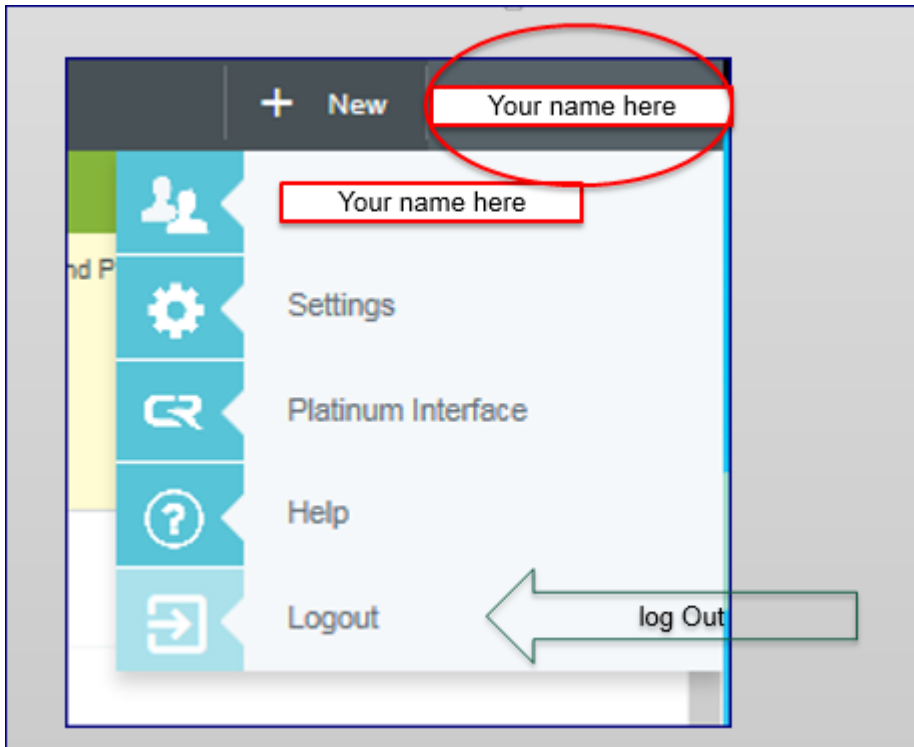
	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	440.00	0.00
Less Company Paid Expenses	0.00	0.00
Less Company Paid Personal Expenses	0.00	0.00
Less Personal Expenses	0.00	0.00
Amount Due Employee	440.00	0.00

11. You will be asked to confirm that your expenses are correct and for legitimate business purposes. When you tap **SUBMIT**, the expense report will be routed for approval based on the routing rules and approval policies.

The screenshot shows the 'Submit Confirmation' screen. It features a green header with the title 'Submit Confirmation'. Below the header, there is a text block stating: 'I hereby certify that the expenses listed represent a true statement of actual travel expenses incurred in accordance with all applicable College of William and Mary (CWM) Policy and Procedures. All expenses listed are for legitimate business purposes and in support of the CWM mission and goals.' At the bottom of the screen, there are three buttons: 'Cancel', 'Pre-Approval', and a green 'Submit' button which is highlighted with a red rectangular box.

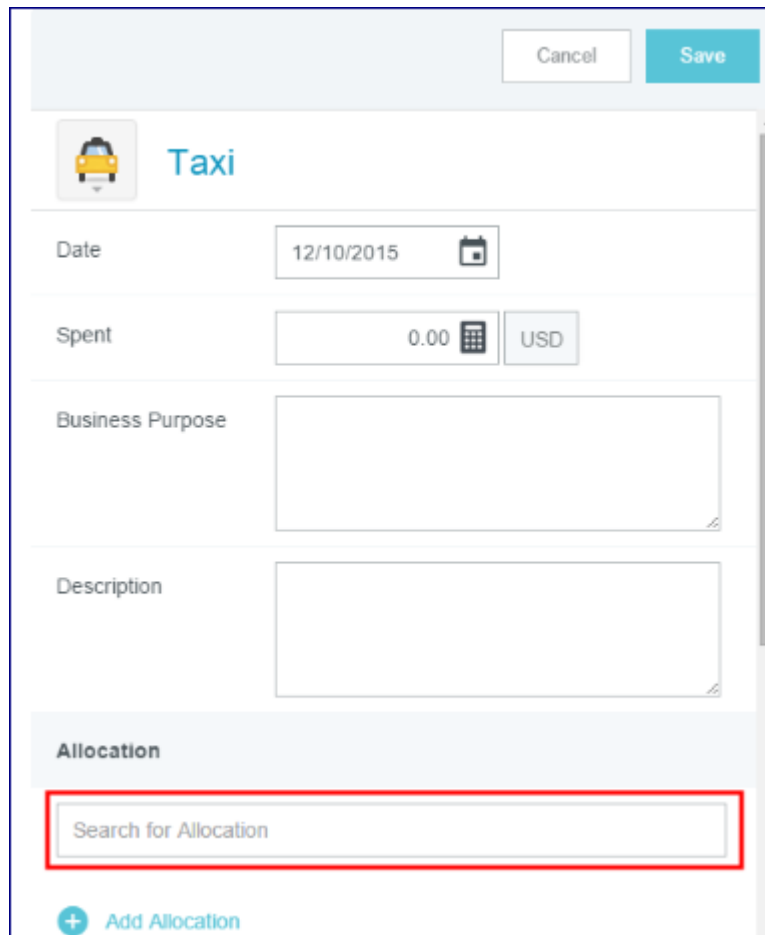
# Logout of Chrome River

11. Locate your name in the upper right hand corner of the screen. Click on it to find the Log Out link. **Click on Log Out.**




# Choosing Allocations

After you select an expense type from the CREATE NEW Expenses, the Expense Entry screen opens to allow you to enter details about the expense, including the allocation number.



The image shows a mobile application interface for entering an expense. At the top right are 'Cancel' and 'Save' buttons. The expense type is 'Taxi', indicated by a car icon and the text 'Taxi'. Below this are fields for 'Date' (12/10/2015), 'Spent' (0.00 USD), 'Business Purpose', and 'Description'. At the bottom, there is an 'Allocation' section with a search bar labeled 'Search for Allocation' and an 'Add Allocation' button.

Cancel		Save
 Taxi		
Date	12/10/2015	
Spent	0.00	USD
Business Purpose		
Description		
<b>Allocation</b>		
Search for Allocation		
+ Add Allocation		



Tapping the Search for Allocation field opens a drop-down list. Recently selected allocations will be listed at the top and indicated by a clock icon. Tap the desired allocation to select it.

As you begin to enter a name or number into the search bar, the list will automatically scroll to allocations containing that text.


Allocation

W1201

🕒 W120168 -  
General Accounting Office

W120104 -  
Swern Lib Collect Dev & Tech Svc Cata

W120105 -  
Swern Lib Collect Dev & Tech Coll Dev

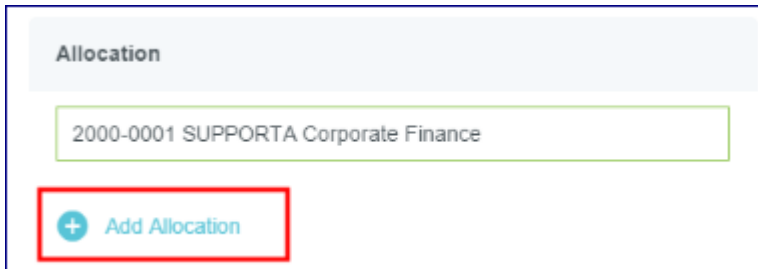
 Drag image here to upload

Upload Attachments

# Split Allocation

Chrome River gives users the ability to split one expense into multiple allocations.

Tap **+ ADD ALLOCATION**.

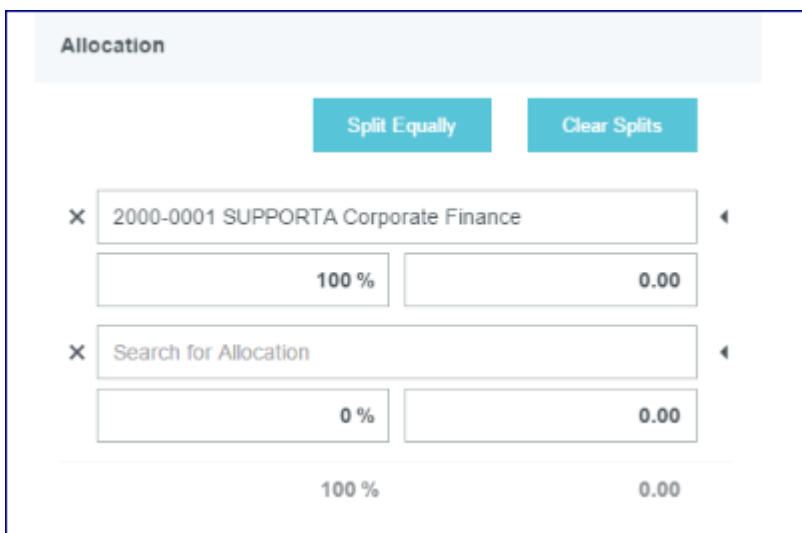


Allocation

2000-0001 SUPPORTA Corporate Finance

+ Add Allocation

Two allocation fields will appear, with the first allocation populated at 100%.



Allocation

Split Equally Clear Splits

× 2000-0001 SUPPORTA Corporate Finance ◀

100 % 0.00

× Search for Allocation ◀

0 % 0.00

100 % 0.00

Tap Search for Allocation to open the same drop-down list, and scroll or begin typing to find the desired allocation.

Split Equally Clear Splits

X 2000-0001 SUPPORTA Corporate Finance

100 % 0.00

X Search for Allocation

- 2000-0001 **SUPPORTA**  
Corporate Finance
- 06-050-65 **Residential**  
1313 Mockingbird Lane
- + 1000-0002 **COLT TELECOM LTD**  
Internal Audit
- 1000-0003 **COLT TELECOM LTD**

By default, the expense will be split evenly among them. You may manually change the allocation amounts by changing the percentage or amount next to each allocation. The total percentage will be shown in gray at the bottom so you can be sure the adjusted amounts add up to 100%.

Allocation

Split Equally Clear Splits

X 2000-0001 SUPPORTA Corporate Finance

20 % 20.00

X 1000-0002 COLT TELECOM LTD Internal Audit

30 % 30.00

X 2035-0005 HARVEY NASH GROUP Tax Compliance

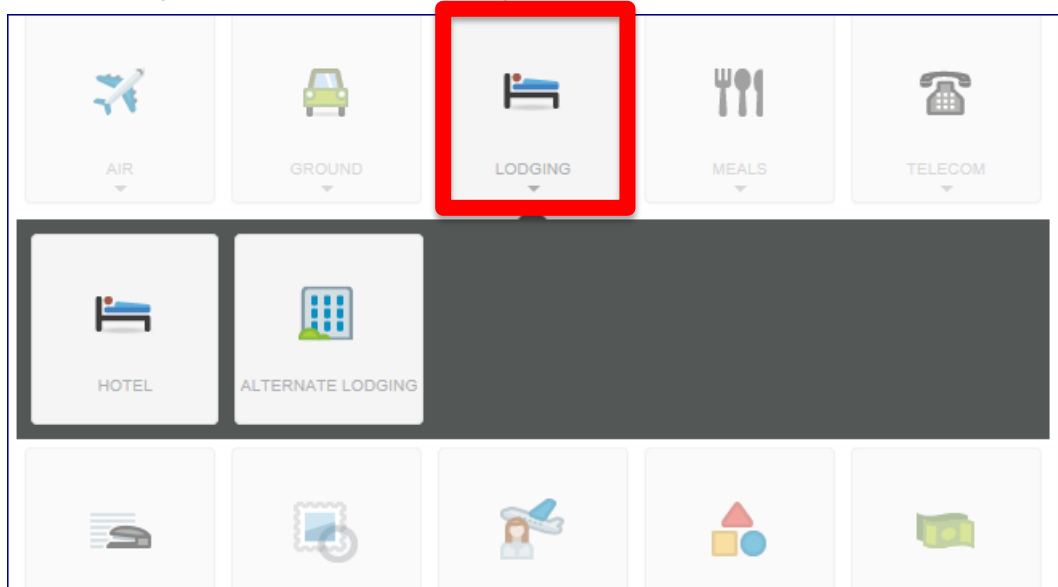
50 % 50.00

100 % 100.00


- Tap **ADD ALLOCATION** to include more allocations for the split.
- Tap **SPLIT EQUALLY** to distribute the expense equally among all allocations.
- Tap **CLEAR SPLITS** to zero out all but the first allocation, which will be allotted 100% of the expense.
- Tap the **X** on the left to remove an allocation.

# Hotel Expense Entry

In addition to room charges, hotel bills usually include charges for meals and other expenses related to your stay. To make the process of recording these charges quick and simple, the Hotel expense-entry screen allows you to itemize them.



If you are not ready to itemize, you may fill out the header info and save the line item to itemize later.

