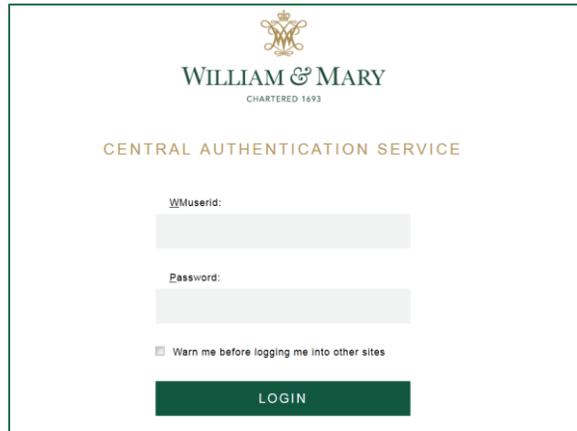


Create a New Expense Report

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

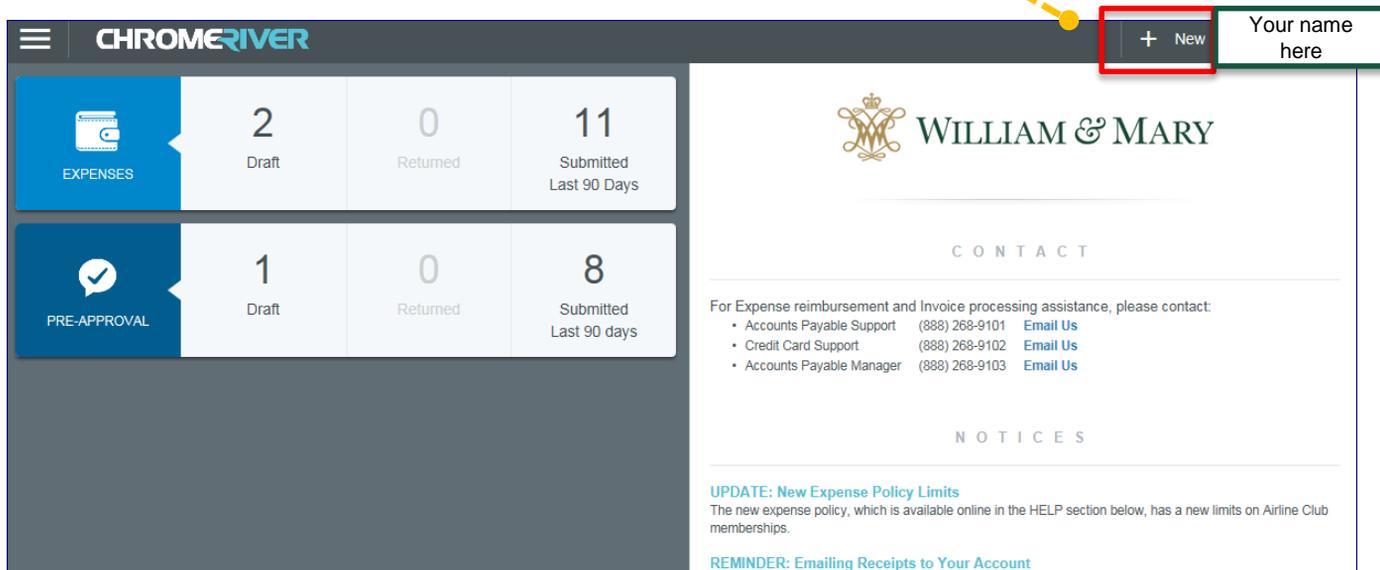
WUserid:

Password:

Warn me before logging me into other sites

LOGIN

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



CHROMERIVER

EXPENSES	2 Draft	0 Returned	11 Submitted Last 90 Days
PRE-APPROVAL	1 Draft	0 Returned	8 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

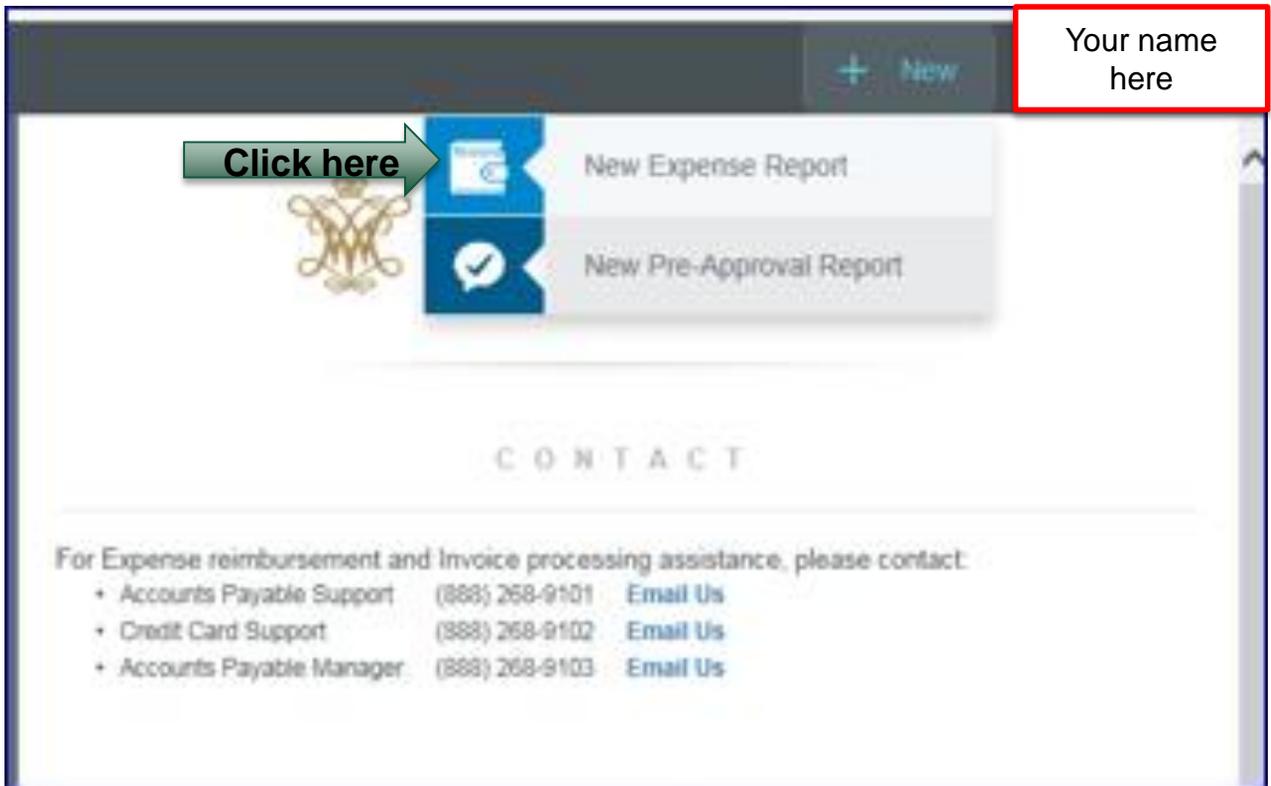
UPDATE: New Expense Policy Limits
The new expense policy, which is available online in the HELP section below, has a new limits on Airline Club memberships.

REMINDER: Emailing Receipts to Your Account

+ New Your name here

Completing the Expense Report Header

4. Click on the New Expense Report link.



The screenshot displays a user interface for creating reports. At the top right, a dark grey bar contains a '+ New' button. A red rectangular box highlights this area, containing the text 'Your name here'. Below this bar, a dropdown menu is open, showing two options: 'New Expense Report' and 'New Pre-Approval Report'. A green arrow points to the 'New Expense Report' option, with the text 'Click here' next to it. Below the menu, the word 'CONTACT' is centered. Underneath, there is a section titled 'For Expense reimbursement and Invoice processing assistance, please contact:' followed by a list of support contacts:

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

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

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

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

Travel Type

-- Select --
Domestic
International

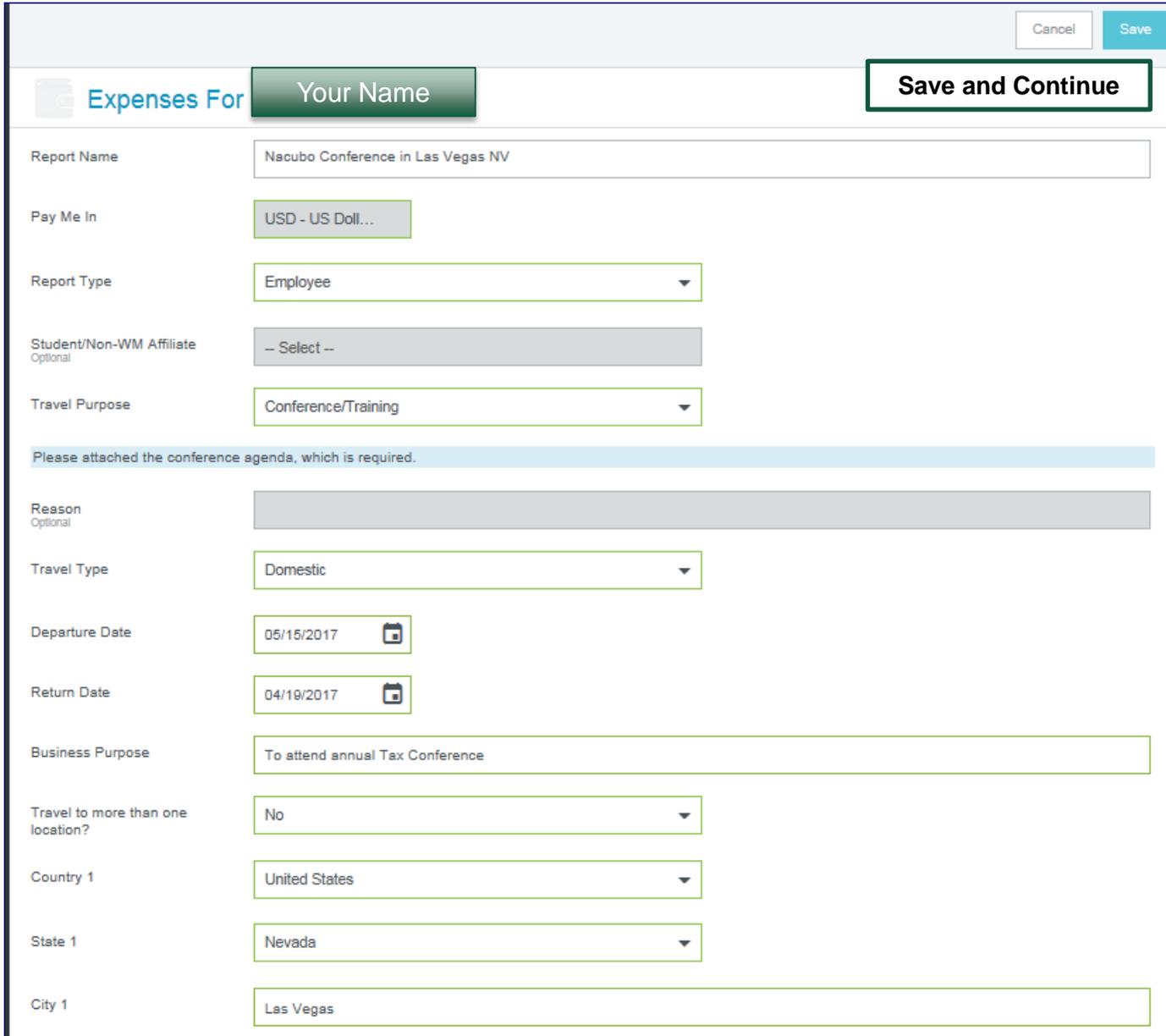
Travel to more than one location

-- Select --
Yes
No

Select the correct choice for your travel

Review of Completed Expense Report Header Fields

7. Once all fields are completed you must click save



The screenshot shows a web-based expense report form. At the top right, there are 'Cancel' and 'Save' buttons. Below the header, the form is titled 'Expenses For Your Name'. A green box highlights the 'Save and Continue' button. The form fields are as follows:

Report Name	Nacubo Conference in Las Vegas NV
Pay Me In	USD - US Doll...
Report Type	Employee
Student/Non-WM Affiliate <small>Optional</small>	-- Select --
Travel Purpose	Conference/Training
Please attached the conference agenda, which is required.	
Reason <small>Optional</small>	
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
<i>Click "+" to add your first item.</i>			

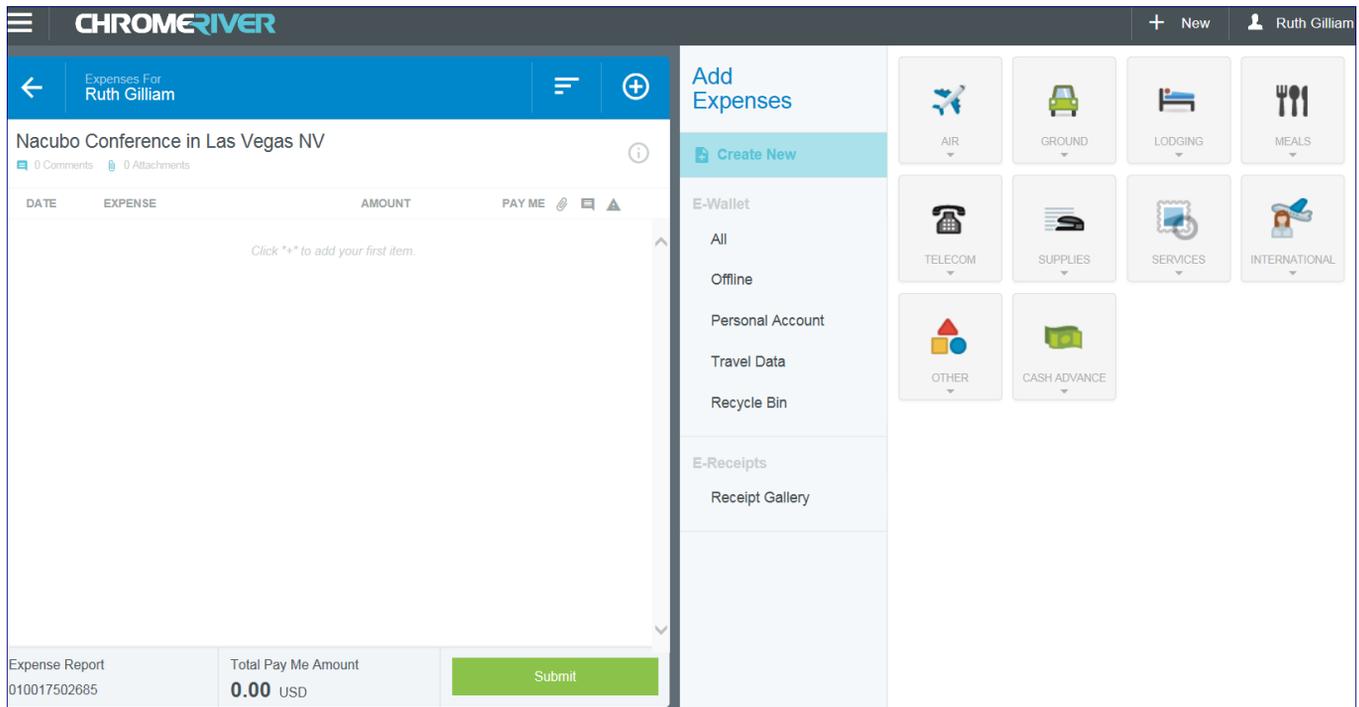
Expense Report
010017502685

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.

