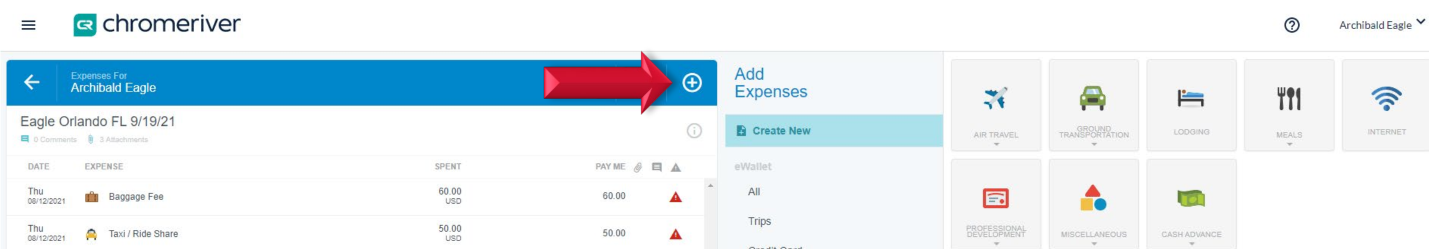
Adding a New Expense Line Item

There are two main options for an expense:

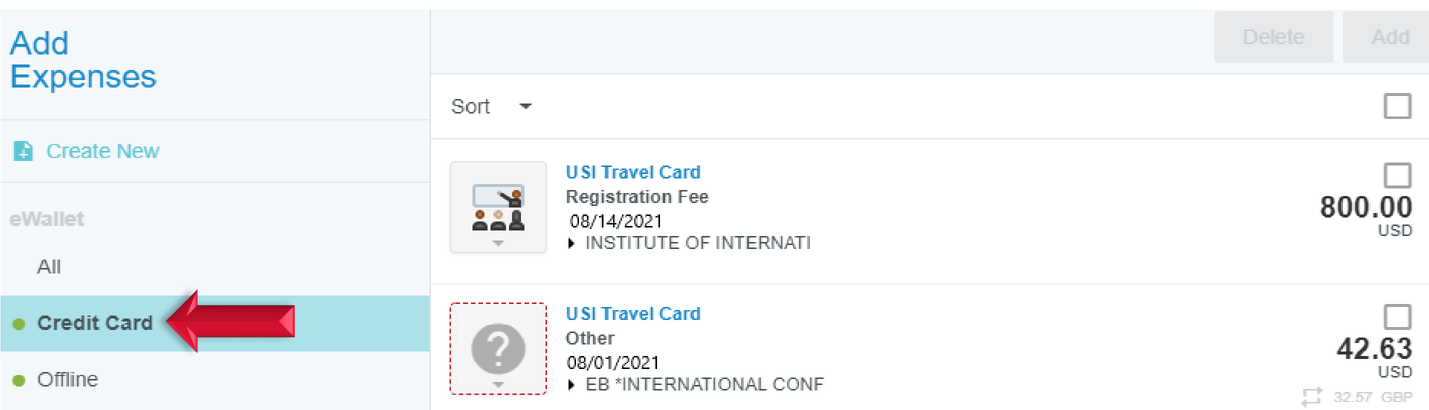
- Credit Card Expense: is a trip item paid with a USI corporate travel card.
    - *Tip*: Transactions are loaded daily, into Chrome River, and are available to apply to related expense reports.
- Direct Expense: is a trip item paid by the traveler with personal funds and needs to be reimbursed.