Images		Edit	Itemize	...
	Hotel	Total Amount	Remaining	
		710.62	710.62	
<div>Amount of expense needs to be fully itemized.</div> <div>Amount of expense needs to be fully itemized.</div> <div>#HC01</div>				
Date	05/08/2017			
Amount	710.62 USD			
Description	Conference Hotel Stay			
Agency Card	<input type="checkbox"/>			
Allocation				
W120168	- General Accounting Office			


When you are ready to itemize the expense on the bill, enter the total amount of the hotel bill and tap **ITEMIZE**.

A window will open with all the expense types that you can itemize under the lodging expense. Notice that under this process separate the lodging free from the taxes and service fees.


Tap **Room** to start entering the expense amounts.


Add Itemization


Done


Hotel


Total Amount0.00Remaining0.00


  
ROOM


  
TAXES / SERVICE FEES


  
INTERNET


  
PHONE

  
TRANSPORT

  
MEALS


  
CLEANING FEES

  
TIPS EXCEEDING  
INCIDENTALS

  
RESORT FEES

Cancel

Save



Room

Total Amount


710.62

Remaining

710.62


Date

05/15/2017



Amount


600.00



USD


Allowable Total

0.00



USD

Calculate



Link to GSA Calculator

Allocation

W120168 - General Accounting Office

Enter the date of the expense payment and the amount paid for the expense. Then Tap **CALCULATE** to bring up the GSA Calculator.

Calculate Allowable Total

Start Date

05/08/2017

End Date

05/11/2017

Location

United States, California (CA), Los Angeles-L...

United States, California (CA), Calexico-Imperial C...

United States, Virginia (VA), Williamsburg-William...

France, Paris

Rooms

Nights

Daily Room Rate

Base Total

Allowable Total

Cancel

Save

Calculate Allowable Total

Start Date

05/08/2017

End Date

05/11/2017

Location

United States, California (CA), Los Angeles-Los Angeles C

Rooms

1

Nights

3

Daily Room Rate

158.00 USD

Base Total

474.00 USD

Allowable Total

474.00 USD

Cancel

Save

Tap Save to complete entering the information on the GSA calculator. The allowable total is now on the Room expense form. If the amount spent is greater than the allowable total, the system will fire up compliance warnings and violations.

Room

Room

Date

05/15/2017

Amount

600.00

USD

Allowable Total

632.00

USD

Calculate

Allocation

W120168 - General Accounting Office

Cancel

Save

Total Amount

710.62

Remaining


710.62



Continue adding other expenses you may have incurred and charged to the hotel invoice until the Remaining Amount is \$0.


Add Itemization


Done


Hotel


Total Amount  
700.00


Remaining  
**-100.00**


ROOM


TAXES / SERVICE FEES


INTERNET


PHONE

TRANSPORT

MEALS

CLEANING FEES


TIPS EXCEEDING INCIDENTALS

RESORT FEES

You won't be able to save your work until the following message no longer appears.


Images

EditItemize

Hotel

Total Amount  
700.00

Remaining  
**-100.00**


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

#HC01

Tap Done when completed.


Add Itemization


Done


Hotel


Total Amount  
900.00


Remaining  
0.00


ROOM


TAXES / SERVICE  
FEES


INTERNET


PHONE

TRANSPORT

MEALS

CLEANING FEES

TIPS EXCEEDING  
INCIDENTALS

RESORT FEES

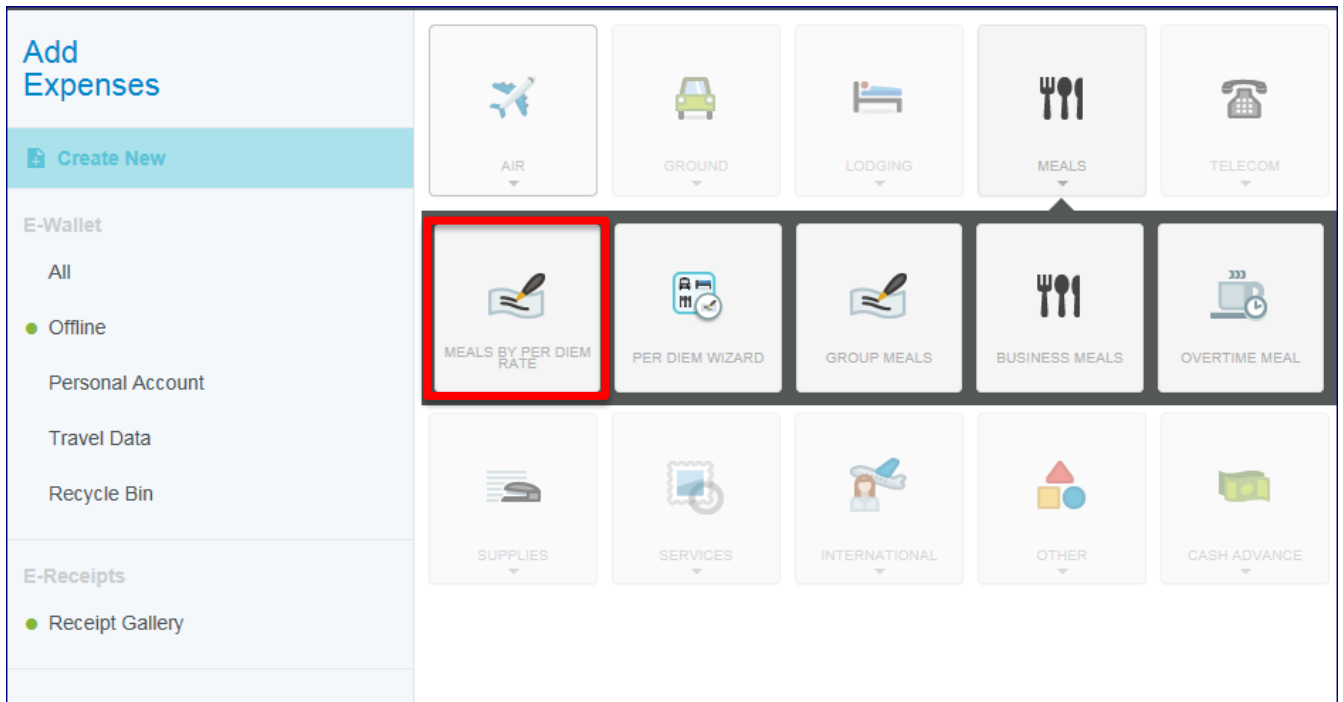
The Hotel Folio will show only one transaction in the summary. You can tap the arrow next to the summary folio amount to uncover all expenses attached to the folio.

	Mon 07/03/2017	 Hotel	300.00 USD	300.00
	Mon 07/03/2017	 Room	209.00 USD	209.00
	Mon 07/17/2017	 Phone	91.00 USD	91.00

# Per Diem Expense Entry

The College allow employees to spend a specific amount per day on living and travel expenses associated with work. The amount usually varies by location and is defined by GSA guidelines. You can add per diem expense line items to your expense reports.

On the Add Expense screen, tap **CREATE NEW** and select the **Per Diem** expense type from the mosaic.



## Meals by Per Diem Rate


Only use this tile when you are entering per diem for just one day (not overtime meals).

# Per Diem

Enter the date of the expense, location, if desired, a Business Purpose and/or Description. The Amount field is inactive because this amount will be calculated automatically based on the location and our policies.

Cancel


Save



Meals by Per Diem Rate

Date

05/18/2017



Amount

0.00

USD

Business Purpose

Optional

Description

Optional

Location

Search for Location

Deductibles

☐ Breakfast

☐ Lunch

☐ Dinner

☐ Travel Day

☐ Additional Deduction



To search for location just TAP the location field. Enter the name of your city/State location or international location. Chrome River will pull the information from the GSA tables.

Location	los
<b>Deductibles</b>	📍 United States, California (CA), Los Angeles-Los Angeles County
<input type="checkbox"/> Breakfast	United States, California (CA), Pearblossom-Los Angeles County
<input type="checkbox"/> Lunch	United States, Illinois (IL), Flossmoor-Cook County
<input type="checkbox"/> Dinner	
<input type="checkbox"/> Travel Day	
<input type="checkbox"/> Additional Deduction	

Once you find your location, hit enter on your keyboard.

Location	United States, California (CA), Los Angeles-Los Angeles County
----------	--

The amount is now populated with the allowable per diem amount for the location selected.

	<b>Meals by Per Diem Rate</b>
Date	05/18/2017 
Amount	64.00 USD
Business Purpose <small>Optional</small>	
Description <small>Optional</small>	
Location	United States, California (CA), Los Angeles-Los Angeles County

The Deductibles panel allows you to check off per diem items for which you do not need to be reimbursed. For example, if you did not use your per diem to pay for lunch because it was provided at the conference you attended, checking the “Lunch” box will reduce your reimbursement by the amount that your company allows for lunch.

**Deductibles**

☐ Breakfast

☒ Lunch

☐ Dinner

☐ Travel Day

☐ Additional Deduction

- **Travel Day:** Meals and incidentals are reimbursed at different rates on travel days: 75% for meals, and incidentals. Check this box to indicate whether a specific date was a travel day.
- **Additional Deduction:** You can reduce your reimbursement by more than the standard allowance by entering the amount in the Additional Deduction box.

**Deductibles**

☐ Breakfast

☐ Lunch


☐ Dinner

☐ Travel Day

☒ Additional Deduction

25.00


Enter any deductibles by checking off the items for which you are not entitled to be reimbursed. The Amount is now reduced by the deductible amount.



Meals by Per Diem Rate

Date

05/18/2017



Amount

48.00

USD

Business Purpose

Optional

Description

Optional

Location

United States, California (CA), Los Angeles-Los Angeles County

Deductibles

☐ Breakfast

☐ Lunch

☐ Dinner


☒ Travel Day

☐ Additional Deduction

If the amount is now correct, tap SAVE. You are ready to enter another expense type.

Cancel


Save



Meals by Per Diem Rate

Date

05/18/2017



Amount

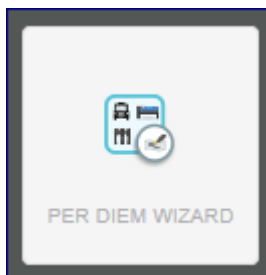
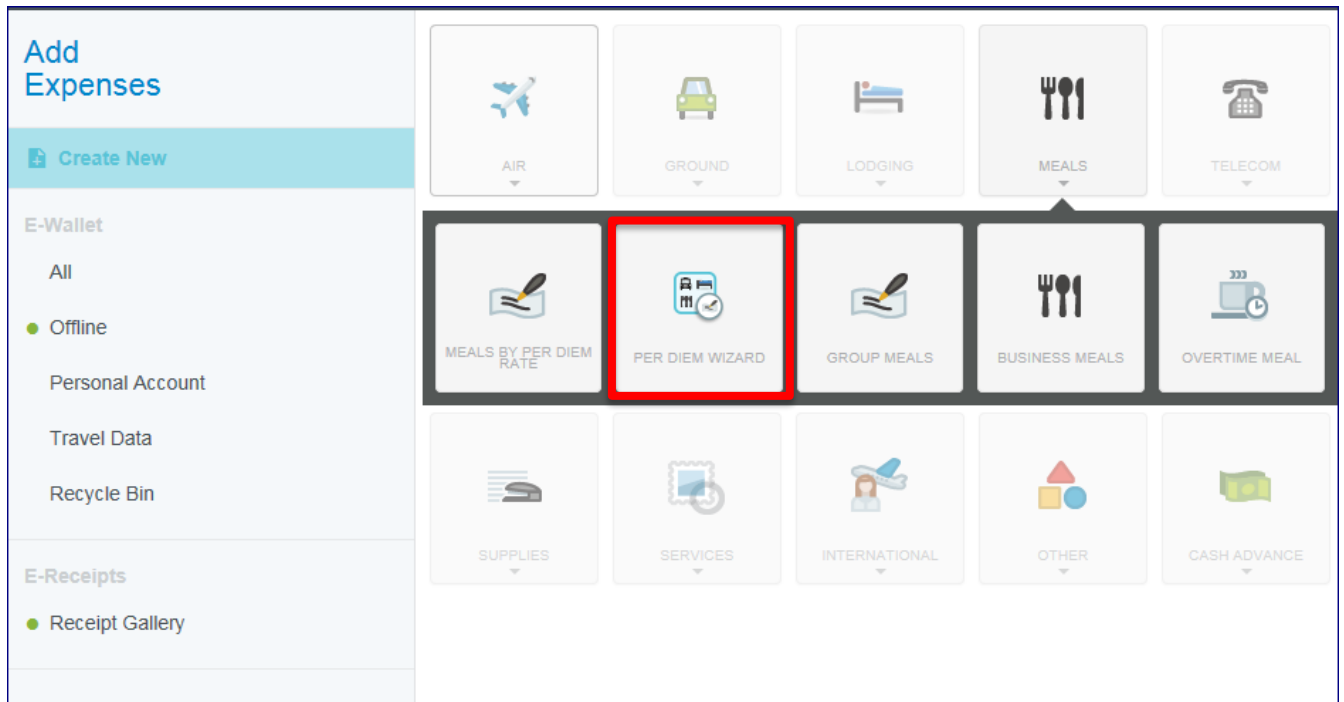
48.00

USD

# Per Diem Wizard

The College allows employees to spend a specific amount per day on living and travel expenses associated with work. The amount usually varies by location and is defined by GSA guidelines. You can add per diem expense line items to your expense reports.