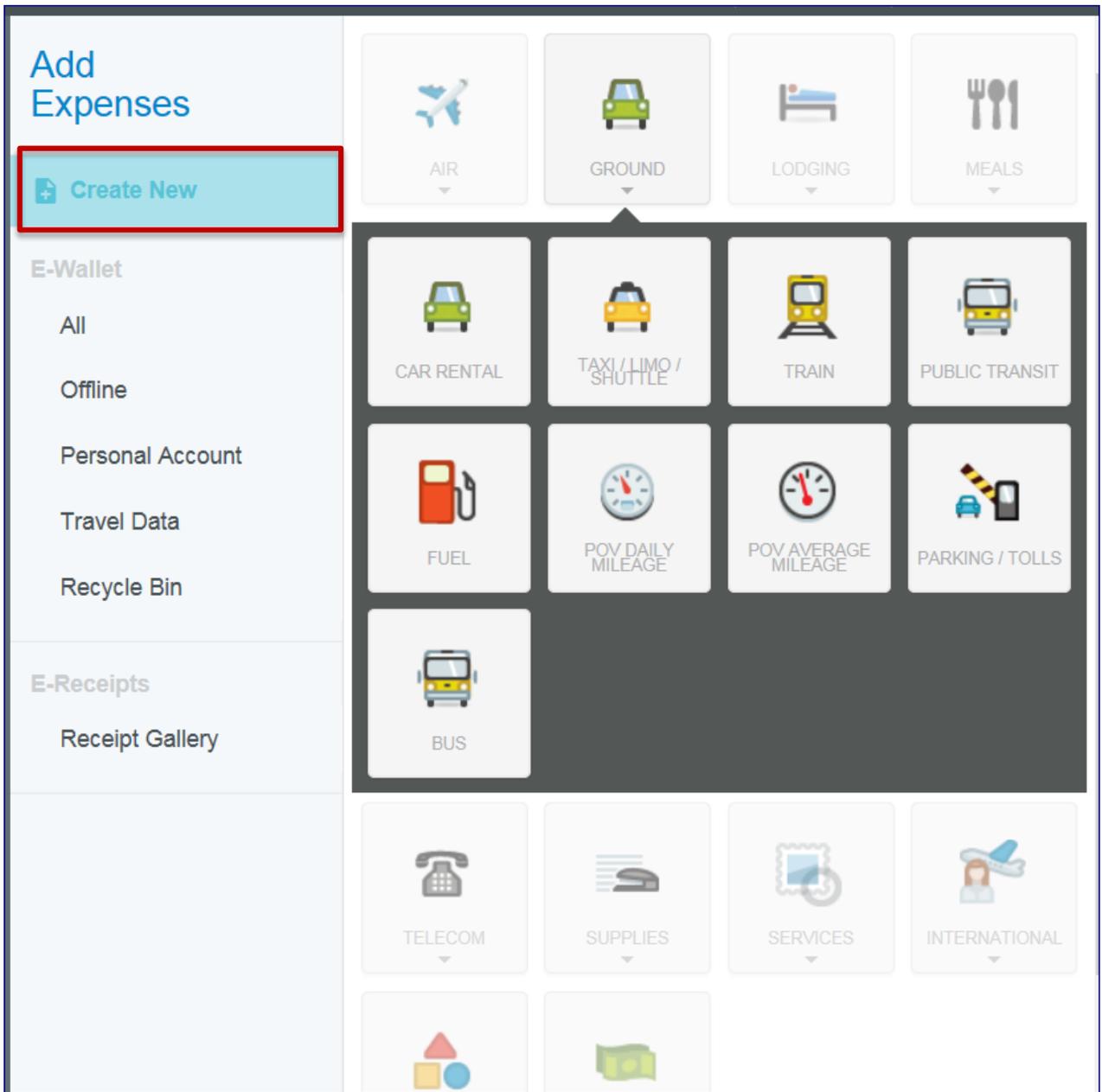


3. **Direct expenses** are those you enter manually into your report using the interface. The tiles represent expense categories, some of which have subcategories, as indicated by the small down arrow.



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 

Amount 

Rental Agency 

Class 

Rental Options 

Rental Type 

Agency Card

Allocation

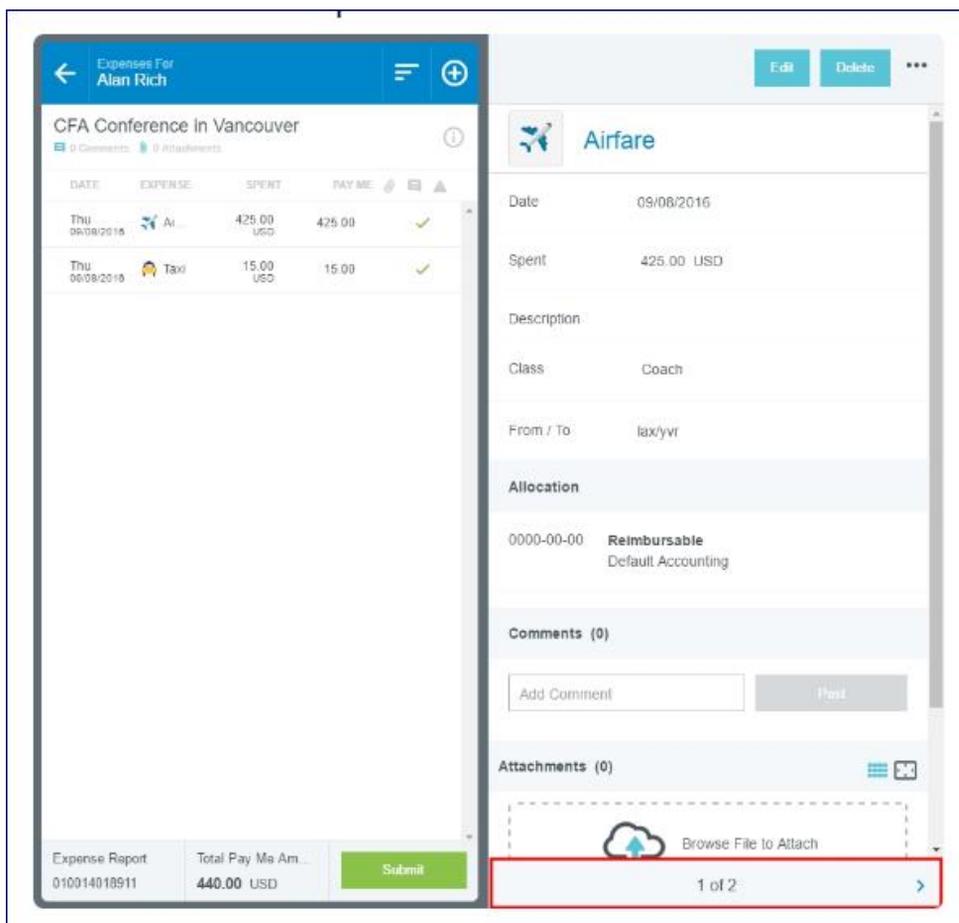
Repeat for all expenses on trip

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.



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. On the left, the 'Expenses For Alan Rich' report is shown with a table of expenses. On the right, a header preview for the report is visible, featuring a 'Comments (0)' field highlighted in yellow. The text 'The dog ate my receipt' is entered in this field, and a 'Post' button is located to its right. The report details on the right include: Report Name: CFA Conference in Vancouver; Pay Me In: USD - US Dollars; Report Type: Travel; Business Purpose: Attend Business Conference. The bottom of the screen shows the 'Expense Report' number 010014018911, a 'Total Pay Me Amount' of 440.00 USD, and a green 'Submit' button.

DATE	EXPENSE	SPENT	PAY ME	
Thu 09/08/2018	AI...	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

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 a mobile application interface for managing expenses. On the left, a list of expenses is displayed under the heading "Expenses For Alan Rich" and "CFA Conference in Vancouver". The list includes a table with columns for Date, Expense, Spent, and Pay Me. One row, representing a taxi expense, is highlighted with a red border. On the right, a detailed view of the selected "Taxi" expense is shown. This view includes fields for Date (09/08/2016), Spent (15.00 USD), and Allocation (0000-00-00 Reimbursable Default Accounting). A "Comments (0)" section is highlighted with a yellow border, containing a text input field with the text "The cabbie ate my receipt" and a "Post" button. At the bottom of the left panel, there is a summary section with "Expense Report 010014018911", "Total Pay Me Amount 440.00 USD", and a "Submit" button. The right panel has "Edit" and "Delete" buttons at the top right.

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.

The screenshot displays the Chrome River mobile application interface for an expense report. The top navigation bar shows the Chrome River logo, a menu icon, and the user's name 'Alan Rich'. The main content area is split into two panels. The left panel shows the expense report details, including a table of expenses and a summary section. The right panel shows the report's metadata and options.

DATE	EXPENSE	SPENT	PAY ME	
Thu 09/08/2016	Ai...	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

Report Name: CFA Conference in Vancouver
Pay Me In: USD - US Dollars
Report Type: Travel
Business Purpose: Attend Business Conference

Buttons: Delete, Edit, Add Pre-Approval Report, Add Comment, Post, Submit

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 mobile application interface. On the left, a list titled "Draft Expense Reports" contains four entries: "Trip to London" (07/19/2016, 1,688.48 USD), "Trip to Seattle" (07/26/2016, 1,899.07 USD), "Visit to London" (09/01/2016, 836.00 USD), and "CFA Conference in Vancou..." (09/08/2016, 440.00 USD). The last entry is highlighted with a red border. On the right, a preview of the "CFA Conference in Vancouver" report is shown. At the top of the preview, there are buttons for "Open", "Delete", "PDF", and a highlighted green "Submit" button. Below the report title, the "Report Owner" is Alan Rich and the "Expense Report ID" is 010014018911. A "Financial Summary" table is displayed below:

	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

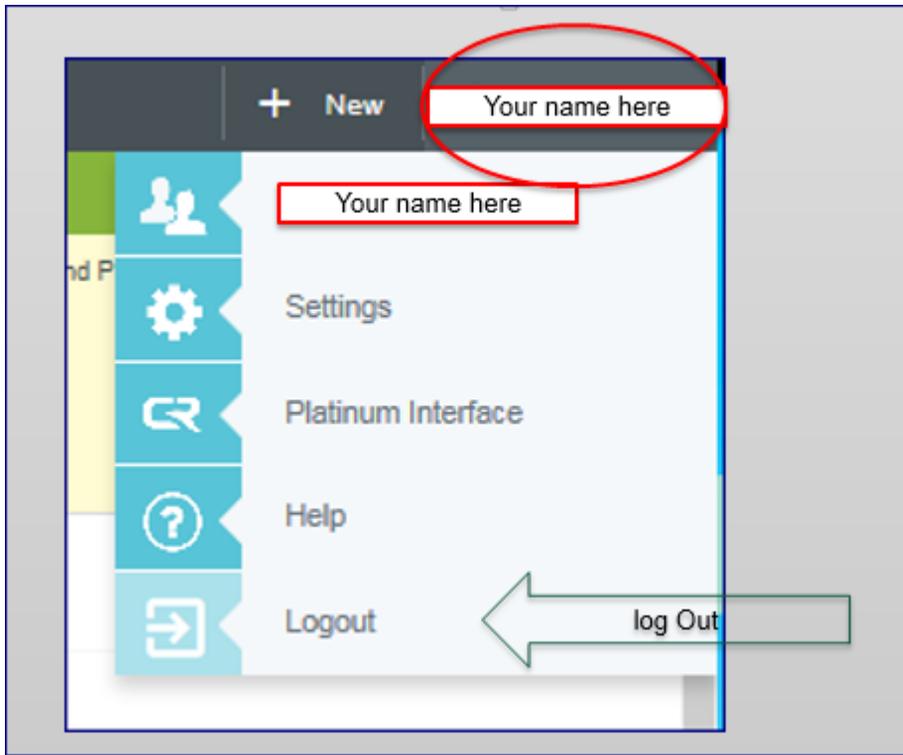
An "Expense Summary" section is partially visible at the bottom of the preview.

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 "Submit Confirmation" screen features a green header with the title "Submit Confirmation". Below the header, a yellow background contains the following text: "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 highlighted green "Submit" button.