Adding a Credit Card Expense

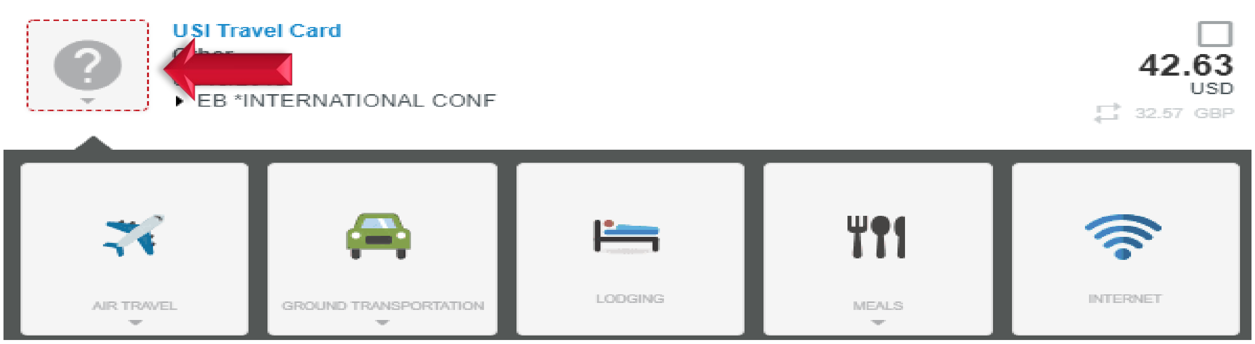
To add a credit card expense line, click the circle with a plus sign located in the Expense Summary blue banner.



In the **Add Expenses** section, find and click **Credit Card** from the menu. All transactions, from the USI corporate travel card, will be displayed here once posted.

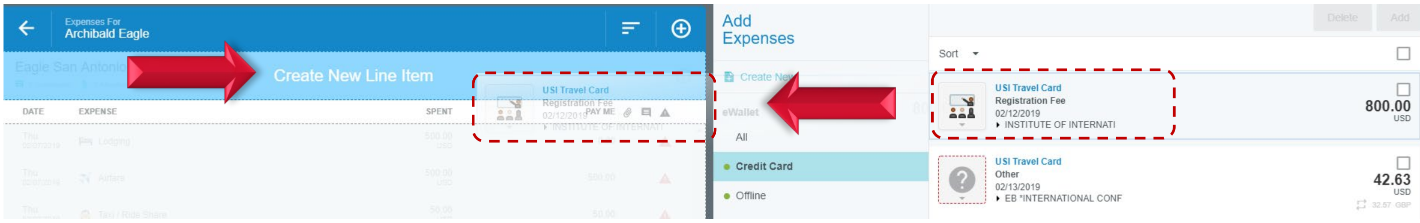


If a transaction has a question mark (?) symbol, then click the icon. Choose the appropriate mosaic tile for what the charge is (e.g., Lodging for hotel receipts, Air Travel for baggage fees, etc.).