On the Add Expense screen, tap **CREATE NEW** and select the **Per Diem** expense type from the mosaic.



## Per Diem Wizard

The wizard allows you to enter multiple days of per diem allowance simultaneously into the expense report.



Enter the **Start Date** and **End Date**. The number of days will be calculated automatically.

Per Diem Wizard

Start Date

08/03/2016

End Date

08/05/2016

Days

3

Description  
Optional

Select the **LOCATION** to bring up the GSA table.

Location	
	🕒 United Kingdom, London
Allocation	🕒 United States, Pennsylvania (PA)...

Use the drop-down menu to search for and assign the per diem to a specific allocation. Tap **ADD ALLOCATION** to split it among multiple allocations.

Tap **ADD ENTRIES**. The per diem entries you made for each day will display in the panel on the right.

[illegible]

	DATE	LOCATION	AMOUNT	
×	Wed, 08/03/2016	Los Angeles, California (CA),United States	64.00 USD	>
×	Thu, 08/04/2016	Los Angeles, California (CA),United States	64.00 USD	>
×	Fri, 08/05/2016	Los Angeles, California (CA),United States	64.00 USD	>



The amount is now populated with the allowable per diem amount for the location selected.

Tap the arrow next to an entry to reveal its DEDUCTIBLES panel. This allows you to check off per diem items for which you do not need to be reimbursed. For example, if you did not use your per diem to pay for lunch because it was provided at the conference you attended, checking the “lunch” box will reduce your reimbursement by the amount that is allowed for lunch.

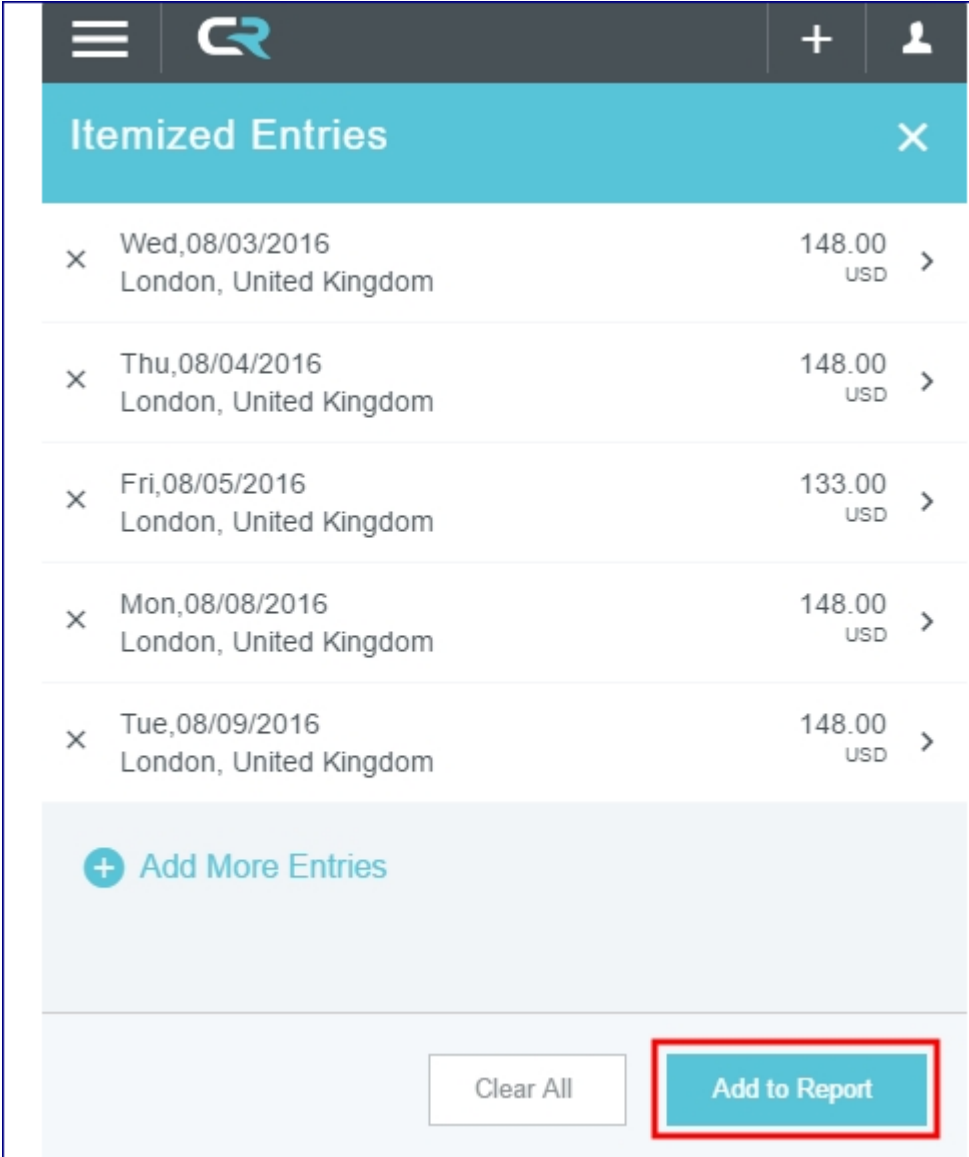
	DATE	LOCATION	AMOUNT
×	Wed, 08/03/2016	Los Angeles, California (CA),United States	48.00 USD
<hr/>			
Deductibles			
<input type="checkbox"/> Breakfast			
<input checked="" type="checkbox"/> Lunch			
<input type="checkbox"/> Dinner			
<input type="checkbox"/> Travel Day			
<input type="checkbox"/> Additional Deduction			

- **Travel Day:** Meals and incidentals are reimbursed at different rates on travel days: 75% for meals and 100% for incidentals. Check this box to indicate whether a specific date was a travel day.
- **Additional Deduction:** You can reduce your reimbursement by more than the standard allowance by entering the amount in the Additional Deduction box.

To add more per diem entries tap **ADD ENTRIES** at the bottom of the left panel.

Start Date	08/03/2016 
End Date	08/05/2016 
Days	3
Business Purpose	Conference meals
Description <small>Optional</small>	Add Description
Location	United States, California (CA), Los Angeles-Los Angeles County
Allocation	
<div><div>Add Entries</div><div>Cancel</div></div>	

When you are finished, tap **ADD TO REPORT**



The screenshot shows a mobile application interface for managing expenses. At the top, there is a dark header bar with a menu icon, a logo, a plus sign, and a user profile icon. Below the header is a teal-colored title bar with the text 'Itemized Entries' and a close icon. The main content area displays a list of five entries, each with a delete icon, a date, a location, an amount, a currency code, and a right arrow. At the bottom of the list is a light blue button with a plus icon and the text 'Add More Entries'. Below this, there is a light blue footer area containing two buttons: 'Clear All' and 'Add to Report'. The 'Add to Report' button is highlighted with a red rectangle.

Date	Location	Amount	Currency
Wed, 08/03/2016	London, United Kingdom	148.00	USD
Thu, 08/04/2016	London, United Kingdom	148.00	USD
Fri, 08/05/2016	London, United Kingdom	133.00	USD
Mon, 08/08/2016	London, United Kingdom	148.00	USD
Tue, 08/09/2016	London, United Kingdom	148.00	USD

**Clear All** **Add to Report**

This is how the entries look in the report.

DATE	EXPENSE	AMOUNT	PAY ME 
Wed 08/03/2016	 Meals by Per Diem Rate	48.00 USD	48.00
Thu 08/04/2016	 Meals by Per Diem Rate	64.00 USD	64.00
Fri 08/05/2016	 Meals by Per Diem Rate	48.00 USD	48.00

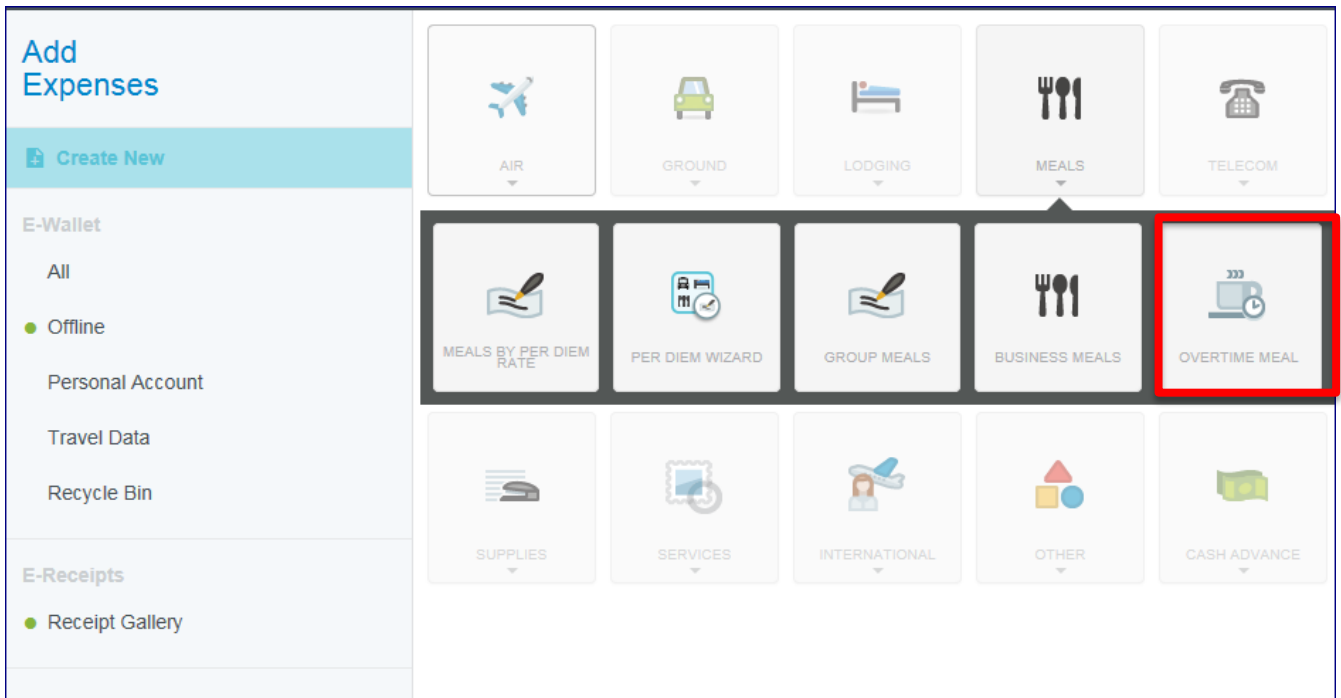
# Overtime Meal

An overtime meal allowance is allowed when overtime worked is:

- Essential to the Institution's mission
- Permitted by Covered Institution policy
- Approved by appropriate authorized approver, and
- In excess of the employee's normal, scheduled work hours.



If the department officials requires employees to work overtime, the department may provide an allowance for meals for those employees. Overtime work periods may also include extended work hours due to non-overnight travel. Generally, an employee will not be eligible for an overtime meal until they have, out of necessity, been on duty for 10 hours.

On the Add Expense screen, tap **CREATE NEW** and select the **OVERTIME MEAL** expense type from the mosaic.



Enter the Date of the Expense.  
Enter the Amount spent on the meal.  
Enter the Justification.  
Enter number of hours worked.

Tap **CALCULATE** to bring up the Per Diem Widget.

 <b>Overtime Meal</b>	
Date	<input type="text" value=""/>
Amount	<input type="text" value="0.00"/>  <span>USD</span>
Justification	<input type="text" value=""/>
Hours worked	<input type="text" value="0"/>
Allowable Food Total	<input type="text" value="0.00"/> <span>USD</span> <a href="#">Calculate</a>
Overage Total	<input type="text" value="0.00"/> <span>USD</span>
Agency Card	<input type="checkbox"/>
<b>Allocation</b>	



The Per Diem widget will pop up to be completed. Enter **DATE** of Expense. Select the **LOCATION** to bring up the GSA table.

Calculate Allowable Total

Date

05/08/2017

Location

United States, Virginia (VA), Williamsburg-Williamsburg (cit

Meal Type

United States, Virginia (VA), Williamsburg-William...

Select the **MEAL TYPE** and number of attendees. This will populate the Allowable Food Total.

Your actual amount spent may **NOT** exceed this allowable amount.

Meal Type

☐ Breakfast

☐ Lunch

☒ Dinner

Attendees

1

Per Attendee

Base Total

Allowable Food Total

28.00 USD

28.00 USD

28.00 USD

Next enter the **FOOD/TAX** total and total **TIP** amount in calculator.

Tip may not exceed 20% of the food/tax total amount. The calculator will let you know if you went over the allowable amount.

When completed tap **SAVE**.