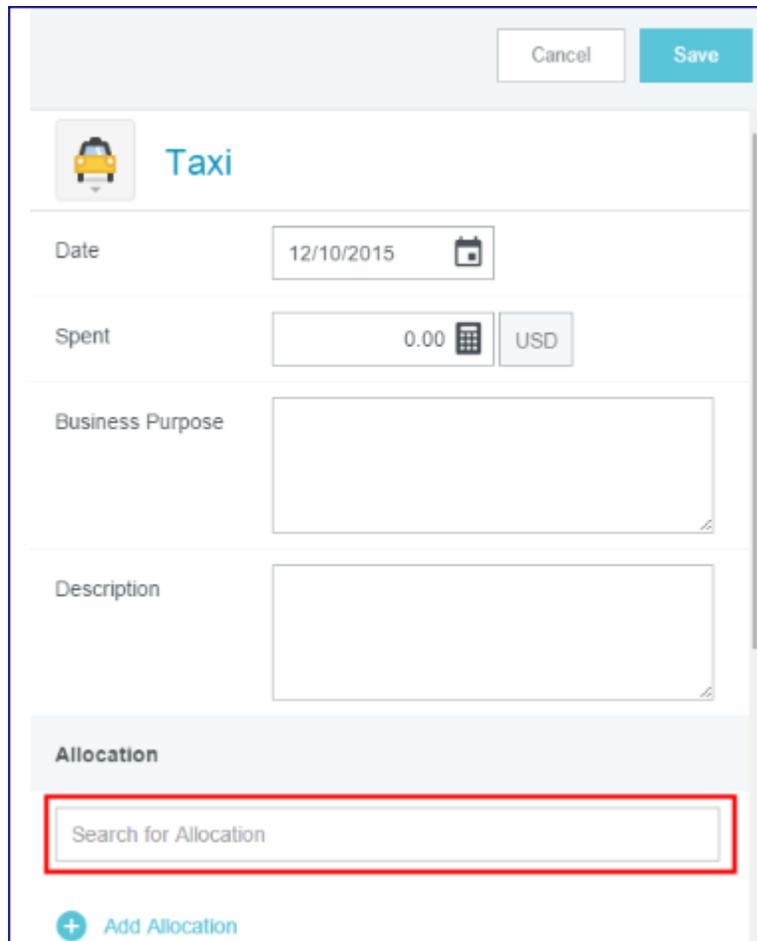
Logout of Chrome River

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.

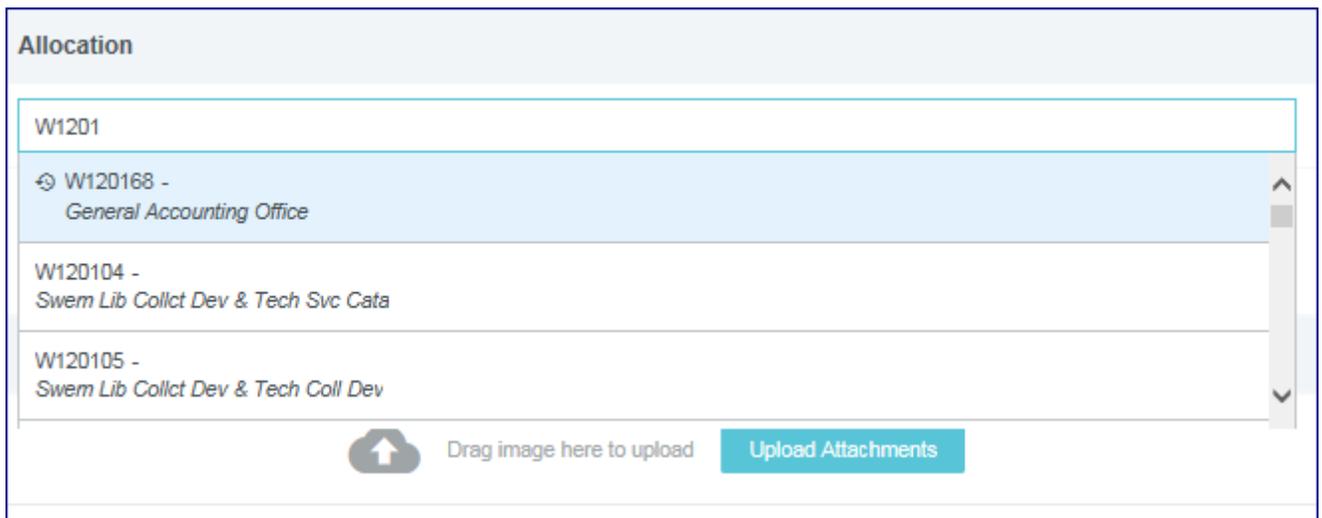


The image shows a mobile application interface for entering an expense. At the top right, there are 'Cancel' and 'Save' buttons. The expense type is 'Taxi', indicated by a car icon and the text 'Taxi'. Below this, there are fields for 'Date' (12/10/2015), 'Spent' (0.00 USD), 'Business Purpose', and 'Description'. 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	<input type="text"/>	
Description	<input type="text"/>	
Allocation		
<input type="text" value="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.



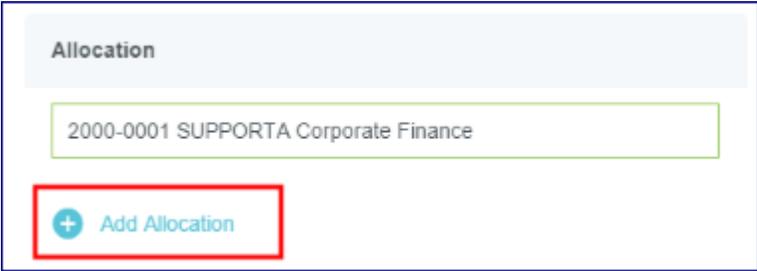
The screenshot shows a search interface for allocations. At the top, the word "Allocation" is displayed in a light blue header. Below this is a search input field containing the text "W1201". A dropdown list is open, showing several allocation entries. The first entry, "W120168 - General Accounting Office", is highlighted in light blue and has a clock icon to its left, indicating it is a recently selected item. The other entries are "W120104 - Swern Lib Collct Dev & Tech Svc Cata" and "W120105 - Swern Lib Collct Dev & Tech Coll Dev". At the bottom of the dropdown, there is a "Drag image here to upload" prompt with an upward arrow icon and a teal "Upload Attachments" button.

Allocation ID	Description	Recently Selected
W1201		No
W120168	General Accounting Office	Yes
W120104	Swern Lib Collct Dev & Tech Svc Cata	No
W120105	Swern Lib Collct Dev & Tech Coll Dev	No

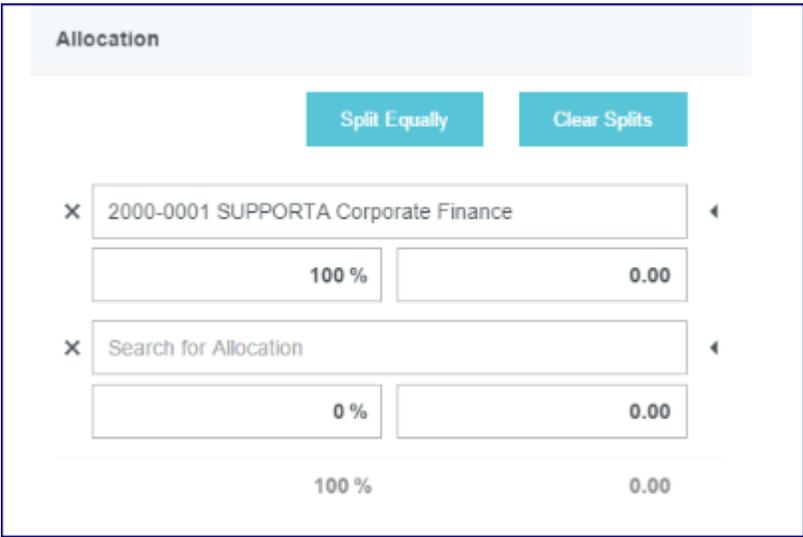
Split Allocation

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

Tap + **ADD ALLOCATION.**



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



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

The screenshot shows the top part of the Allocation interface. At the top right, there are two buttons: "Split Equally" and "Clear Splits". Below these is a search input field containing "2000-0001 SUPPORTA Corporate Finance". Underneath the search field are two input boxes: the first contains "100 %" and the second contains "0.00". Below this is a search dropdown menu with a search bar containing "Search for Allocation". The dropdown list shows three items: "2000-0001 SUPPORTA Corporate Finance", "06-050-65 Residential 1313 Mockingbird Lane", and "1000-0002 COLT TELECOM LTD Internal Audit". A plus sign icon is visible to the left of the third item.

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%.

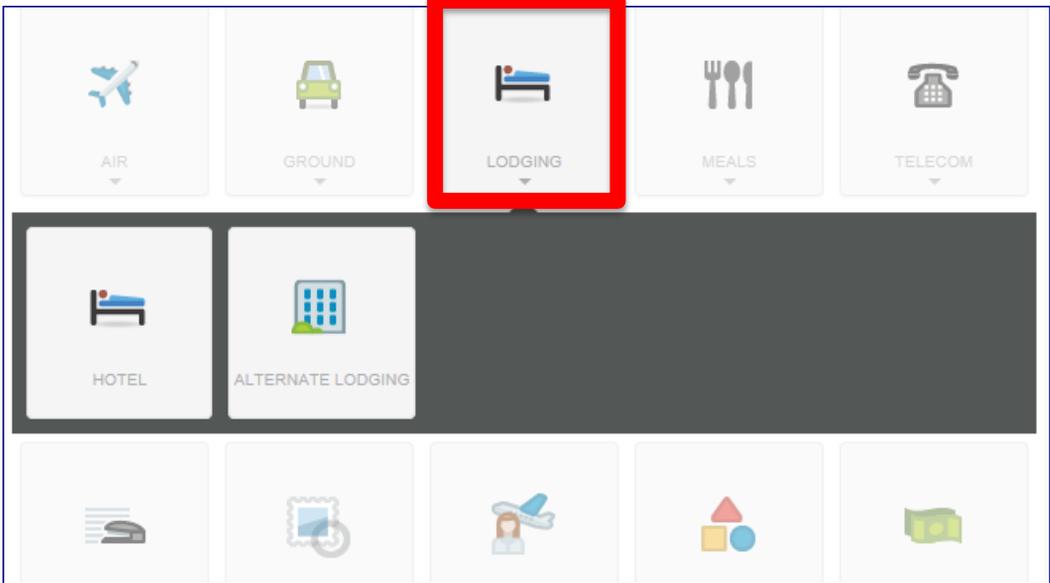
The screenshot shows the Allocation interface with three items listed. At the top right, there are two buttons: "Split Equally" and "Clear Splits". Below these are three rows, each representing an allocation item. Each row has a search input field, a percentage input box, and an amount input box. The first row is "2000-0001 SUPPORTA Corporate Finance" with 20% and 20.00. The second row is "1000-0002 COLT TELECOM LTD Internal Audit" with 30% and 30.00. The third row is "2035-0005 HARVEY NASH GROUP Tax Compliance" with 50% and 50.00. At the bottom, there is a summary row with "100 %" and "100.00".

Item	Percentage	Amount
2000-0001 SUPPORTA Corporate Finance	20 %	20.00
1000-0002 COLT TELECOM LTD Internal Audit	30 %	30.00
2035-0005 HARVEY NASH GROUP Tax Compliance	50 %	50.00
Total	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	710.62		Remaining
				710.62
⚠ Amount of expense needs to be fully itemized. Amount of expense needs to be fully itemized. #HC01				
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 fee from the taxes and service fees.

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

The screenshot displays the 'Add Itemization' interface for a 'Hotel' expense. At the top, there is a 'Done' button. Below the header, the category 'Hotel' is selected, with a 'Total Amount' of 0.00 and a 'Remaining' amount of 0.00. The main area contains a grid of nine expense categories, each with an icon and a label. The 'ROOM' category is highlighted with a red border. The categories are: ROOM (bed icon), TAXES / SERVICE FEES (percent sign and coins icon), INTERNET (Wi-Fi icon), PHONE (phone handset icon), TRANSPORT (bus icon), MEALS (fork and knife icon), CLEANING FEES (laundry icon), TIPS EXCEEDING INCIDENTALS (bill and coin icon), and RESORT FEES (stack of cards icon).

Category	Total Amount	Remaining
ROOM	0.00	0.00
TAXES / SERVICE FEES		
INTERNET		
PHONE		
TRANSPORT		
MEALS		
CLEANING FEES		
TIPS EXCEEDING INCIDENTALS		
RESORT FEES		

Cancel Save



Room

Total Amount Remaining

710.62 **710.62**

Date 

Amount  USD

Allowable Total 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 

End Date 

Location

Rooms

Nights

Daily Room Rate

Base Total

Allowable Total

Find City and State

Cancel Save

Calculate Allowable Total X

Start Date 

End Date 

Location

Rooms

Nights	3
Daily Room Rate	158.00 USD
Base Total	474.00 USD
Allowable Total	474.00 USD

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.