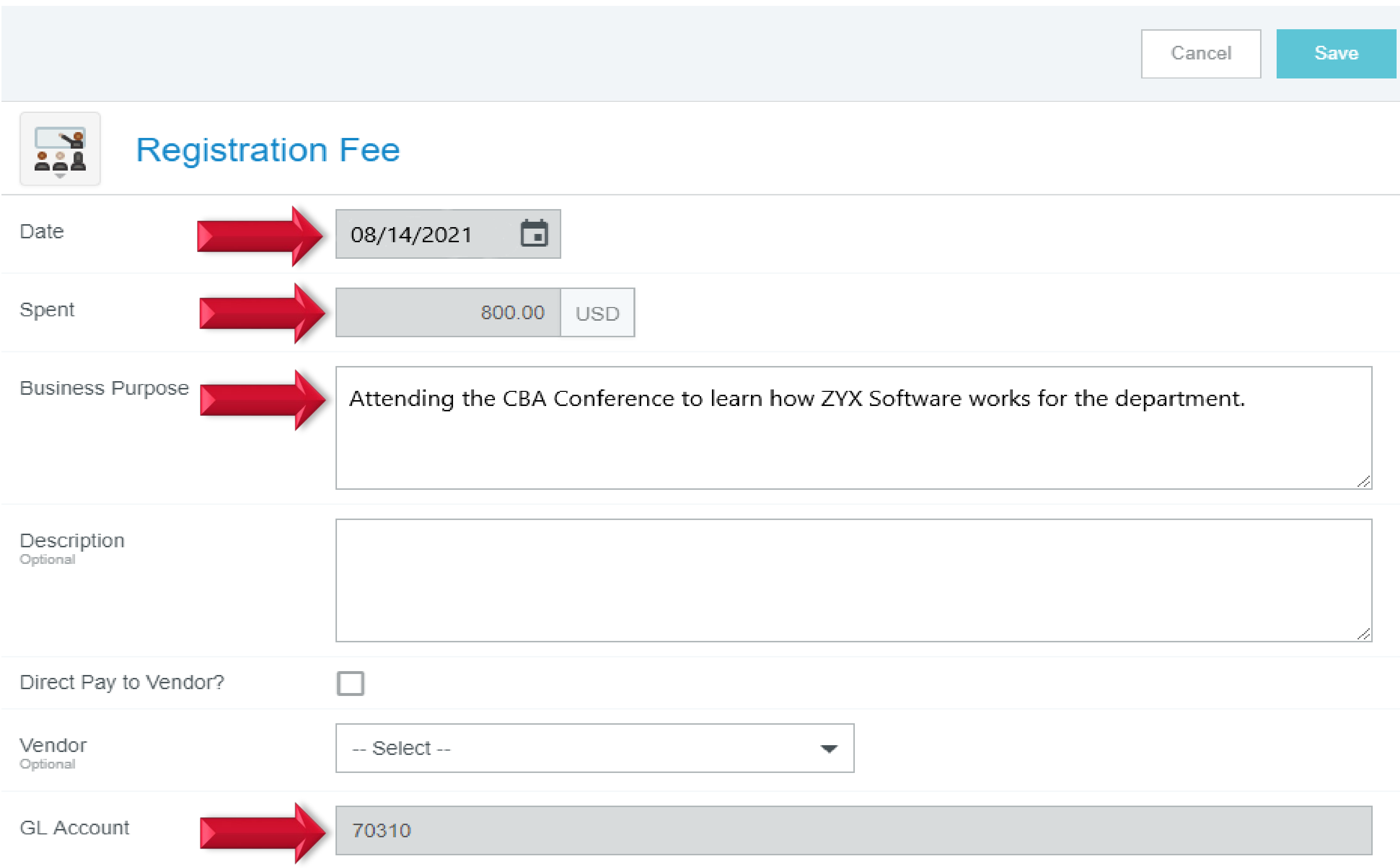


Select the expense that needs to be added.

Drag and drop the transaction in to the Expense Summary, to the left, on top of the header to create a new line.

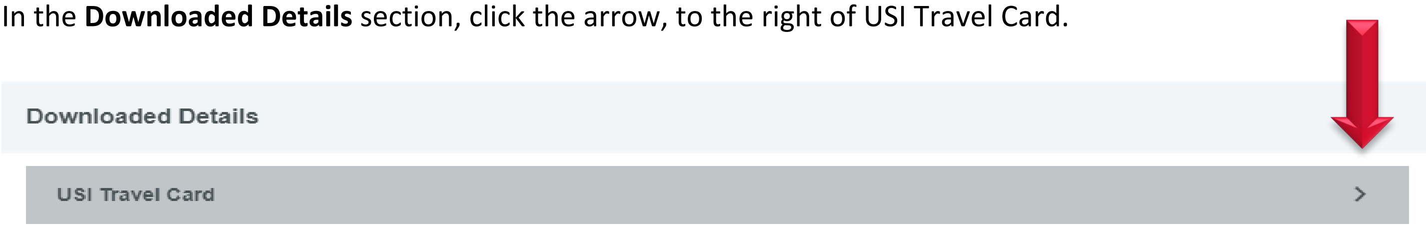


A new screen will appear on the right. Notice that it has prepopulated the required fields.