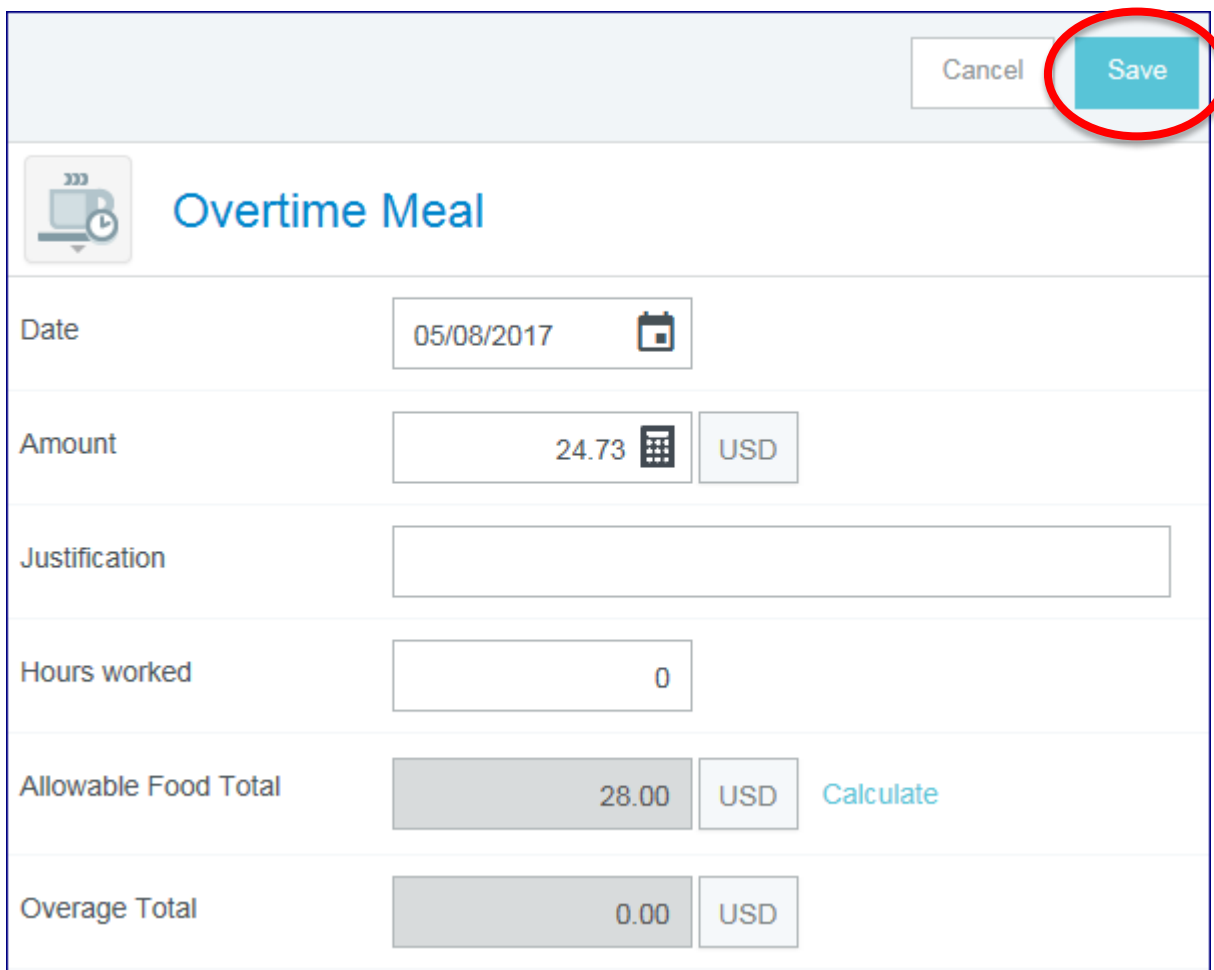
The screenshot shows a mobile application interface titled "Calculate Overages". It contains two input fields for "SPENT AMOUNT": "Food/Tax" with the value "21.50" and "Tip" with the value "3.23". Both values are circled in red. Below these fields is a green progress bar and a summary line "Food/Tax (includes 3.23 USD Tax & Tip)". At the bottom right, there are "Cancel" and "Save" buttons, with the "Save" button also circled in red.

Calculate Overages	
	SPENT AMOUNT
Food/Tax	21.50
Tip	3.23
Food/Tax (includes 3.23 USD Tax & Tip)	
<div><div></div></div>	
<div>Cancel Save</div>	

After you Save the widget, the expense form populates with all your completed entries.

If the total spent is higher than the allowable amount, you must reduce the reimbursement amount request to match the allowable amount.

You may tap **SAVE**.



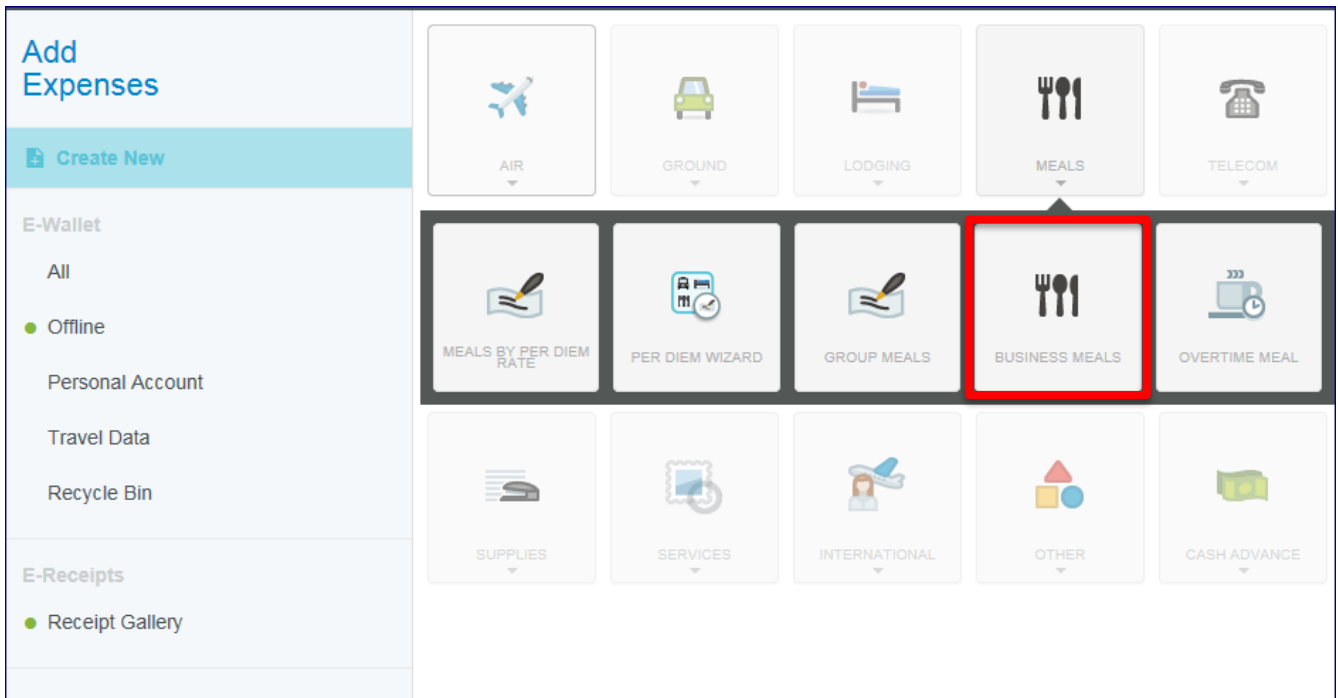
The screenshot shows a mobile application interface for an expense form titled "Overtime Meal". At the top right, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red circle. Below the title, there is a section for "Date" with a date picker set to "05/08/2017". The "Amount" field shows "24.73" with a currency selector set to "USD". The "Justification" field is empty. The "Hours worked" field shows "0". The "Allowable Food Total" field shows "28.00" with a "Calculate" button next to it. The "Overage Total" field shows "0.00".

Field	Value	Unit	Action
Date	05/08/2017		
Amount	24.73	USD	
Justification			
Hours worked	0		
Allowable Food Total	28.00	USD	Calculate
Overage Total	0.00	USD	

# Business Meals

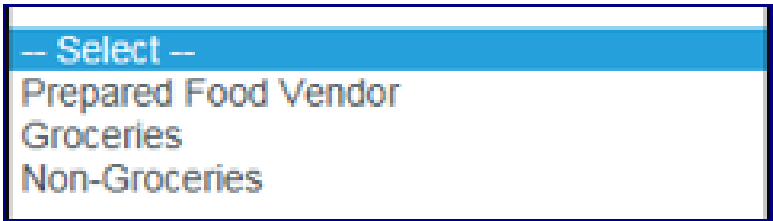
The form must include a specific business meal purpose. An original, itemized receipt is required for reimbursement of all business meals. The M&IE allowance rate used will correspond to the location in which the individual purchases the official business meal. The College will reimburse official business meals based on actual costs incurred up to the amount shown for the applicable meal in the M&IE Rate Table.

On the Add Expense screen, tap **CREATE NEW** and select the **BUSINESS MEAL** expense type from the mosaic.



Enter the Date of the Expense.  
Enter the Amount spent on the meal.  
Enter the Business Purpose.

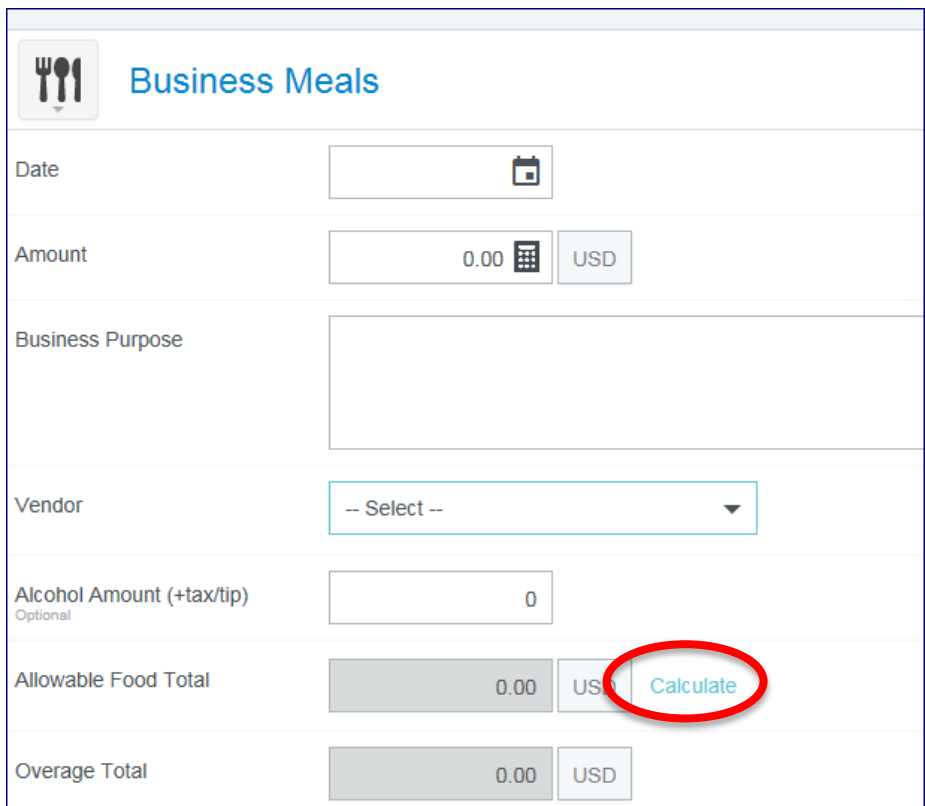
Select VENDOR. This dropdown will allow you to choose the type of vendor that provided the service.



A screenshot of a dropdown menu for selecting a vendor. The menu is open, showing three options: "-- Select --" (highlighted in blue), "Prepared Food Vendor", "Groceries", and "Non-Groceries".

Prepared Food Vendor = Restaurant Purchase  
Groceries = Purchase of meal items at a grocery store  
Non-Grocery = Purchase of utensils and other items alike.

Tap **CALCULATE** to bring up the Per Diem Widget.



A screenshot of the "Business Meals" form. The form has a header with a fork and knife icon and the title "Business Meals". Below the header are several input fields: "Date" with a calendar icon, "Amount" with a numeric input (0.00) and a "USD" button, "Business Purpose" with a text input, "Vendor" with a dropdown menu (showing "-- Select --"), "Alcohol Amount (+tax/tip)" with a numeric input (0) and a "USD" button, "Allowable Food Total" with a numeric input (0.00) and a "USD" button, and "Overage Total" with a numeric input (0.00) and a "USD" button. A red circle highlights the "Calculate" button next to the "Allowable Food Total" field.

The Per Diem widget will pop up to be completed. Enter **DATE** of Expense. Select the **LOCATION** to bring up the GSA table.

Calculate Allowable Total

Date

05/08/2017

Location

United States, Virginia (VA), Williamsburg-Williamsburg (cit

United States, Virginia (VA), Williamsburg-William...

Meal Type

Select the **MEAL TYPE** and number of attendees. This will populate the Allowable Food Total.

Meal Type

☐ Breakfast

☐ Lunch

☒ Dinner

Attendees

2

Per Attendee

Base Total

Allowable Food Total

28.00 USD

56.00 USD

56.00 USD

Next enter the **FOOD/TAX** total and total **TIP** amount in calculator.

Tip may not exceed 20% of the food/tax total amount. The calculator will let you know if you went over the allowable amount.