Total Amount Remaining

710.62 **710.62**

 **Room**

Date 

Amount 

Allowable Total [Calculate](#)

Allocation

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 Edit Itemize

 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

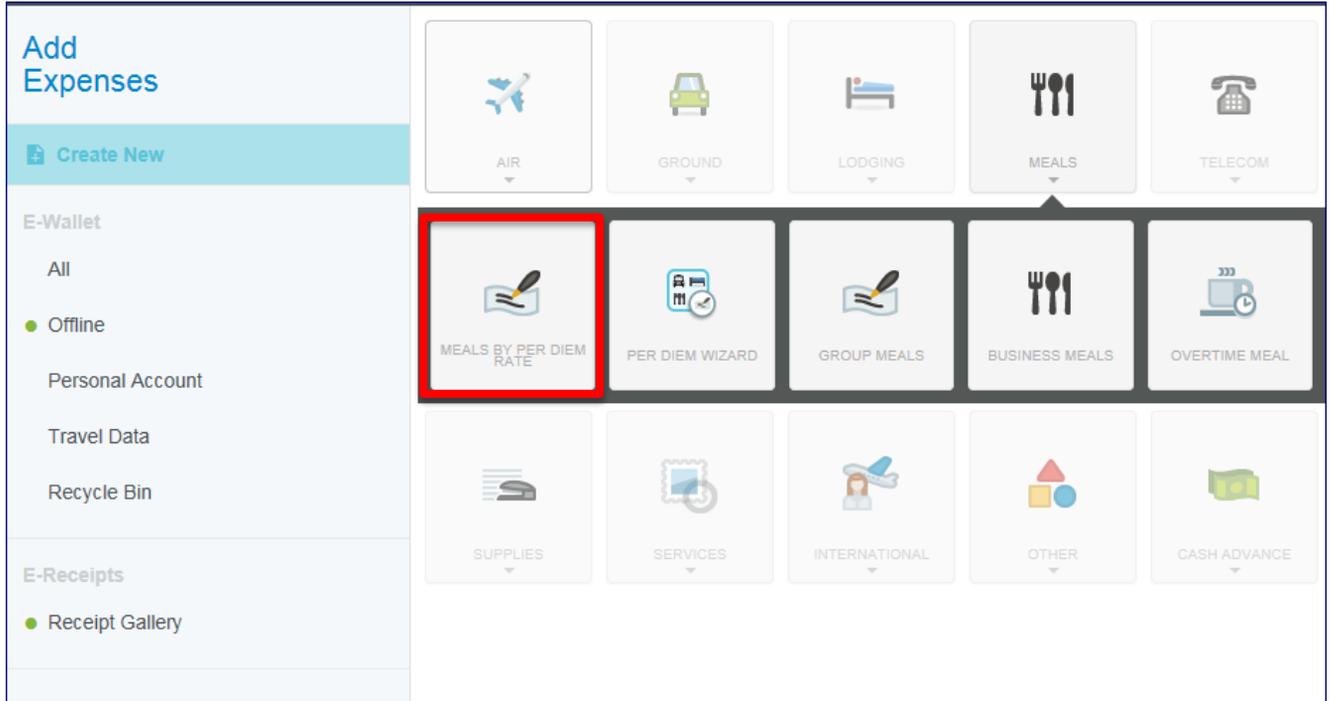
The Hotel Folio will show only one transaction in the summary. You can tap the arrow next to the summary folio amount to uncover all expenses attached to the folio.

▼	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 

Amount

Business Purpose
Optional

Description
Optional

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
Deductibles	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.

 Meals by Per Diem Rate	
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

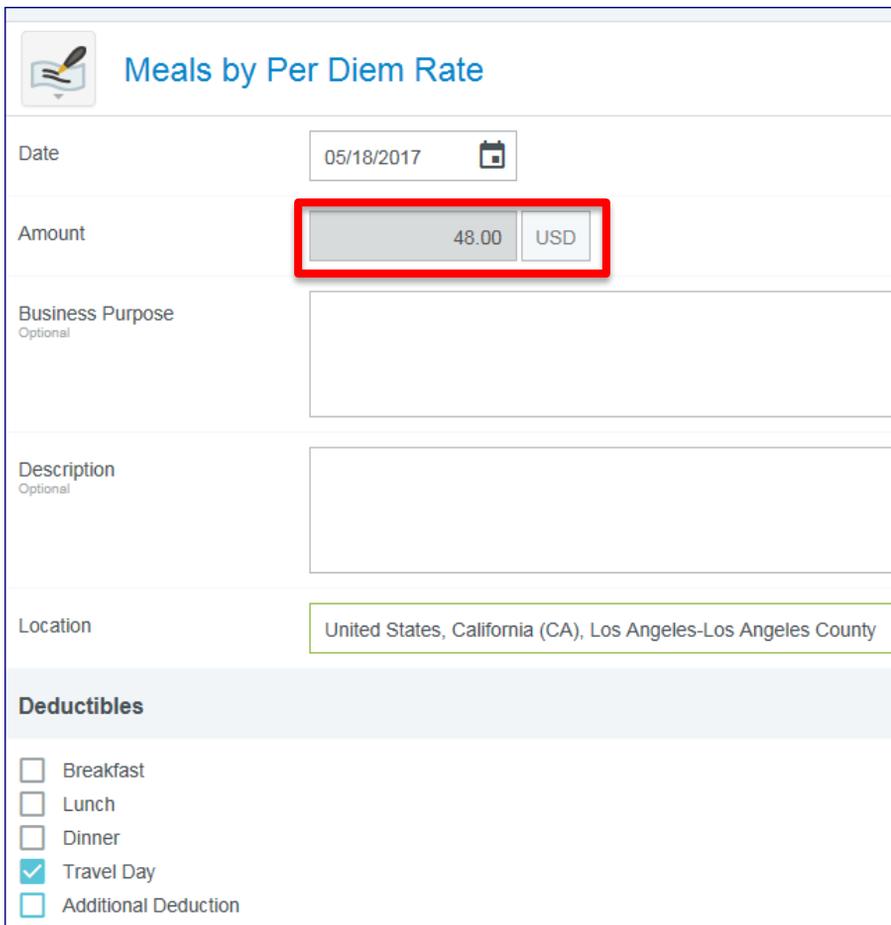
Dinner

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):

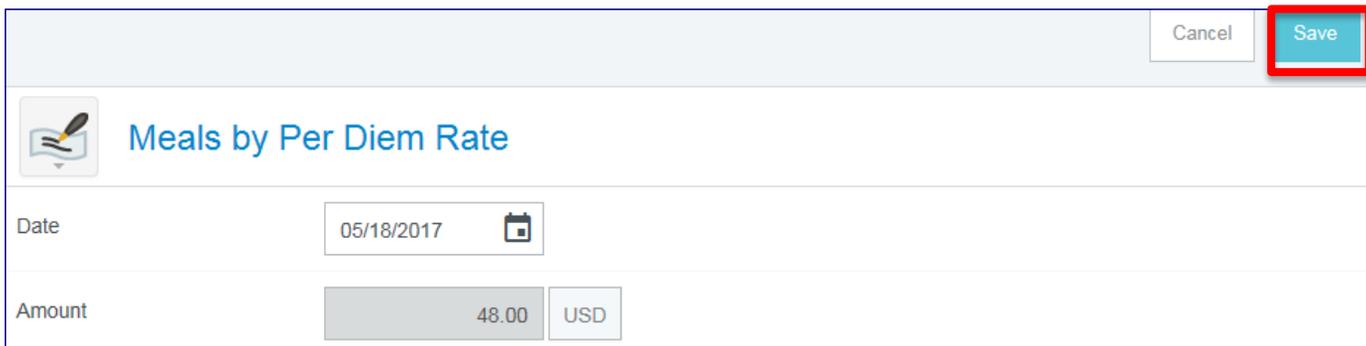
Description (Optional):

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.



Meals by Per Diem Rate

Date: 05/18/2017

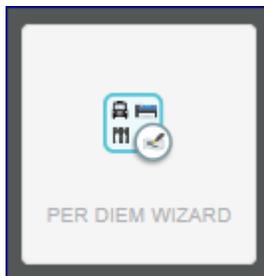
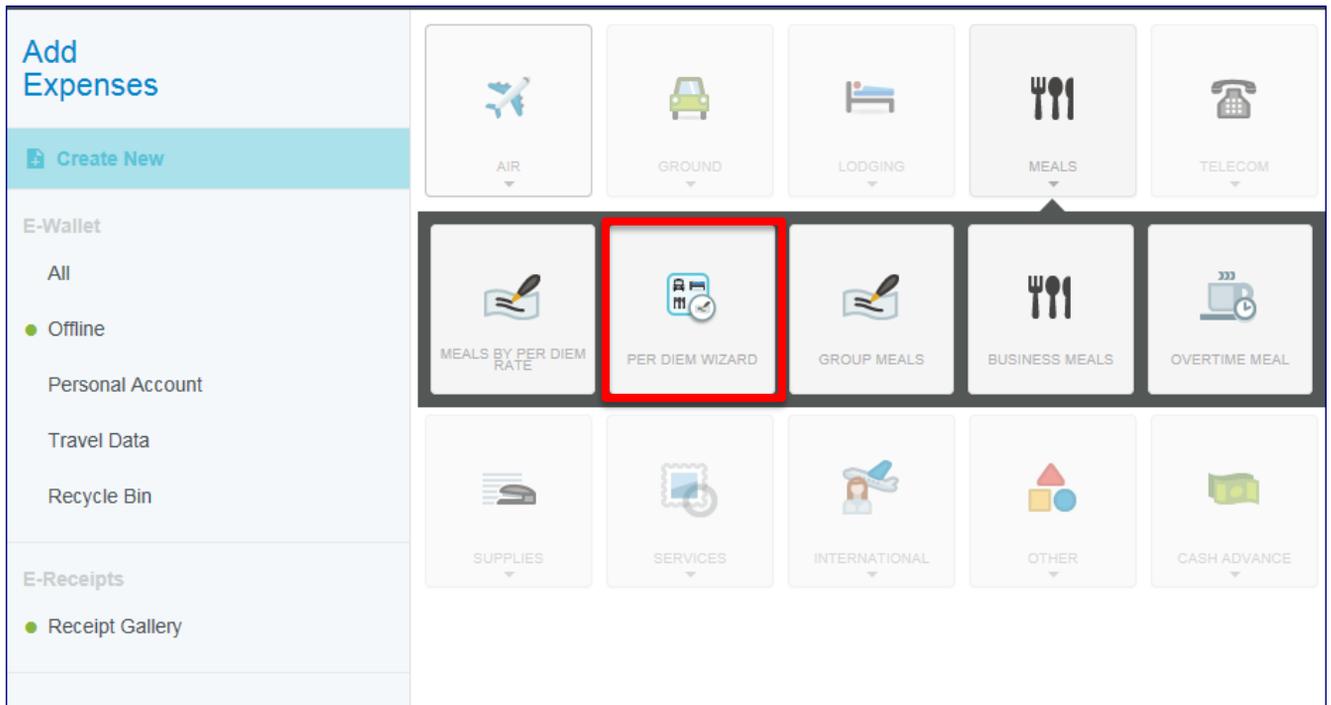
Amount: 48.00 USD

Cancel Save

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.

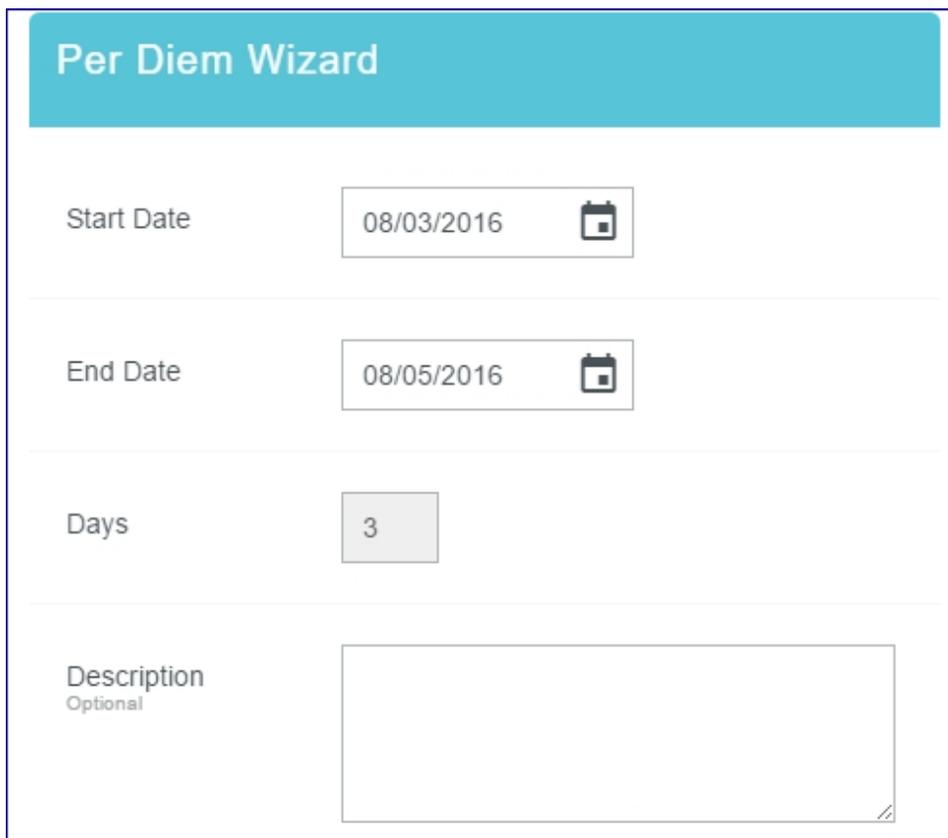
On the Add Expense screen, tap **CREATE NEW** and select the **Per Diem** expense type from the mosaic.



Per Diem Wizard

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

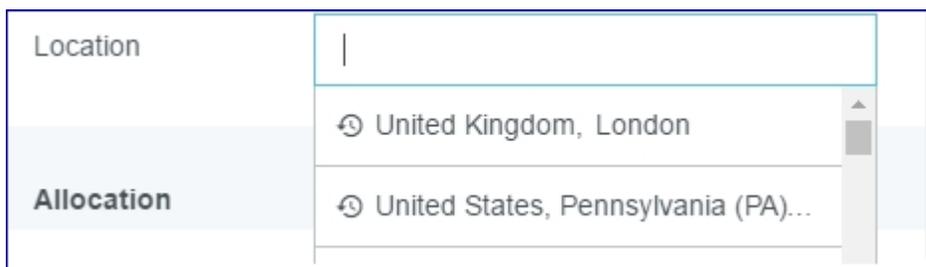
Enter the **Start Date** and **End Date**. The number of days will be calculated automatically.