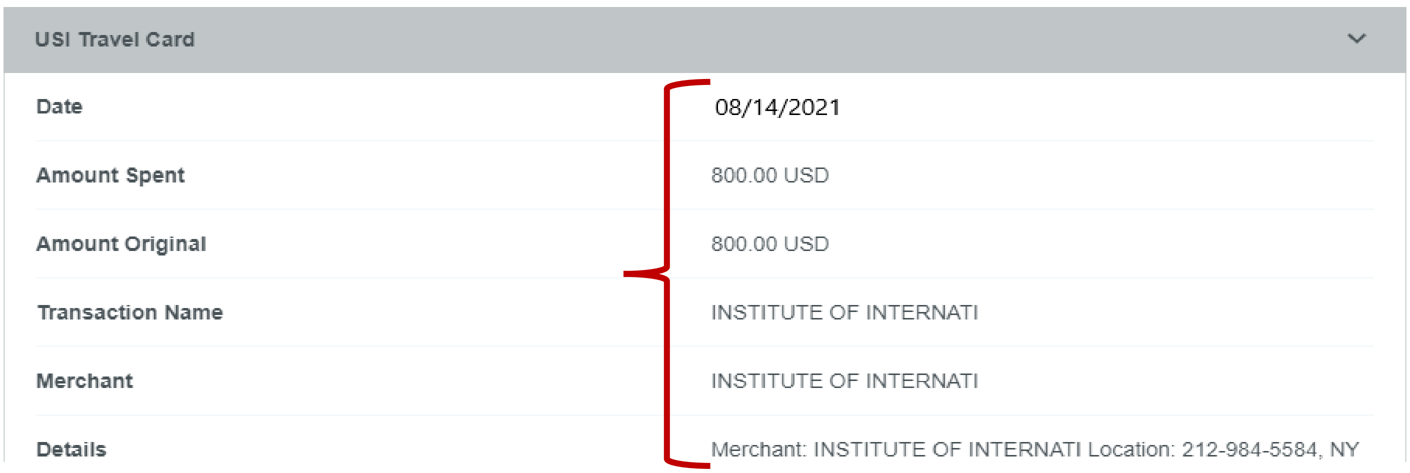


Scroll down until the **Downloaded Details** and **Attachments** sections are in view.

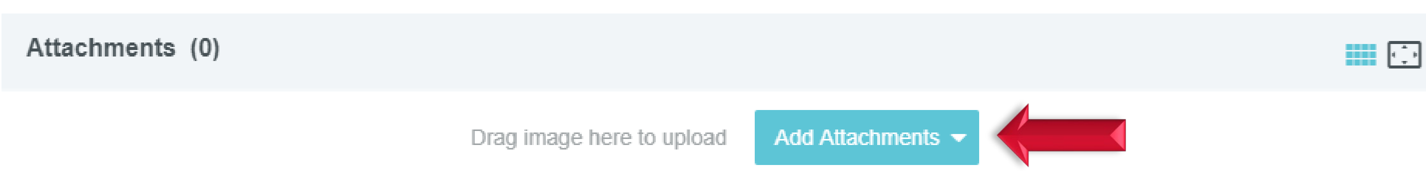
In the **Downloaded Details** section, click the arrow, to the right of USI Travel Card.



The details of the transaction will appear.