Calculate Overages

SPENT AMOUNT

Food/Tax

51.41

Tip

3.59

Food/Tax

(includes 3.59 USD Tax & Tip)

Spent 55.00 USD of 56.00 USD

Over 0.00 USD

Total Spent

Total Overages

55.00 USD




0.00 USD

When complete, tap **SAVE**.

Save

After you Save the widget, the expense form populates with all your completed entries.

If the total spent is higher than the allowable amount, you must reduce the reimbursement amount request to match the allowable amount.

 <b>Business Meals</b>	
Date	05/08/2017 
Amount	55.00  USD
Business Purpose	VP for Strategic Development Candidate Lunch
Vendor	Prepared Food Vendor ▼
Alcohol Amount (+tax/tip) <small>Optional</small>	0
Allowable Food Total	56.00 USD <a href="#">Calculate</a>
Overage Total	0.00 USD
<b>Allocation</b>	

**TIP:** If the amount spent exceeds the Allowable Food Total when you SAVE the form, compliance rules will fire up providing guidance of what to do next.



# Next Step is to enter the guest information on the **GUEST SELECTOR**

Certain expense items, like meals and events, include the option to distinguish between attendees who belong to your organization and those who don't. If you are already familiar with the Allocation Selector functionality, you will find the Guest Selector functions similarly. The Guest Selector appears at the bottom of the expense entry screen. It automatically adds the expense owner as a guest, eliminating the possibility of counting him or her twice.

## INTERNAL GUESTS

Internal guests are those who are Chrome River EXPENSE users at your organization.

Tapping the Guests field opens the Guest Selection pane. Recently selected guests will be listed at the top. As you begin to type a name into the search bar, a list of all guests will appear in the lower half of the screen. Use the scroll bar to navigate through the list, if necessary. Then tap the desired name to select it.

Guests

Internal

Add Guests

Internal

x

Ruth Gilliam

College of William & Mary

100 %

55.00

100 %

55.00



## ADD A NEW GUEST

If the external guest is not in the system, tap + ADD NEW EXTERNAL GUESTS. Multiple fields will appear to capture the new guest's information. Depending on your company's policies, you may not be able to tap ADD until information has been entered into every field.

Guests

Internal

×

Alan Rich

The Crane Company

100 %

0.00

100 %

0.00

External

First Name

Last Name

Title

Company Name

Add

Cancel

# ALLOCATION

The system automatically divides the cost equally among each of the guests so that the total amount is 100% allocated. You may manually adjust the per-person percentages or amounts individually to reallocate portions of the expense. The total percentage will be shown in gray at the bottom so you can be sure the adjusted amounts add up to 100%.

Note: It is best to do this after all guests have been added, since the amounts will redistribute equally as each new guest is added.

Guests					
Internal	x	<b>Alan Rich</b> <i>The Crane Company</i>	33.34 %	0.00	
Internal	x	<b>Jeremy Soto</b> <i>The Crane Company</i>	33.33 %	0.00	
External	x	<b>John Niicol</b> <i>West Monroe</i>	33.33 %	0.00	
			100 %	0.00	

Once all the guests are entered and allocations are made (if desired), you may tap SAVE.

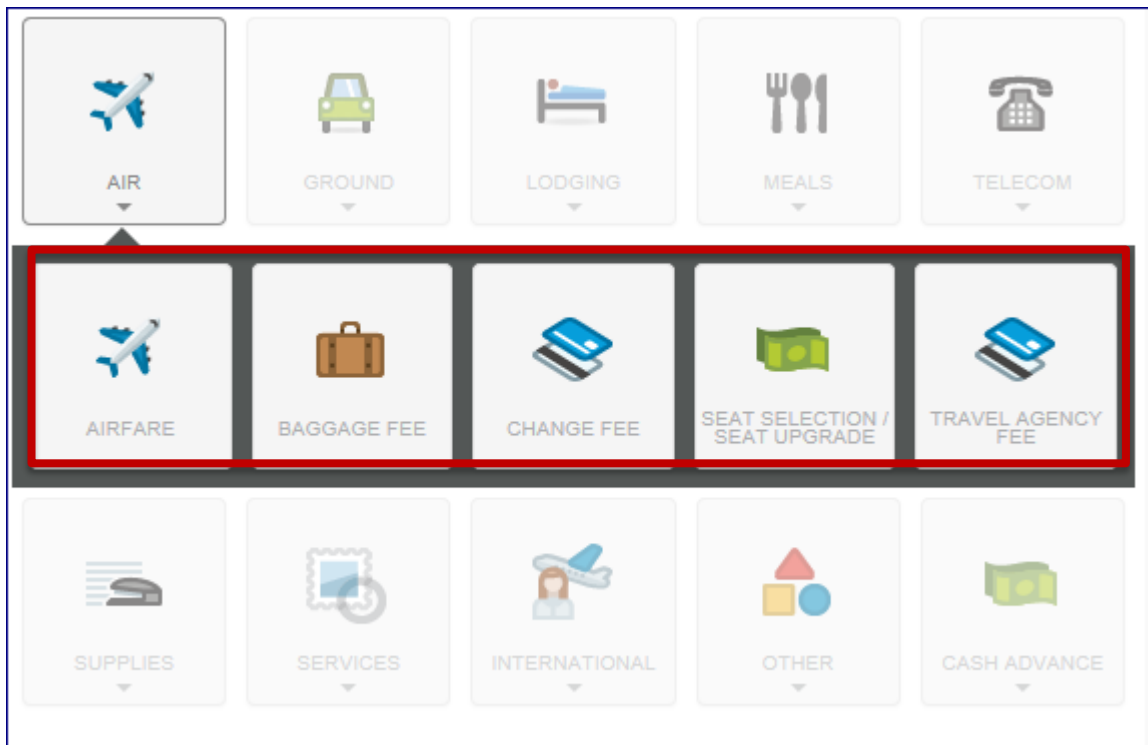


# Air Expenses

Under the tile **AIR** you will be able to enter all expenses related to Airfare.

Air Expenses include:

- (1) Airfare,
- (2) Baggage Fee,
- (3) Change Fee,
- (4) Seat Selection/Seat Upgrade and
- (5) Travel Agency Fee



Each form is self-explanatory but has some requirements in common. You will need to complete the following fields.

Date:	Date of the actual payment for the expense
Amount:	Amount paid for the expense
Allocation:	Index to charge the expense
Receipt:	Required for all expenses

Other fields are dropdowns that allow you to select from a prepopulated list.

Example:



A diagram illustrating a dropdown menu. On the left, a box labeled "Airline" is connected by a dashed orange line to a dropdown menu. The dropdown menu is open, showing a list of airlines. The first option is "-- Select --" in a blue header. Below it, the following airlines are listed: Air Canada, Air France, AirAsia, Alaska, Alitalia, All Nippon Airways, Allegiant Air, American, British Airways, Cathay Pacific, Delta, Emirates, Frontier, Hawaiian Airlines, Japan Airlines, JetBlue, KLM, Lufthansa, Other, Silver Airways, Southwest, Spirit Airlines, Sun Country, United, Virgin America, Virgin Atlantic, and WestJet.

Field	Value
Airline	-- Select --

- Air Canada
- Air France
- AirAsia
- Alaska
- Alitalia
- All Nippon Airways
- Allegiant Air
- American
- British Airways
- Cathay Pacific
- Delta
- Emirates
- Frontier
- Hawaiian Airlines
- Japan Airlines
- JetBlue
- KLM
- Lufthansa
- Other
- Silver Airways
- Southwest
- Spirit Airlines
- Sun Country
- United
- Virgin America
- Virgin Atlantic
- WestJet


Once you finish completing all the required information in the expense form, you may tap **Save**









Save

If you have missed a required field Chrome River will let you know by highlighting the field that needs completion.

Airline	<div>-- Select --</div>
	Please select the airline flown.
Class	<div>-- Select --</div>
	Must select the class.

# Adding expenses to Expense Report

Once you tap **SAVE**  in the top right hand corner the line item expense will move from the right side of the form to the left as a completed expense.

Conference Building Healthy Futures				
 0 Comments  1 Attachments 				
DATE	EXPENSE	AMOUNT	PAY ME	  
Mon 05/29/2017	 Airfare	1,200.00 USD	1,200.00 	

The green checkmark next to the expense signifies that the transaction is complete and can be submitted for payment.



**TIP:** The green checkmark next to the expense signifies the transaction is complete and can be submitted for payment.





# Adding expenses to Expense Report

Or the contrary may happen and there is a problem with the transaction.

Conference Building Healthy Futures			
0 Comments		1 Attachments	
DATE	EXPENSE	AMOUNT	PAY ME
Mon 05/29/2017	Airfare	1,200.00 USD	1,200.00 ✓
Mon 05/29/2017	Baggage Fee	50.00 USD	50.00 ⚠



**TIP:** The red warning triangle next to the expense signifies that the transaction is not complete and must be corrected.

If the red warning triangle appears you must go back and **EDIT** the transaction.

Images

EditDelete

**Baggage Fee**

⚠

Detailed receipts are required for all expenses.  
A detailed receipt is required for all expenses. A credit card receipt by itself is not sufficient.

Date

05/29/2017

Amount

50.00 USD

Once you make the corrections, you may **SAVE** again. The transaction should now display the green checkmark.

# Ground Expenses

Under the tile **GROUND** you will be able to enter all expenses related to Ground transportation.

Ground Expenses includes:

- (1) Car Rental,
- (2) Taxi / Limo/ Shuttle,
- (3) Train,
- (4) Public Transportation
- (5) Fuel
- (6) Parking / Tolls
- (7) Bus

In this handout we will not discuss POV Daily Mileage or POV Average Mileage. Please see **Mileage Expense Entry** handout.



Each form is self-explanatory but has some requirements in common. You will need to complete the following fields.

Date:	Date of the actual payment for the expense
Amount:	Amount paid for the expense
Allocation:	Index to charge the expense
Receipt:	Required for all expenses

Other fields are dropdowns from which you may choose the correct answer from the list.

Example:

Rental Agency

-- Select --  
Enterprise  
National  
Other

Class

-- Select --  
Economy  
Compact  
Intermediate  
Standard  
Full Size


Once you finish completing all of the required information in the expense form, you may tap **Save**




Save

If you miss a required field Chrome River will let you know by highlighting the field that needs completion.

Rental Agency	<div>-- Select --</div> <div>Please select the car rental agency.</div>
Class	<div>-- Select --</div> <div>Please select the class of car rental.</div>
Rental Options	<div>-- Select --</div> <div>Please select whether rental options were purchased.</div>
Rental Type	<div>-- Select --</div> <div>Please select the rental type.</div>

# Adding expenses to Expense Report

Once you tap **SAVE**  on the top right hand corner the line item expense will move from the right side of the form to the left as a completed expense.

Conference Building Healthy Futures			
 0 Comments  1 Attachments 			
DATE	EXPENSE	AMOUNT	PAY ME   
Mon 05/29/2017	 Airfare	1,200.00 USD	1,200.00  



**TIP:** The green checkmark next to the expense signifies that the transaction is complete and can be submitted for payment.

# Adding expenses to an Expense Report

Or the contrary may have happened and there is a problem with the transaction.

Conference Building Healthy Futures			
0 Comments		1 Attachments	
DATE	EXPENSE	AMOUNT	PAY ME
Mon 05/29/2017	Airfare	1,200.00 USD	1,200.00 ✓
Mon 05/29/2017	Baggage Fee	50.00 USD	50.00 ⚠



**TIP:** The red warning triangle next to the expense signifies the transaction is not complete and must be corrected.

If the red warning triangle appears you must go back and **EDIT** the transaction.

Images

EditDelete

**Baggage Fee**

⚠

Detailed receipts are required for all expenses.  
A detailed receipt is required for all expenses. A credit card receipt by itself is not sufficient.

Date

05/29/2017

Amount

50.00 USD

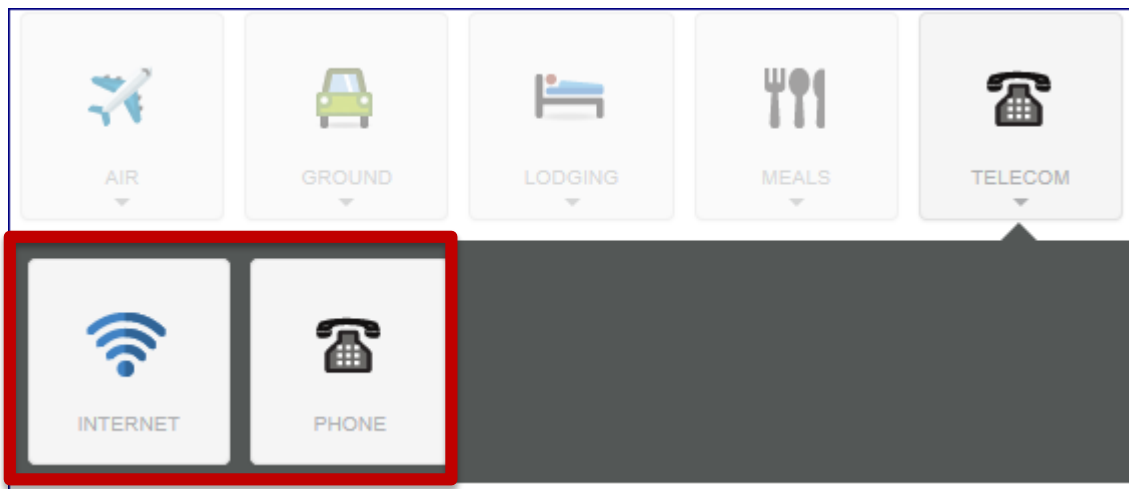
Once you make the corrections, you may **SAVE** again. Transaction should now display the green checkmark.