The image shows a 'Per Diem Wizard' form with the following fields:

- Start Date:** 08/03/2016
- End Date:** 08/05/2016
- Days:** 3
- Description (Optional):** An empty text box.

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



The image shows a dropdown menu for selecting a location. The dropdown is open, showing two options:

- United Kingdom, London
- 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 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 
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	
<hr/>	
<div style="text-align: right;">Add Entries Cancel</div>	

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

The screenshot displays a mobile application interface for managing itemized entries. At the top, there is a dark header with a menu icon, a logo, a plus sign, and a user profile icon. Below the header is a teal bar with the text "Itemized Entries" and a close icon. The main content area lists five entries, each with a date, location, and amount in USD. At the bottom, there is a light blue bar with a plus icon and the text "Add More Entries". Below this bar are two buttons: "Clear All" and "Add to Report", with the latter highlighted by a red box.

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

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

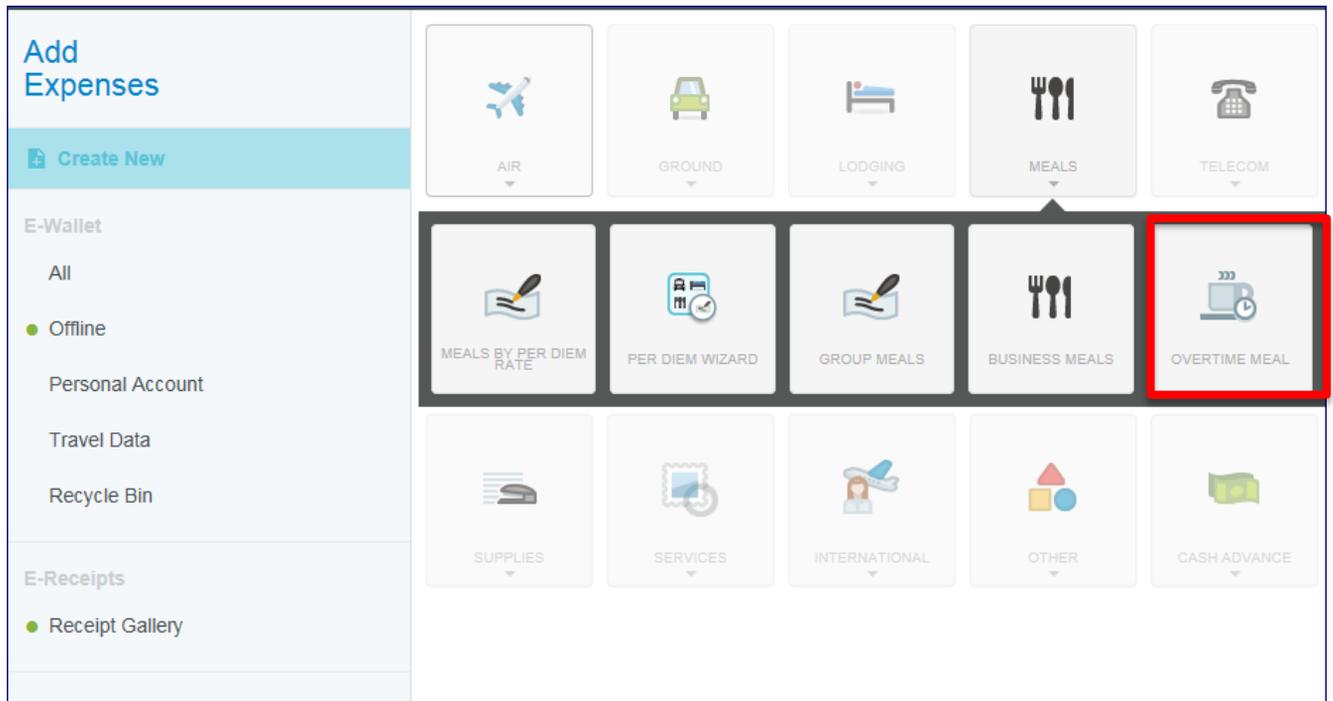
Overtime Meal

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.



Overtime Meal

Date	<input type="text"/>	
Amount	<input type="text" value="0.00"/>	 USD
Justification	<input type="text"/>	
Hours worked	<input type="text" value="0"/>	
Allowable Food Total	<input type="text" value="0.00"/>	USD Calculate
Overage Total	<input type="text" value="0.00"/>	USD
Agency Card	<input type="checkbox"/>	
Allocation		

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:

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	28.00 USD
Base Total	28.00 USD
Allowable Food Total	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 features a table with two rows for inputting amounts. The first row is labeled "Food/Tax" and has a value of "21.50" entered in a text field. The second row is labeled "Tip" and has a value of "3.23" entered in a text field. Both text fields are circled in red. To the right of the table, the text "SPENT AMOUNT" is visible. Below the table, there is a green progress bar and a summary line that reads "Food/Tax (includes 3.23 USD Tax & Tip)". At the bottom right, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red circle.

	SPENT AMOUNT
Food/Tax	21.50
Tip	3.23

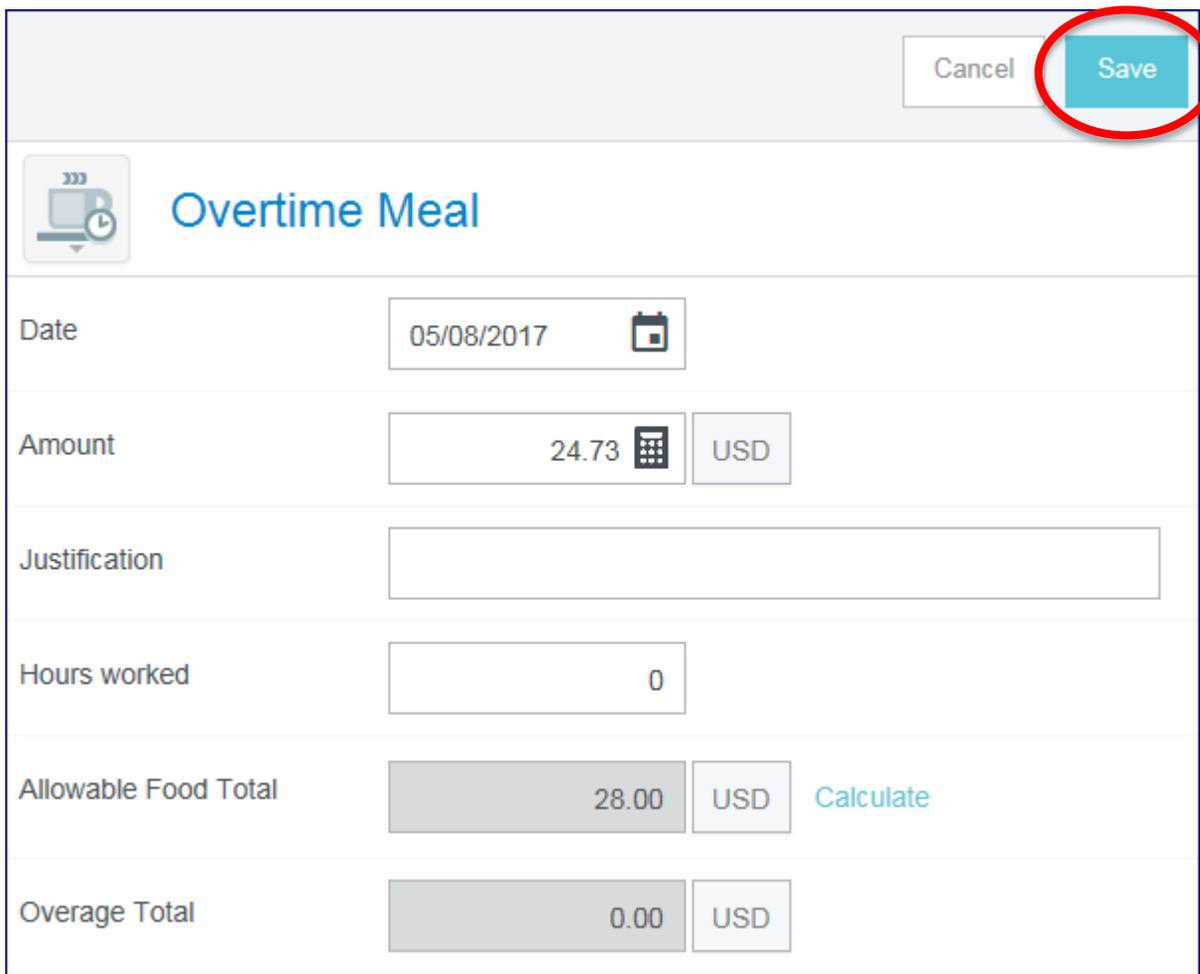
Food/Tax
(includes 3.23 USD Tax & Tip)

Cancel 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.

You may tap **SAVE**.



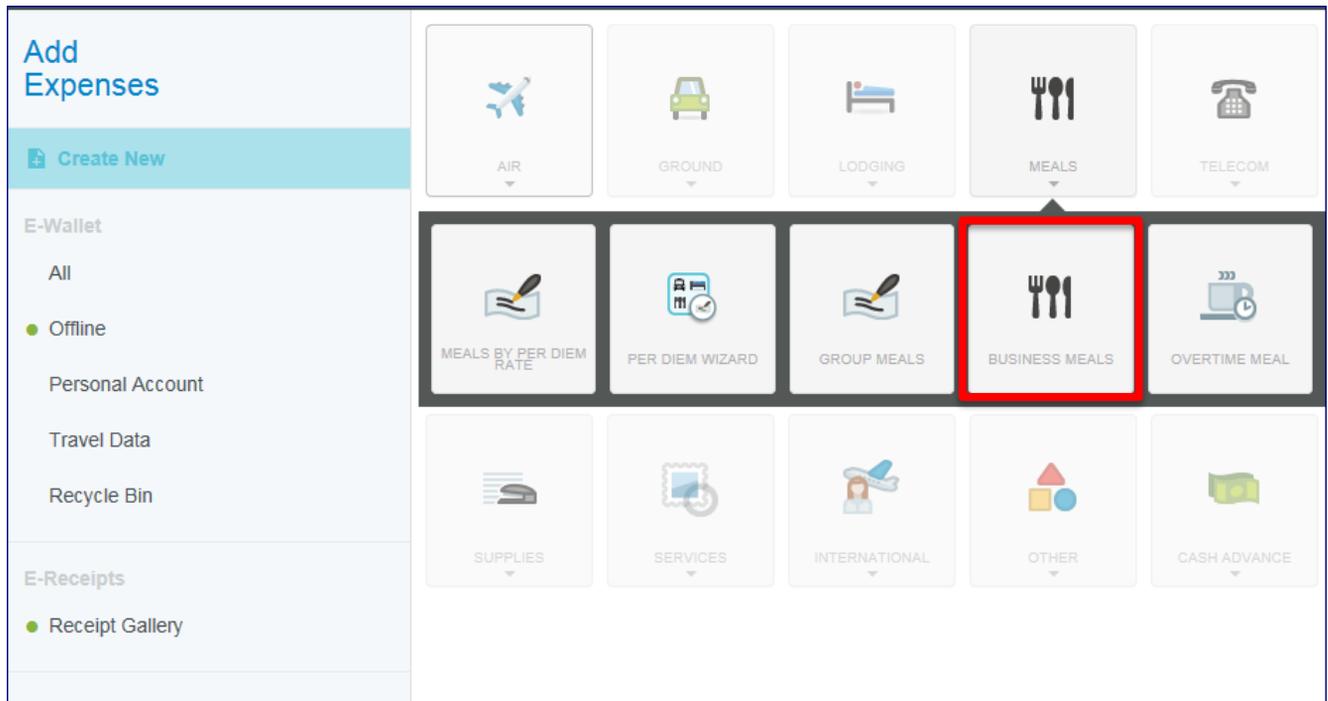
The screenshot shows a mobile application interface for an expense form. At the top right, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red circle. Below the buttons is a header section with a clock icon and the title 'Overtime Meal'. The form contains several input fields: 'Date' with the value '05/08/2017' and a calendar icon; 'Amount' with the value '24.73', a calculator icon, and a 'USD' currency selector; 'Justification' with an empty text box; 'Hours worked' with the value '0'; 'Allowable Food Total' with the value '28.00', a 'USD' currency selector, and a 'Calculate' button; and 'Overage Total' with the value '0.00' and a 'USD' currency selector.

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

Business Meals

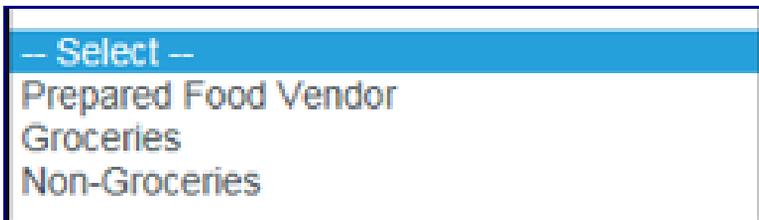
The form must include a specific business meal purpose. An original, itemized receipt is required for reimbursement of all business meals. The M&IE allowance rate used will correspond to the location in which the individual purchases the official business meal. The College will reimburse official business 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.