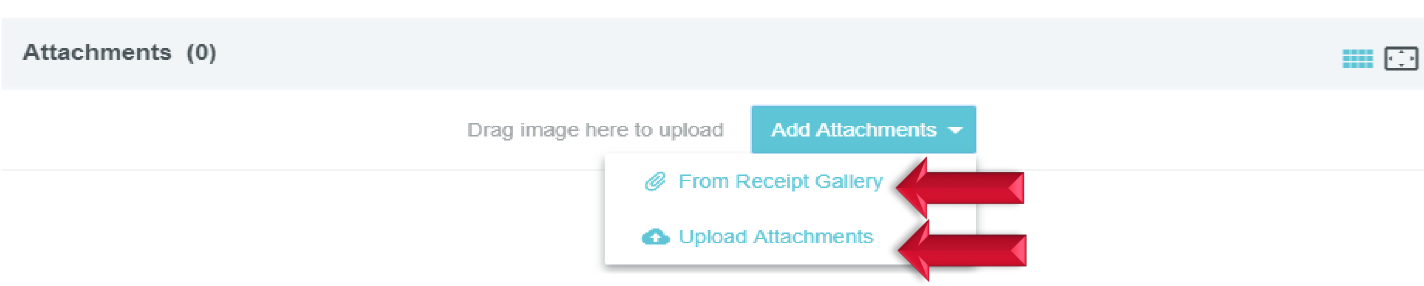


In the **Attachments** section, a receipt needs to be attached. If a receipt is not already attached, then click **Add Attachments**.



Select either **From Receipt Gallery** or **Upload Attachments**. Upload the receipt.

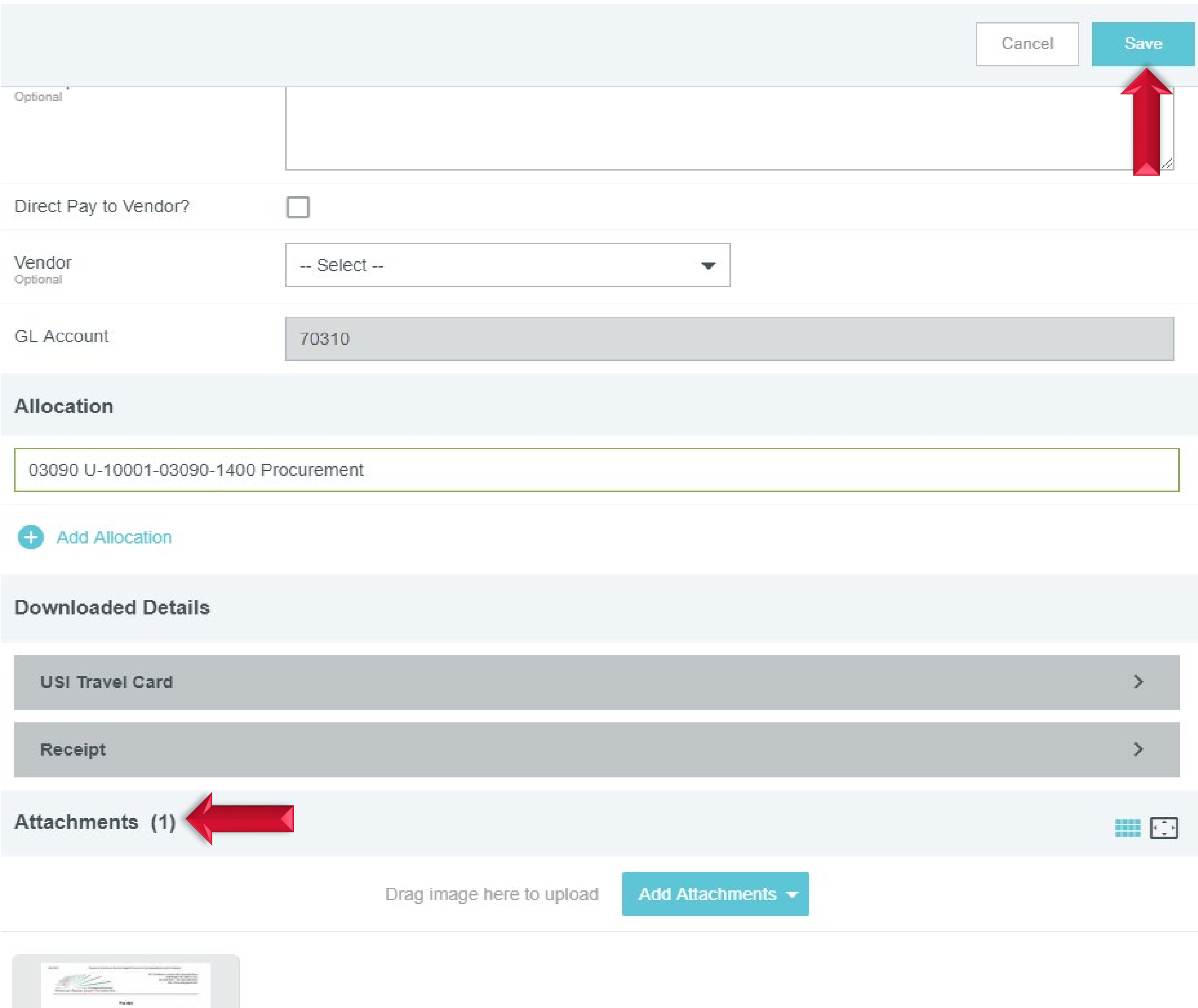
- *Tip*: From Receipt Gallery will open the Receipt Gallery in the traveler's Chrome River account, where the traveler may choose the correct attachment to upload to the credit card transaction.
- *Tip*: Upload Attachments will allow the traveler to select a file from the computer to upload to the credit card transaction.