# Telecom Expenses

Under the tile **TELECOM** you will be able to enter all expenses related to communications purchases.

Telecom Expenses include:

- (1) Internet
- (2) Phone



Each form has the same fields. You will need to complete:


Date:	Date of the actual payment for the expense
Amount:	Amount paid for the expense
Justification:	Explanation for the expense
Allocation:	Index to charge the expense
Receipt:	Required for all expenses










Once you finish completing all the required information in the expense form, you may tap **Save**





# Adding expenses to Expense Report

Once you tap **SAVE**  on the top right hand corner the line item expense will move from the right side of the form to the left as a completed expense.

Conference Building Healthy Futures			
 0 Comments  1 Attachments 			
DATE	EXPENSE	AMOUNT	PAY ME   
Mon 05/29/2017	 Internet	60.00 USD	60.00  



**TIP:** The green checkmark next to the expense signifies that the transaction is complete and can be submitted for payment.

# Adding expenses to Expense Report

Or the contrary may happen and there is a problem with the transaction.

Conference Building Healthy Futures			
0 Comments 1 Attachments			
DATE	EXPENSE	AMOUNT	PAY ME
Mon 05/29/2017	Internet	60.00 USD	60.00 ✓
Mon 05/29/2017	Phone	35.00 USD	35.00 ⚠



**TIP:** The red warning triangle next to the expense signifies that the transaction is not complete and must be corrected.

If the red warning triangle appears you must go back and **EDIT** the transaction.

Images Edit Delete

Phone

**⚠ Detailed receipts are required for all expenses.**  
A detailed receipt is required for all expenses. A credit card receipt by itself is not sufficient.

Date 05/29/2017

Amount 35.00 USD

Justification Had to used telephone services are hotel to call taxi for business meals.

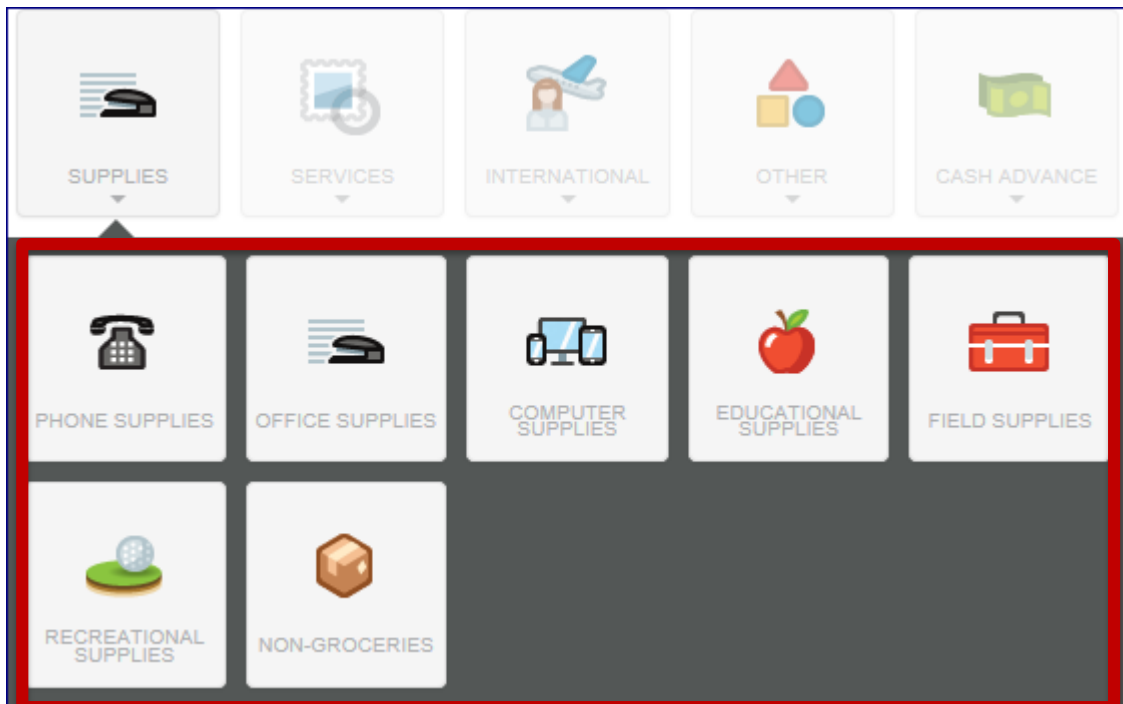
Once you make the corrections, you may **SAVE** again. Transaction should now display the green checkmark.

# Supplies Expenses

There are rare occasions when a traveler may incur **SUPPLIES** expenses. Under the tile Supplies you will be able to enter all expenses related to supplies purchases.

Supplies Expenses includes:

- (1) Phone Supplies
- (2) Office Supplies
- (3) Computer Supplies
- (4) Educational Supplies
- (5) Field Supplies
- (6) Recreational Supplies
- (7) Non-Groceries Supplies




Each form has the same fields. You will need to complete:










Date:	Date of the actual payment for the expense
Amount:	Amount paid for the expense
Justification:	Explanation for the expense
Allocation:	Index to charge the expense
Receipt:	Required for all expenses

Once you finish completing all the required information in the expense form, you may tap **Save**



# Adding expenses to Expense Report

Once you tap **SAVE**  on the top right hand corner the line item expense will move from the right side of the form to the left as a completed expense.

Conference Building Healthy Futures				
 0 Comments  1 Attachments 				
DATE	EXPENSE	AMOUNT	PAY ME	  
Mon 05/29/2017	 Office Supplies	35.00 USD	35.00 	



**TIP:** The green checkmark next to the expense signifies that the transaction is complete and can be submitted for payment.

# Adding expenses to Expense Report

Or the contrary may happen and there is a problem with the transaction.

Conference Building Healthy Futures			
0 Comments  1 Attachments			
DATE	EXPENSE	AMOUNT	PAY ME
Mon 05/29/2017	Office Supplies	35.00 USD	35.00
Mon 05/29/2017	Field Supplies	45.50 USD	45.50



**TIP:** The red warning triangle next to the expense signifies that the transaction is not complete and must be corrected.

If the red warning triangle appears you must go back and **EDIT** the transaction.

Images

EditDelete

Field Supplies

**Detailed receipts are required for all expenses.**  
A detailed receipt is required for all expenses. A credit card receipt by itself is not sufficient.

Date	05/29/2017
Amount	45.50 USD
Justification	Additional supplies to sustain the archeological dig

Once you make the corrections, you may **SAVE** again. Transaction should now display the green checkmark.

# Services Expenses

There are rare occasions when a traveler may incur expenses for **SERVICES** received. Under the tile Services you will be able to enter all expenses related to services received for the following:

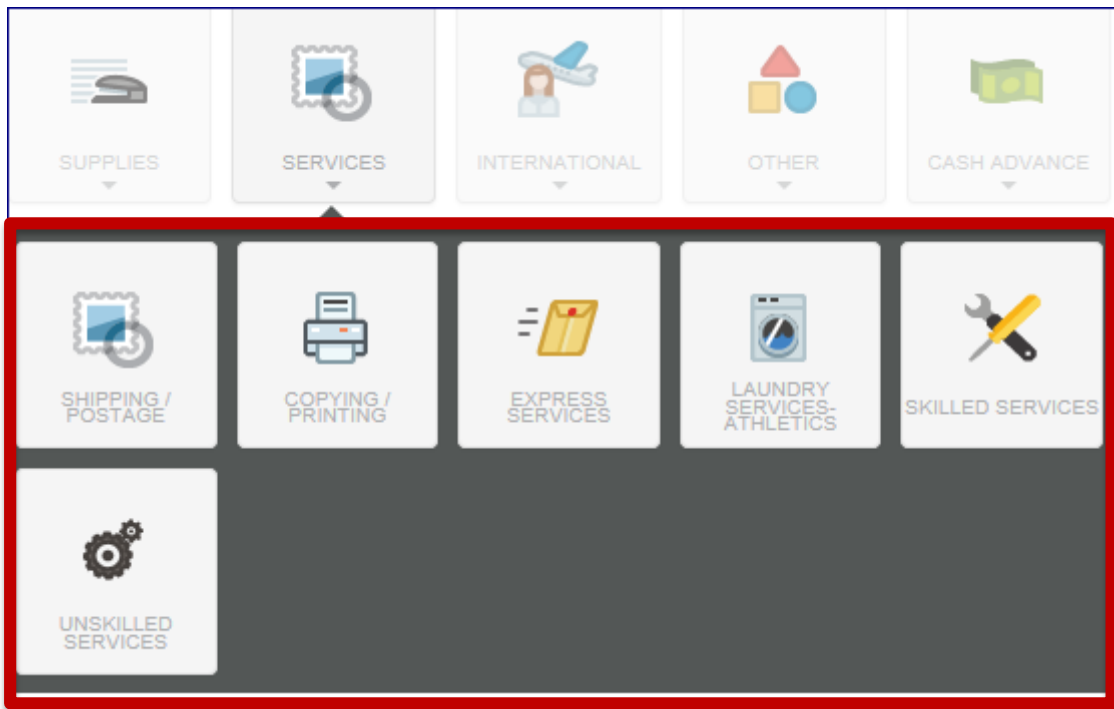
Services Expenses includes:

- (1) Shipping / Postage
- (2) Copying / Printing
- (3) Express Services
- (4) Laundry Services (Athletics Only)

Items 1-4 are reasonable expenses during travel status and accounting should be able to process with no issue.

- (5) Skilled Services
- (6) Unskilled Services

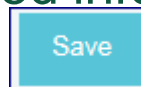
Skilled services and unskilled services is different. These are services rendered by professionals and other technical experts. Under Internal Revenue Service (IRS) rules payment to vendors for services provided are reportable on tax form 1099-MISC, therefore, this type of expenditure may not be reimbursable if the IRS rules are not followed. Before submitting a request for reimbursement contact the Accounting Operations office.



Each form has the same fields. You will need to complete:


Date:	Date of the actual payment for the expense
Amount:	Amount paid for the expense
Justification:	Explanation for the expense
Allocation:	Index to charge the expense
Receipt:	Required for all expenses










Once you finish completing all the required information in the expense form, you may tap **Save**





# Adding expenses to Expense Report

Once you tap **SAVE**  on the top right hand corner the line item expense will move from the right side of the form to the left as a completed expense.

Conference Building Healthy Futures			
 0 Comments  1 Attachments 			
DATE	EXPENSE	AMOUNT	PAY ME   
Mon 05/29/2017	 Shipping / Postage	65.00 USD	65.00  



**TIP:** The green checkmark next to the expense signifies that the transaction is complete and can be submitted for payment.

# Adding expenses to Expense Report

Or the contrary may happen and there is a problem with the transaction.

Conference Building Healthy Futures			
0 Comments  1 Attachments			
DATE	EXPENSE	AMOUNT	PAY ME
Mon 05/29/2017	Shipping / Postage	65.00 USD	65.00
Mon 05/29/2017	Express Services	15.00 USD	15.00



**TIP:** The red warning triangle next to the expense signifies that the transaction is not complete and must be corrected.

If the red warning triangle appears you must go back and **EDIT** the transaction.

**Detailed receipts are required for all expenses.** #201  
A detailed receipt is required for all expenses. A credit card receipt by itself is not sufficient.

Date	05/29/2017
Amount	15.00 USD

Once you make the corrections, you may **SAVE** again. Transaction should now display the green checkmark.