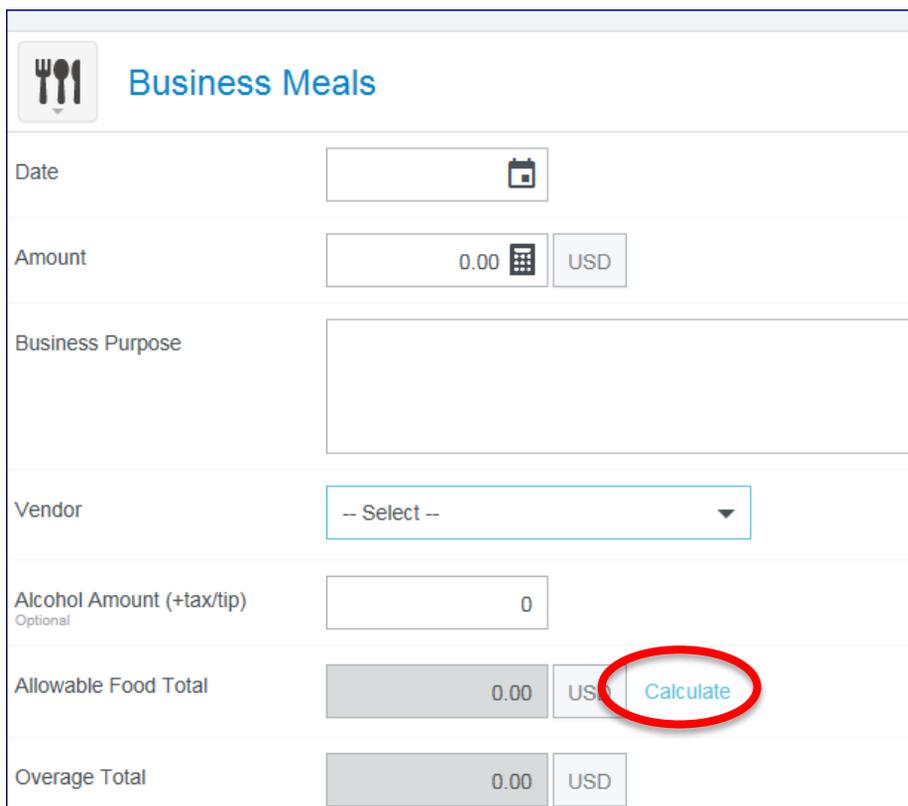
Enter the Date of the Expense.
Enter the Amount spent on the meal.
Enter the Business Purpose.

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



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 a mobile application form titled "Business Meals". The form has a header with a fork and knife icon and the title "Business Meals". Below the header, there are several input fields: "Date" with a calendar icon, "Amount" with a numeric input field showing "0.00", a calculator icon, and a "USD" currency selector; "Business Purpose" with a large text input area; "Vendor" with a dropdown menu showing "-- Select --"; "Alcohol Amount (+tax/tip)" with a numeric input field showing "0" and the word "Optional" below it; "Allowable Food Total" with a greyed-out numeric input field showing "0.00", a "USD" currency selector, and a blue "Calculate" button circled in red; and "Overage Total" with a greyed-out numeric input field showing "0.00" and a "USD" currency selector.

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:

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

Meal Type

Breakfast

Lunch

Dinner

Attendees: 2

Per Attendee	28.00 USD
Base Total	56.00 USD
Allowable Food Total	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	55.00 USD
Total Overages	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.

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

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.

The screenshot shows a 'Guests' selection interface. At the top, there is a search bar with a dropdown menu set to 'Internal' and a button labeled 'Add Guests'. Below the search bar, a list of guests is displayed. The first guest is 'Ruth Gilliam' from 'College of William & Mary', marked as 'Internal' with an 'x' icon. To the right of the name, there are two input fields: one containing '100 %' and another containing '55.00'. Below these fields, the values '100 %' and '55.00' are repeated.

Guest Name	Allocation	Amount
Internal x Ruth Gilliam <i>College of William & Mary</i>	100 %	55.00
	100 %	55.00

Guests

Internal x **Alan Rich**
The Crane Company 100 % 0.00

100 % 0.00

Internal Search for Name or Job Title

- 🕒 **Jeremy Soto**
S.E.
- 🕒 **Alan Rich**
Director
- 🕒 **Jim Whitmore**
VP Sales
- 🕒 **Zachary Adler**
Consultant

EXTERNAL GUESTS

External guests are all other types of guests who are not Chrome River users at your organization. Searching for external guests who are already in the system is the same process described above, with recent guests denoted by a clock icon.

Guests

Internal x **Alan Rich**
The Crane Company 100 % 0.00

100 % 0.00

External Search for Name, Job Title, or Company Name

- 🕒 **John Niicol**
CEO
West Monroe
- 🕒 **Ted Stavropoulos**
Partner Mgr
Chrome River

[+ Add New External Guests?](#)

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.

The screenshot displays a 'Guests' interface. At the top, there is a header 'Guests'. Below it, there are two main sections: 'Internal' and 'External'. The 'Internal' section shows a guest entry for 'Alan Rich' from 'The Crane Company' with a '100 %' value and a '0.00' value. The 'External' section shows a form with four input fields: 'First Name', 'Last Name', 'Title', and 'Company Name'. Below these fields are two buttons: 'Add' and 'Cancel'. A red box highlights the 'External' form fields.

Guest Type	Name	Company	Percentage	Value
Internal	Alan Rich	The Crane Company	100 %	0.00
External	First Name	Last Name	Title	Company Name

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	Alan Rich <i>The Crane Company</i>	33.34 %	0.00	
Internal	x	Jeremy Soto <i>The Crane Company</i>	33.33 %	0.00	
External	x	John Niicol <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.

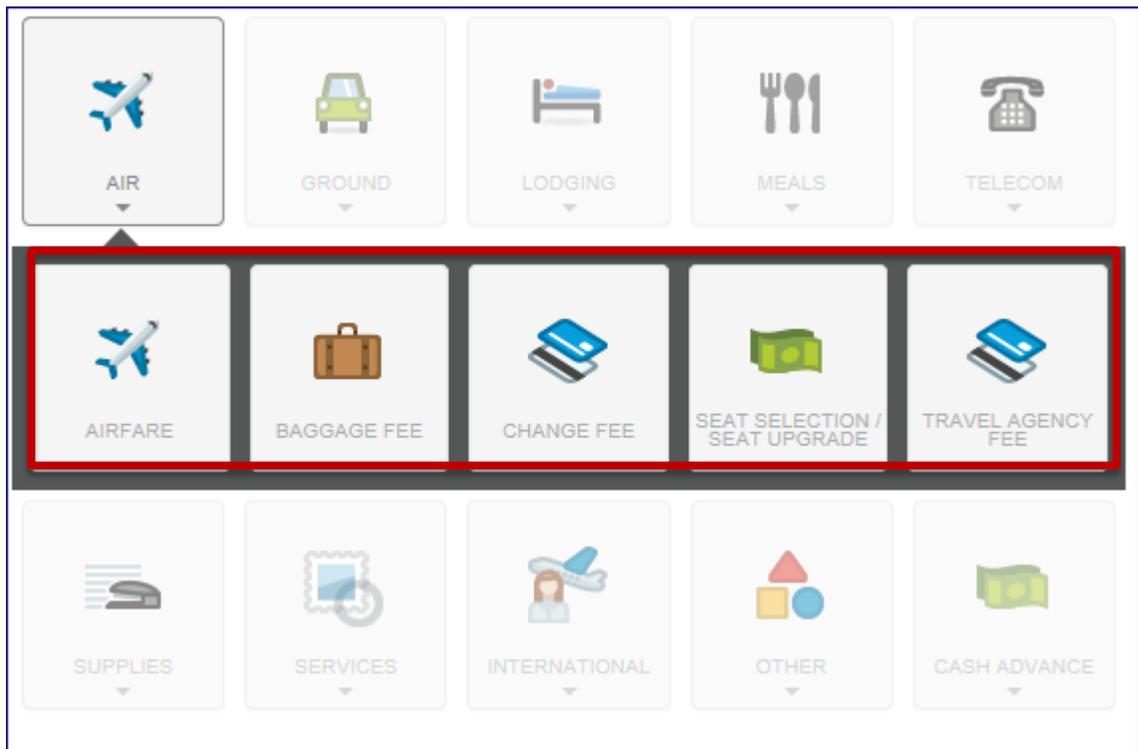


Air Expenses

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:



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	<input type="text" value="-- Select --"/>
	Please select the airline flown.
Class	<input type="text" value="-- Select --"/>
	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.

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 Edit Delete

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.

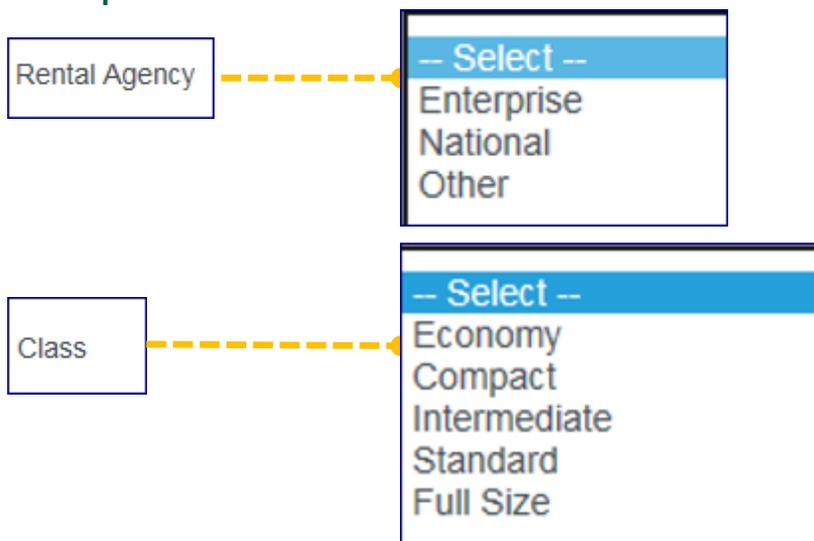


Each form is self-explanatory but has some requirements in common. You will need to complete the following fields.

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:



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



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

Rental Agency	<div style="border: 2px solid red; padding: 5px;"><input type="text" value="-- Select --"/></div> <p>Please select the car rental agency.</p>
Class	<div style="border: 1px solid red; padding: 5px;"><input type="text" value="-- Select --"/></div> <p>Please select the class of car rental.</p>
Rental Options	<div style="border: 1px solid red; padding: 5px;"><input type="text" value="-- Select --"/></div> <p>Please select whether rental options were purchased.</p>
Rental Type	<div style="border: 1px solid red; padding: 5px;"><input type="text" value="-- Select --"/></div> <p>Please select the rental type.</p>

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.

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 Edit Delete

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

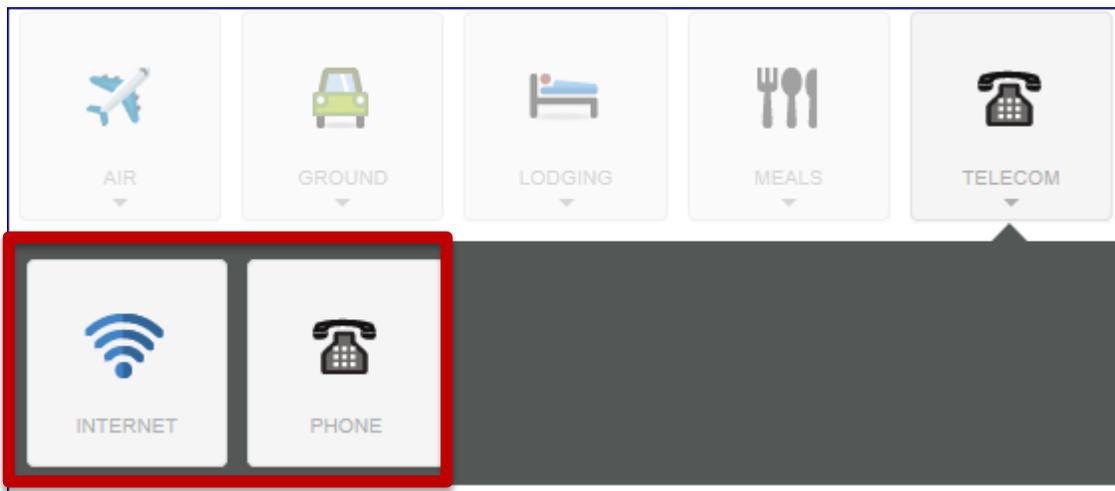
Once you make the corrections, you may **SAVE** again. Transaction should now display the green checkmark.

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			
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.	

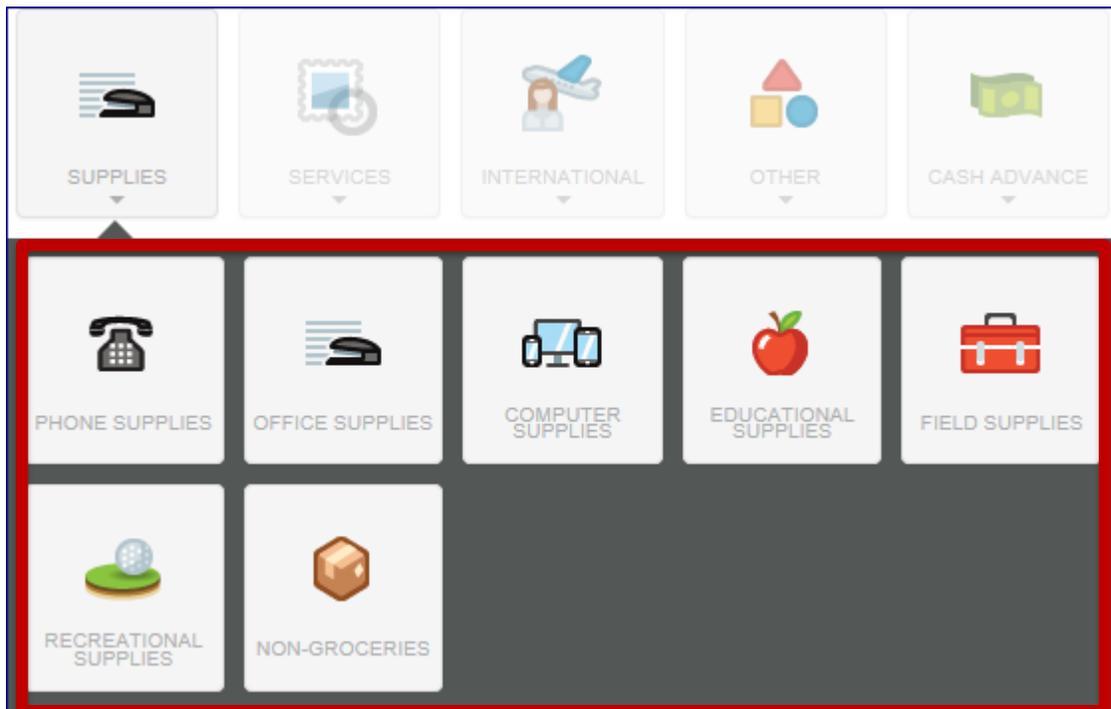
Once you make the corrections, you may **SAVE** again. Transaction should now display the green checkmark.

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.

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 Edit Delete

 **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:

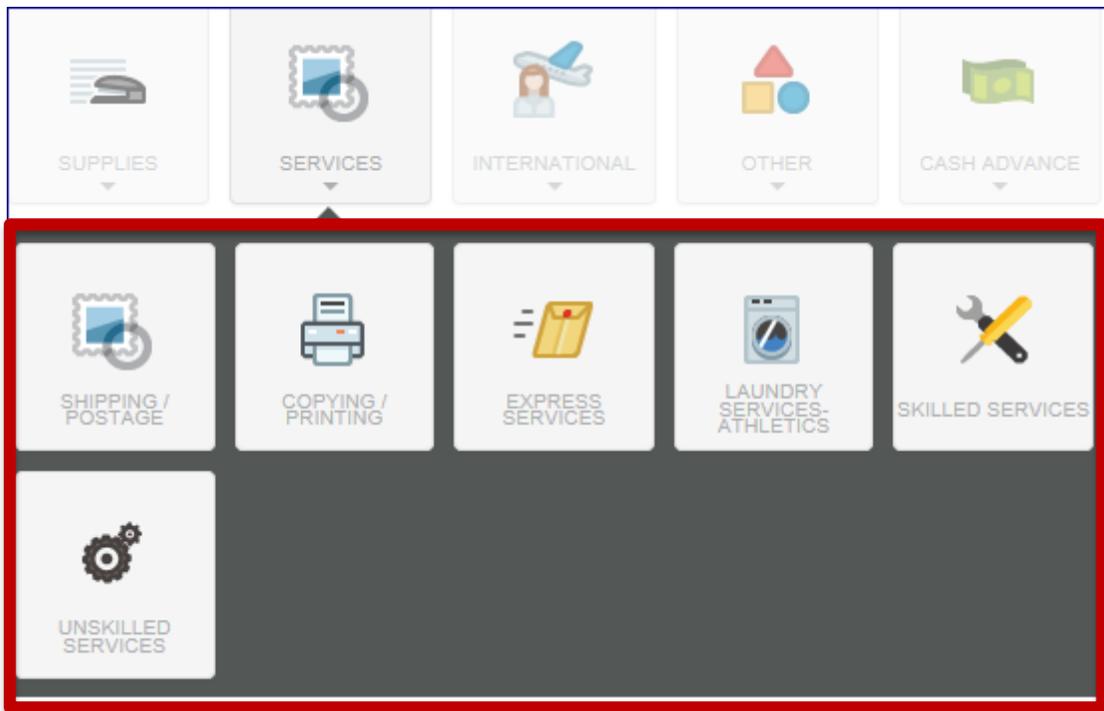
Services Expenses includes:

- (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.

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.

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.

Images Edit Delete

 **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.

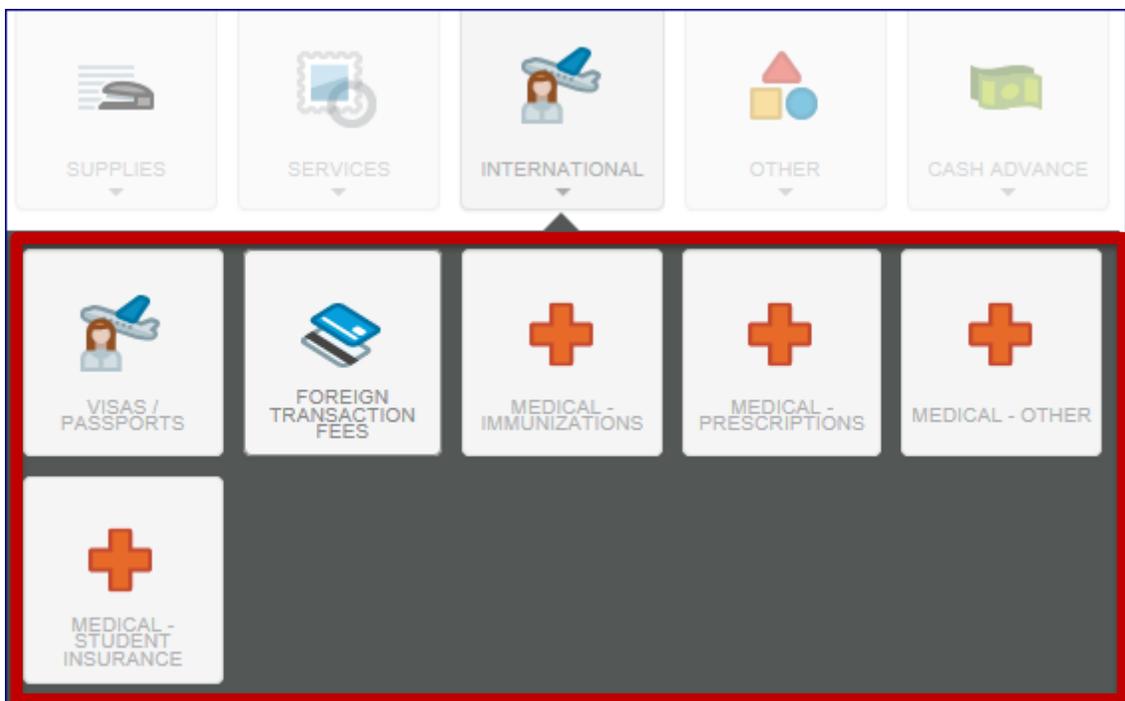
International Expenses

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.

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

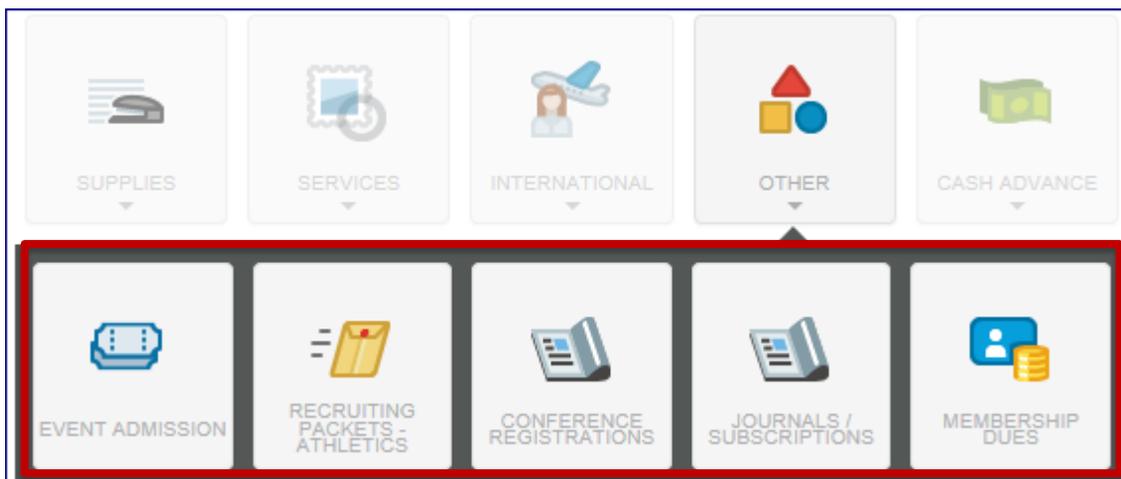
Once you make the corrections, you may **SAVE** again. Transaction should now display the green checkmark.

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.

Images **Edit** Delete

 **Conference Registrations**

 **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.

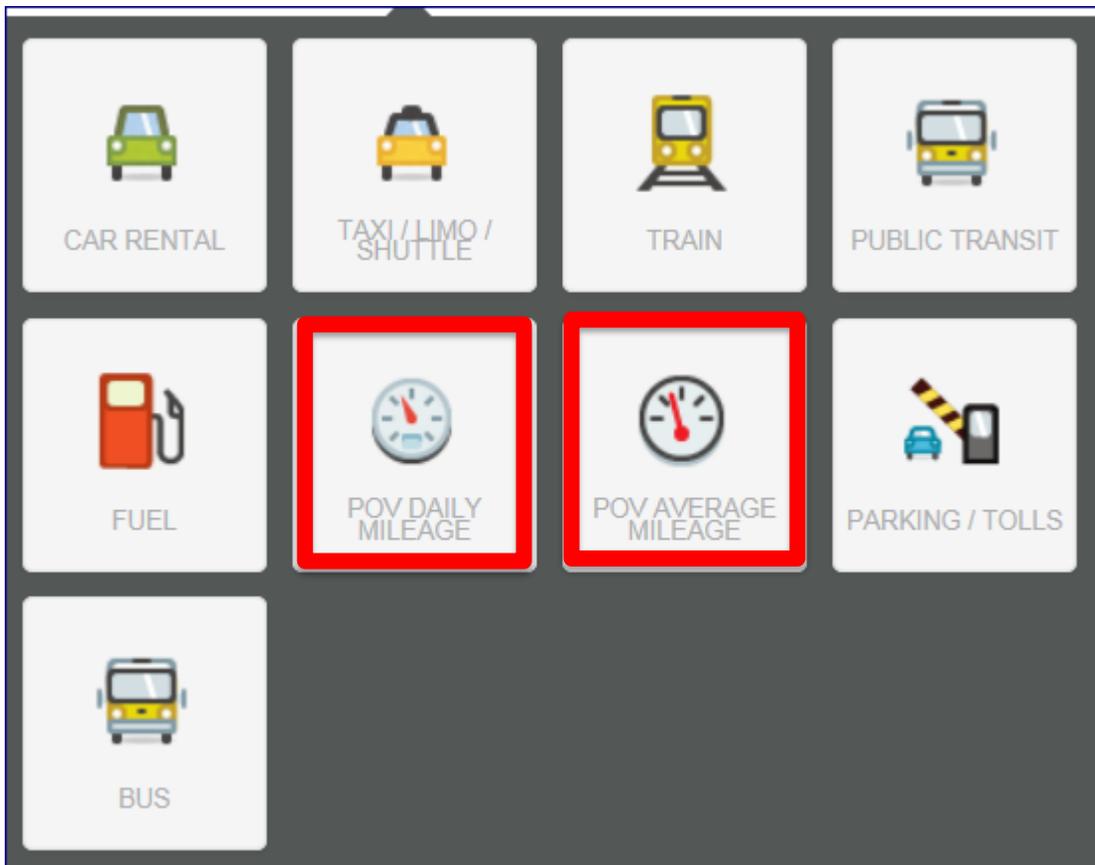
Date	05/29/2017
Amount	500.00 USD

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	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

Entering Miles Driven

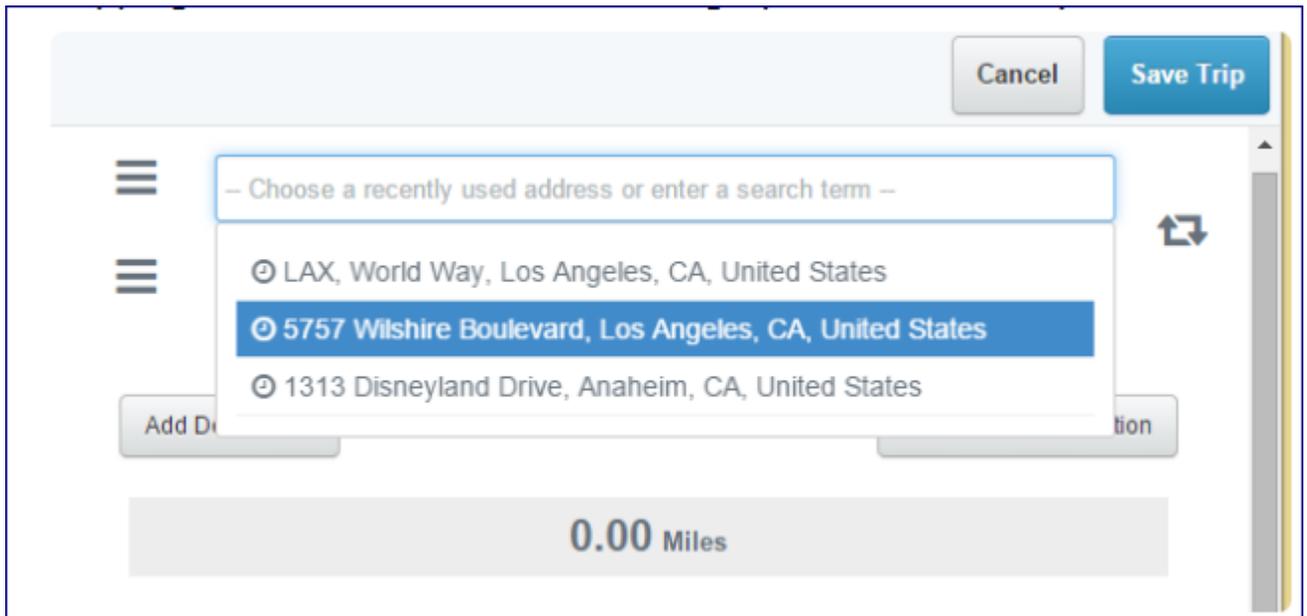
Enter the number of miles you traveled, or tap the **MAP** button to access the integrated Google Maps functionality.