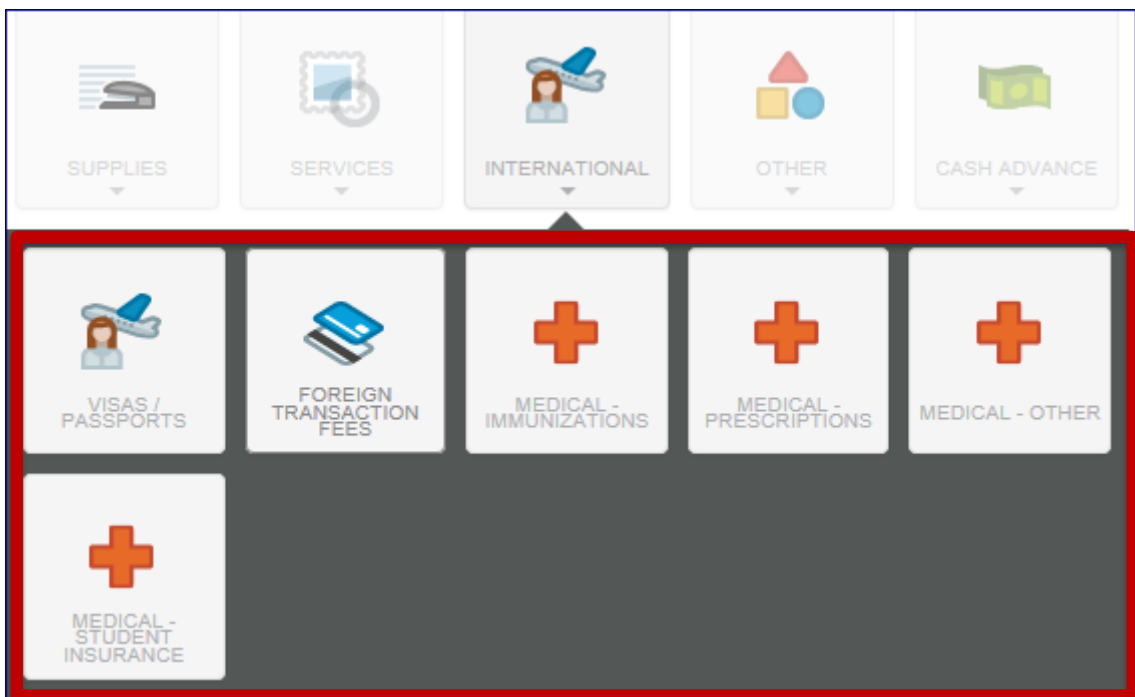
# International Expenses

There are rare occasions when a traveler may incur expenses related to **INTERNATIONAL** travel. These expenditures are rare, therefore check the policies and guidelines before submitting request for reimbursements.

Under the tile International you will be able to enter all expenses related to this kind of purchase.

Supplies Expenses includes:

- (1) Visa / Passports
- (2) Foreign Transaction Fees
- (3) Medical Immunizations
- (4) Medical Prescriptions
- (5) Medical - Other
- (6) Medical Student Insurance




Each form has the same fields. You will need to complete:





Date:	Date of the actual payment for the expense
Amount:	Amount paid for the expense
Justification:	Explanation for the expense
Allocation:	Index to charge the expense
Receipt:	Required for all expenses

Once you finish completing all the required information in the expense form, you may tap **Save**



# Adding expenses to Expense Report

Once you tap **SAVE**  on the top right hand corner the line item expense will move from the right side of the form to the left as a completed expense.

Conference Building Healthy Futures			
 0 Comments  1 Attachments 			
DATE	EXPENSE	AMOUNT	PAY ME   
Mon 05/29/2017	 Visas / Passports	100.00 USD	100.00  



**TIP:** The green checkmark next to the expense signifies that the transaction is complete and can be submitted for payment.

# Adding expenses to Expense Report

Or the contrary may happen and there is a problem with the transaction.


Conference Building Healthy Futures			
0 Comments		1 Attachments	
DATE	EXPENSE	AMOUNT	PAY ME
Mon 05/29/2017	Visas / Passports	100.00 USD	100.00 ✓
Mon 05/29/2017	Medical - Student Insurance	50.00 USD	50.00 ⚠




**TIP:** The red warning triangle next to the expense signifies that the transaction is not complete and must be corrected.

If the red warning triangle appears you must go back and **EDIT** the transaction.

Images Edit Delete

 Medical - Student Insurance

 **Detailed receipts are required for all expenses.**  
A detailed receipt is required for all expenses. A credit card receipt by itself is not sufficient.

Date

05/29/2017

Amount

50.00 USD

Justification

Required for Student 930XXXX traveling with faculty

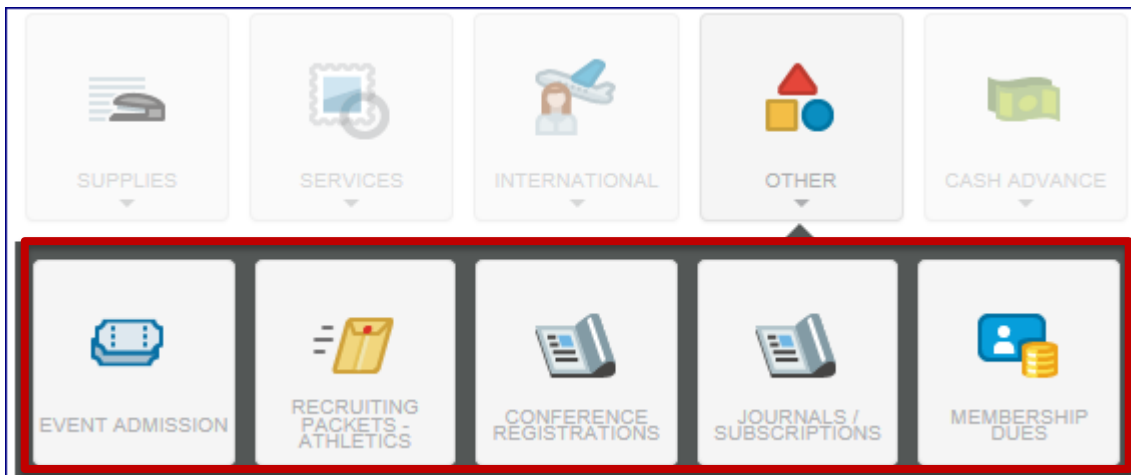
Once you make the corrections, you may **SAVE** again. Transaction should now display the green checkmark.

# Other Expenses

There are rare occasions when a traveler may incur other types of expenses. Under the tile **OTHER** you will be able to enter all expenses related to other purchases.

Other Expenses includes:

- (1) Event Admission
- (2) Recruiting Packets Athletics
- (3) Conference Registrations
- (4) Journals / Subscriptions
- (5) Membership Dues



Each form has the same fields. You will need to complete:


Date:	Date of the actual payment for the expense
Amount:	Amount paid for the expense
Justification:	Explanation for the expense
Allocation:	Index to charge the expense
Receipt:	Required for all expenses










Once you finish completing all the required information in the expense form, you may tap **Save**





# Adding expenses to Expense Report

Once you tap **SAVE**  in the top right hand corner, the line item expense will move from the right side of the form to the left as a completed expense.

Conference Building Healthy Futures			
 0 Comments  1 Attachments 			
DATE	EXPENSE	AMOUNT	PAY ME   
Mon 05/29/2017	 Event Admission	30.00 USD	30.00  



**TIP:** The green checkmark next to the expense signifies that the transaction is complete and can be submitted for payment.

# Adding expenses to Expense Report

Or the contrary may happen and there is a problem with the transaction.

Conference Building Healthy Futures			
0 Comments  1 Attachments			
DATE	EXPENSE	AMOUNT	PAY ME
Mon 05/29/2017	Event Admission	30.00 USD	30.00
Mon 05/29/2017	Conference Registrations	500.00 USD	500.00



**TIP:** The red warning triangle next to the expense signifies that the transaction is not complete and must be corrected.

If the red warning triangle appears you must go back and EDIT the transaction.

**Conference Registrations**

**Detailed receipts are required for all expenses.**  
A detailed receipt is required for all expenses. A credit card receipt by itself is not sufficient. #201

Date

05/29/2017

Amount

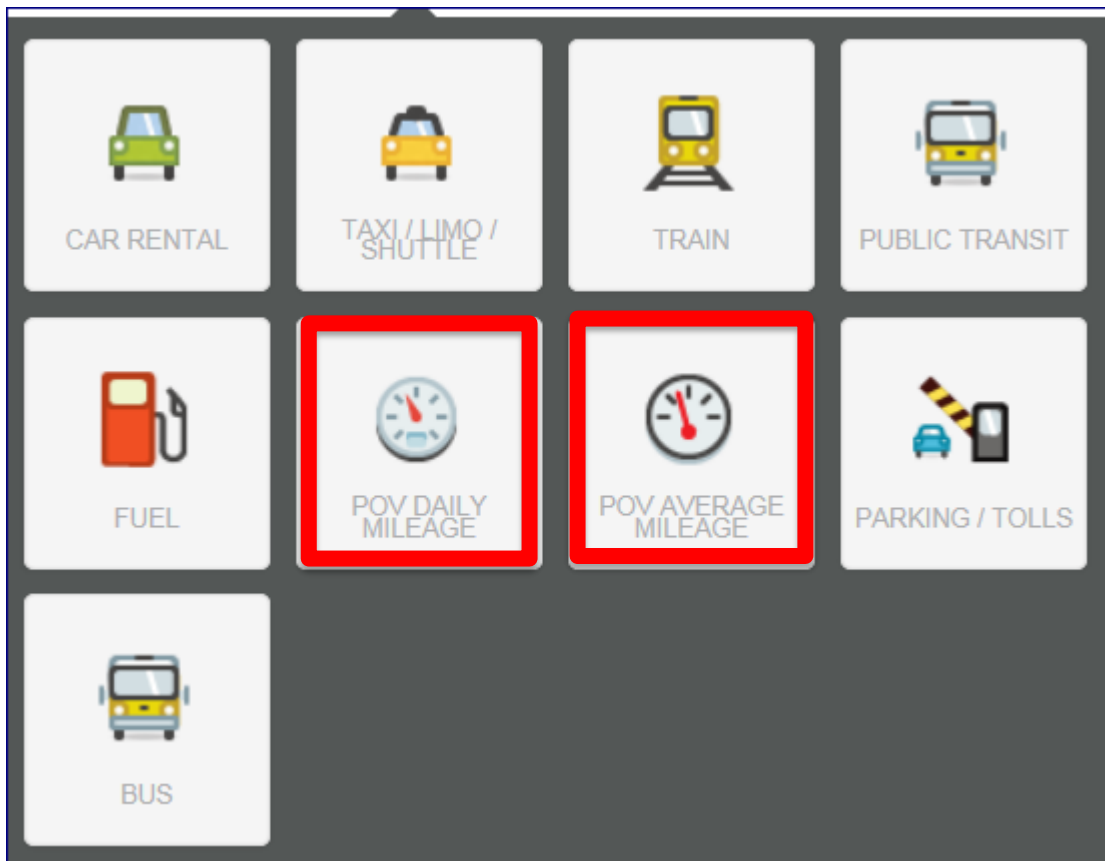
500.00 USD

Once you make the corrections, you may **SAVE** again. Transaction should now display the green checkmark.

# Mileage Expense Entry

User who need to be reimbursed for mileage can take advantage of Chrome River's built-in Google Maps functionality for easy calculation of distances.

Tap the **GROUND** tile in the Mosaic to access its drawer, then tap **MILEAGE**.






Users will see there are two options to record mileage:

- POV Daily Mileage
- POV Average Mileage

In the Mileage entry screen, enter the basic information required. You will see that the **Amount** field cannot be edited. This is because the reimbursement amount depends on the number of miles you traveled.

Policy states that a POV mileage may not exceed 200 miles a day. If you traveled more than 200 miles a day; Chrome River will require you to chose the correct Rate.



If you traveled less than 200 miles a day, you may use **POV DAILY MILEAGE** tile

	POV Daily Mileage	
Date	<div>05/15/2017 </div>	
Amount	<div>0.00</div>	<div>USD</div>
Justification	<div>Rental Car required for Recruitment activities</div>	
Rate Type	<div>IRS Rate </div>	
Cost Benefit Analysis Included	<div><input type="checkbox"/></div>	
Rate	<div>0.535</div>	
Miles	<div>0.00</div>	<div>Map</div>
Deduction	<div></div>	<div>None</div>

# Entering Miles Driven

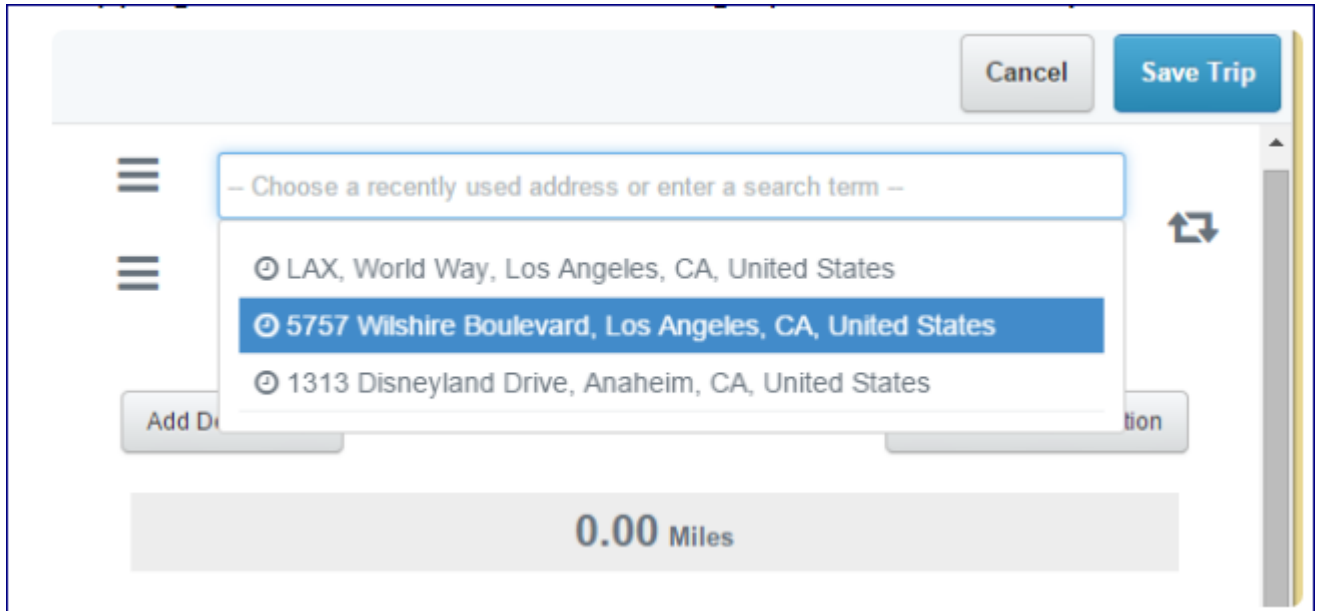
Enter the number of miles you traveled, or tap the **MAP** button to access the integrated Google Maps functionality.