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

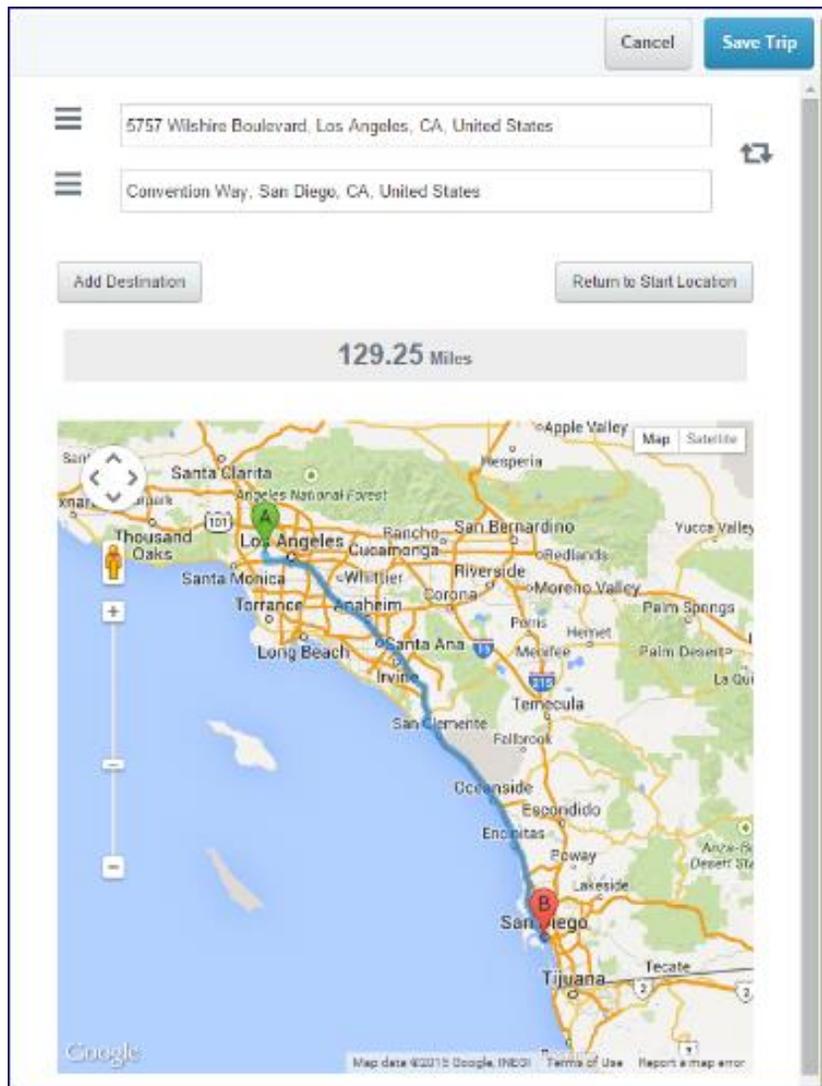
POV Daily Mileage	
Date	05/15/2017 
Amount	0.00 USD
Justification	Rental Car required for Recruitment activities
Rate Type	IRS Rate 
Cost Benefit Analysis Included	<input type="checkbox"/>
Rate	0.535
Miles	0.00 
Deduction	None

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

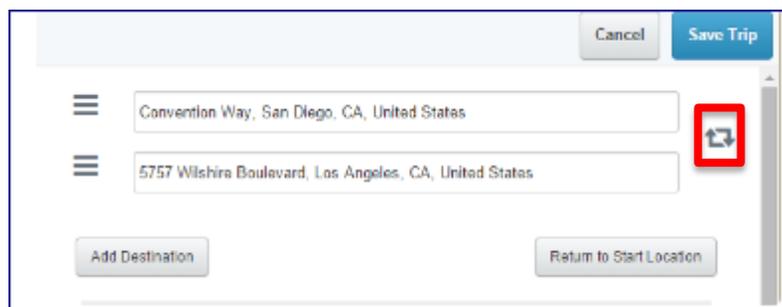
Tapping in the address fields will bring up a list of recently used addresses, if you have any. If not, just may begin entering a location name or a specific address and Google will bring up your matches. Chrome River will save all the addresses you use over the year.



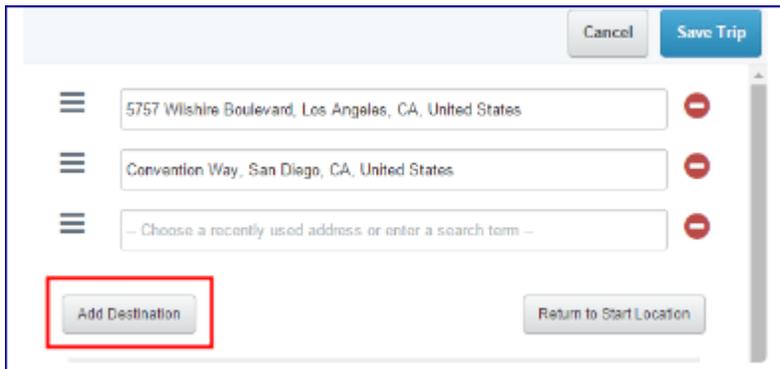
The distance and map will refresh to reflect your route. It includes the same navigation features found in Google Maps online, including zoom controls and the moveable marker.



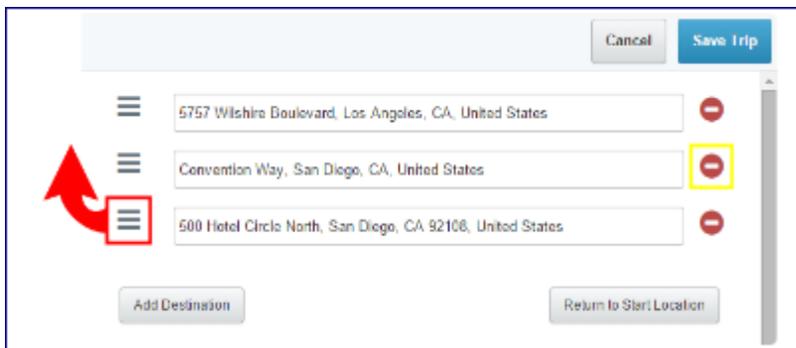
Tap the arrows icon to reverse the order of your travel destinations.



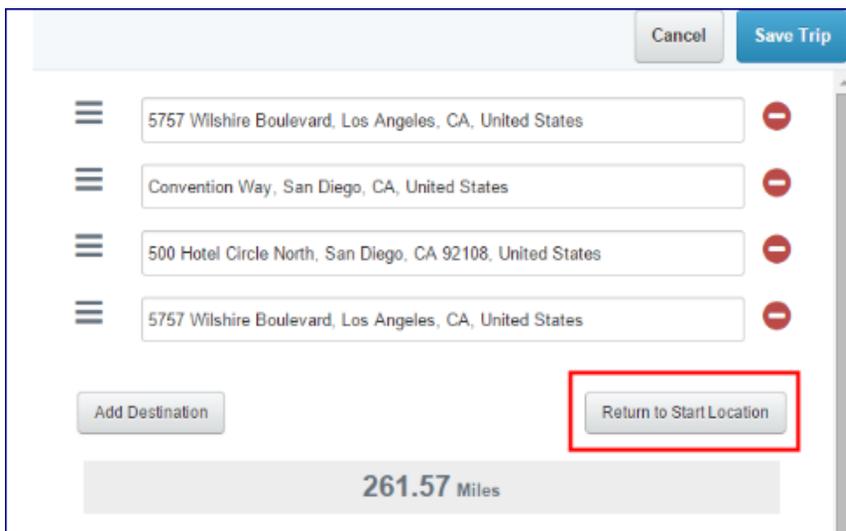
To **ADD DESTINATION** to add another stop on your trip.



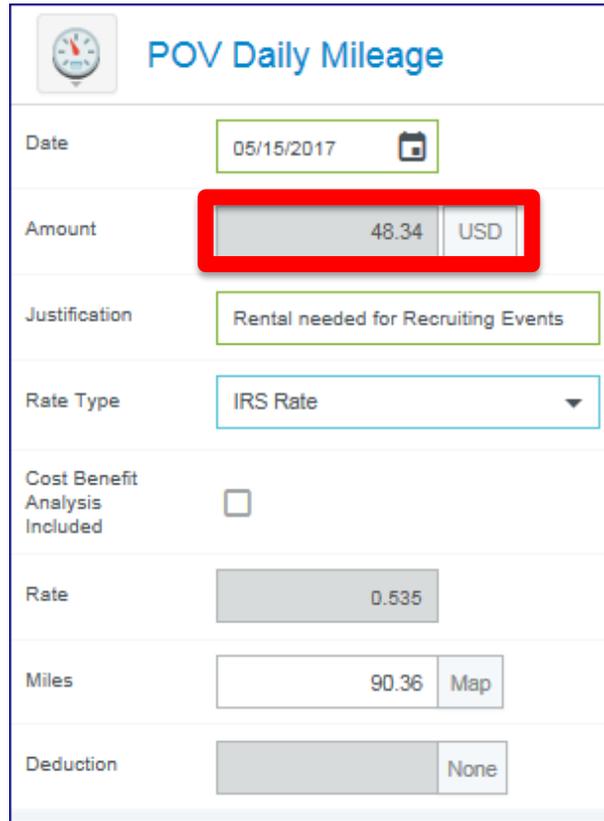
Use the gray lines to grab a location and move it to a different spot in the order of destinations. Use the red circle icon to delete a destination.



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



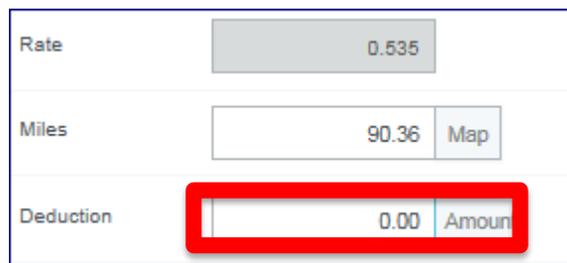
Tap **SAVE TRIP** to return to the Mileage entry screen. You will see that the Amount has automatically calculated based on the Rate Type.



The screenshot shows the 'POV Daily Mileage' form with the following fields:

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.

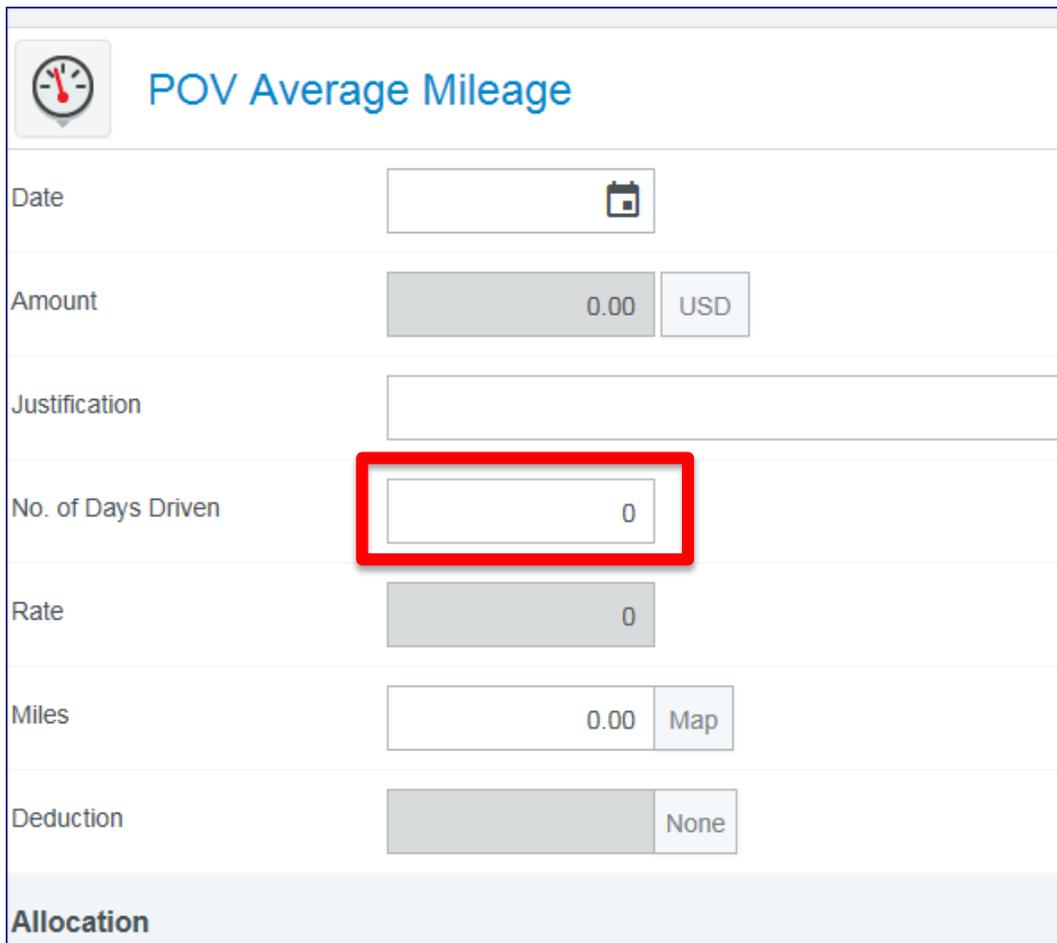


This close-up shows the 'Deduction' field with a red box around the input area. The value '0.00' is entered, and the unit is set to 'Amount'.

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.



The screenshot shows a form titled "POV Average Mileage" with a clock icon. The form contains the following fields:

- Date: [Empty field with calendar icon]
- Amount: [0.00] [USD]
- Justification: [Empty text area]
- No. of Days Driven: [0] (highlighted with a red box)
- Rate: [0]
- Miles: [0.00] [Map]
- Deduction: [None]
- Allocation: [Section header]

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.