Note – that if you do not use the google Maps functionality, you will be required to attach documentation to support the miles driven.

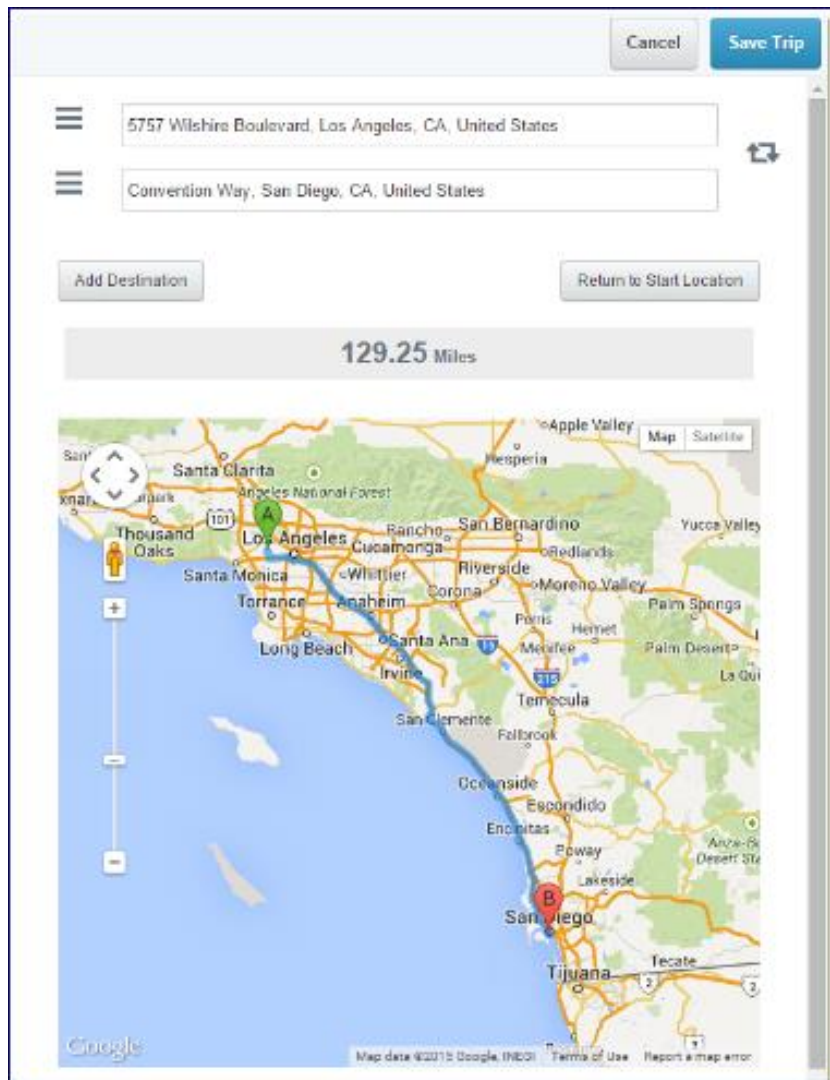
	POV Daily Mileage	
Date	05/15/2017	
Amount	0.00	USD
Justification	Rental Car required for Recruitment activities	
Rate Type	IRS Rate ▼	
Cost Benefit Analysis Included	<input type="checkbox"/>	
Rate	0.535	
Miles	0.00	Map
Deduction		None

Once you tap the MAP button a new screen will populate.

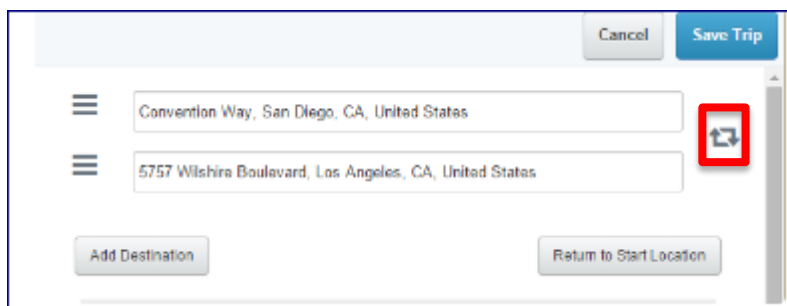
Tapping in the address fields will bring up a list of recently used addresses, if you have any. If not, just may begin entering a location name or a specific address and Google will bring up your matches. Chrome River will save all the addresses you use over the year.



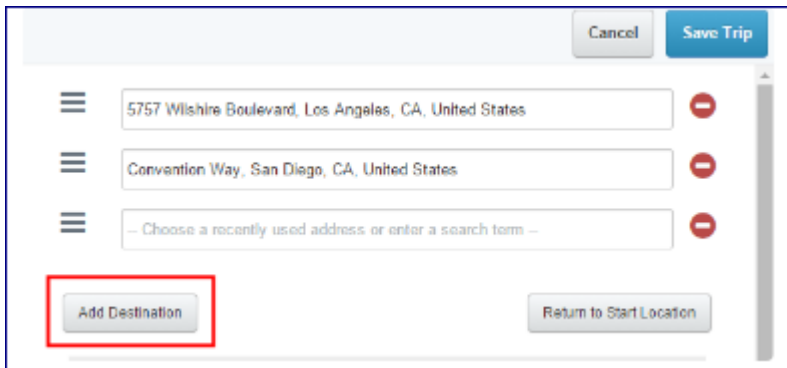
The distance and map will refresh to reflect your route. It includes the same navigation features found in Google Maps online, including zoom controls and the moveable marker.



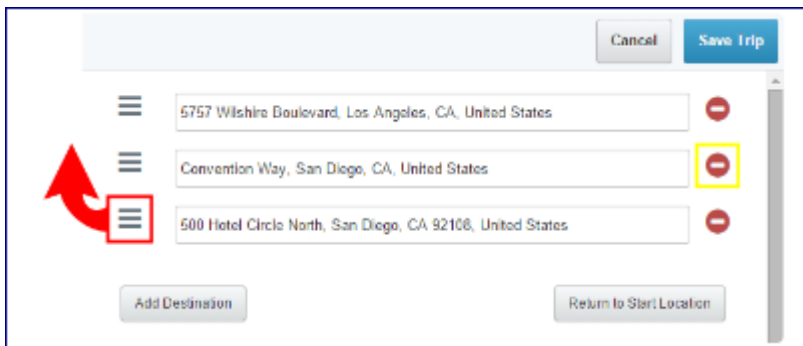
Tap the arrows icon to reverse the order of your travel destinations.



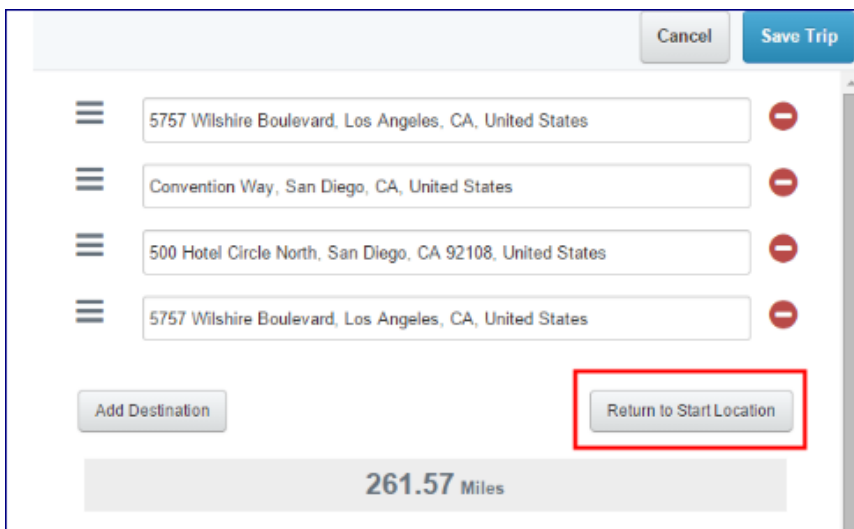
To **ADD DESTINATION** to add another stop on your trip.



Use the gray lines to grab a location and move it to a different spot in the order of destinations. Use the red circle icon to delete a destination.

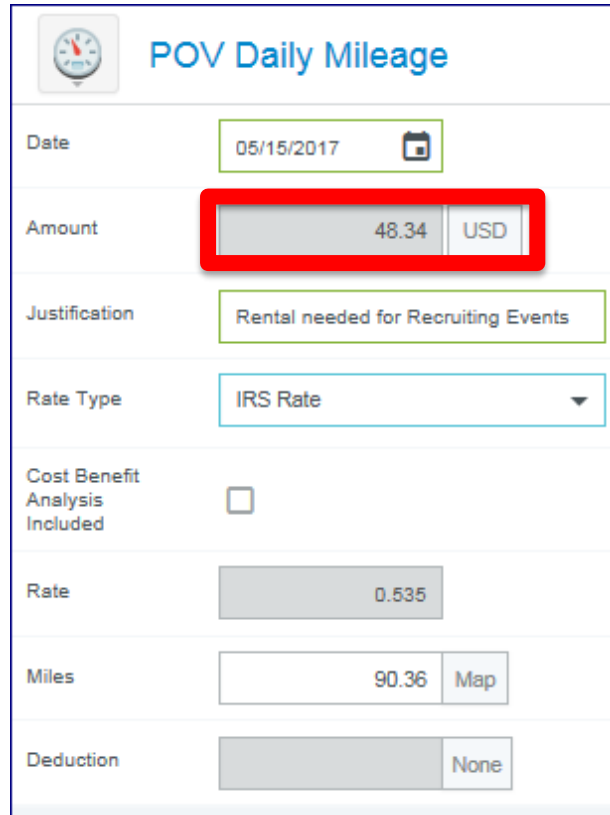


Tapping **RETURN TO START LOCATION** will add the first location as a new destination at the bottom of the list





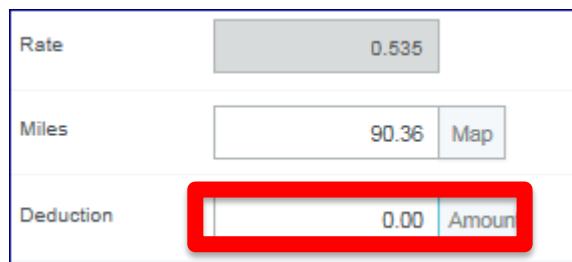
Tap **SAVE TRIP** to return to the Mileage entry screen. You will see that the Amount has automatically calculated based on the Rate Type.



The screenshot shows the 'POV Daily Mileage' form. The 'Amount' field, which displays '48.34' and 'USD', is highlighted with a red rectangle. Other fields include 'Date' (05/15/2017), 'Justification' (Rental needed for Recruiting Events), 'Rate Type' (IRS Rate), 'Cost Benefit Analysis Included' (checkbox), 'Rate' (0.535), 'Miles' (90.36), and 'Deduction' (None).

Date	05/15/2017
Amount	48.34 USD
Justification	Rental needed for Recruiting Events
Rate Type	IRS Rate
Cost Benefit Analysis Included	<input type="checkbox"/>
Rate	0.535
Miles	90.36 Map
Deduction	None

You can easily deduct personal mileage for a portion of your total trip distance or the amount for your standard commute. Simply enter the number of miles in the **DEDUCTION** box. Note that you can either deduct by amount or by distance.




This close-up shows the 'Deduction' field at the bottom of the form, which displays '0.00' and 'Amount'. It is highlighted with a red rectangle. The 'Rate' (0.535) and 'Miles' (90.36) fields are visible above it.

Rate	0.535
Miles	90.36 Map
Deduction	0.00 Amount

# POV AVERAGE MILES

Employees may use their POV and be paid the higher mileage rate without any cost analysis when driving 200 miles or less per day. Calculate the average daily mileage of the trip by dividing the total round trip mileage by the number of official business travel days. For example, on a four day business trip with a round trip mileage of 800 miles, 800 miles divided by 4 official business travel days equals 200 average daily miles.

	POV Average Mileage	
Date	<input type="text"/>	
Amount	<input type="text" value="0.00"/>	USD
Justification	<input type="text"/>	
No. of Days Driven	<input type="text" value="0"/>	
Rate	<input type="text" value="0"/>	
Miles	<input type="text" value="0.00"/>	Map
Deduction	<input type="text"/>	None
Allocation		

The only difference in this screen is the field: No. of Days Driven. You must enter this information and complete all other fields just like you did for POV Mileage. If the daily driven miles are more than 200 miles a day. You cannot use this form. You must use the POV Mileage calculator instead.