When documents are uploaded, the images will appear under the Attachments section.

- *Tip*: To remove an attachment, click the file in the Attachments section. A window will appear on the left displaying the document. Click the paperclip in the upper left-hand corner to delete it.

After the receipt is uploaded, click **Save** to add the credit card transaction to the Expense Report.

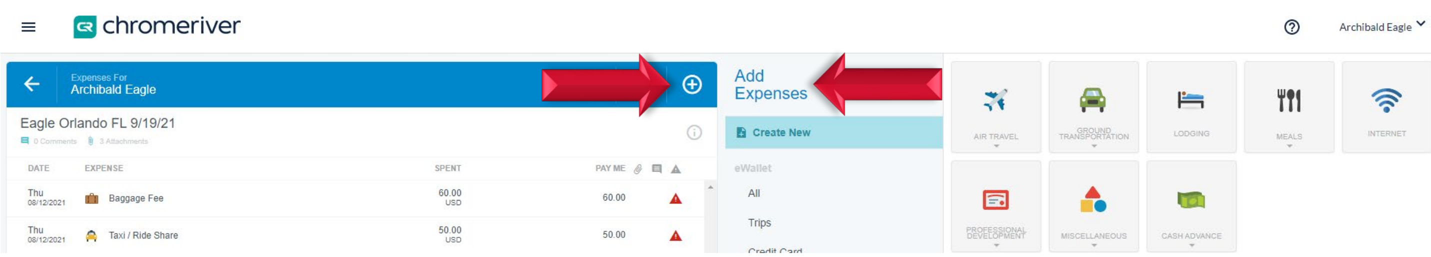


Adding a Direct Expense

If an expense incurred is not listed on the Expense Report, then a new expense line item will need to be created.

On the right is the **Add Expenses** section, which can be used to add expenses that were not on the Pre-Approval.

- *Tip*: If the **Add Expenses** section is not viewable, then click the circle with the plus sign, and it will open to the right.



Choose the appropriate mosaic tile for the new expense line item being created.

- *Tip*: Tiles with a gray triangle indicate there are additional options to choose from within those mosaics. To see those selections, click the mosaic tile.

After a mosaic tile has been selected, a new window will open on the right. Fill in the required fields.

- *Tip*: There may be other fields to fill in, other than the one's listed below, depending on the expense line item type.

Date
Is the date of the receipt.

Spent
Is the amount listed on the receipt. This amount must match the amount on attached backup documentation.

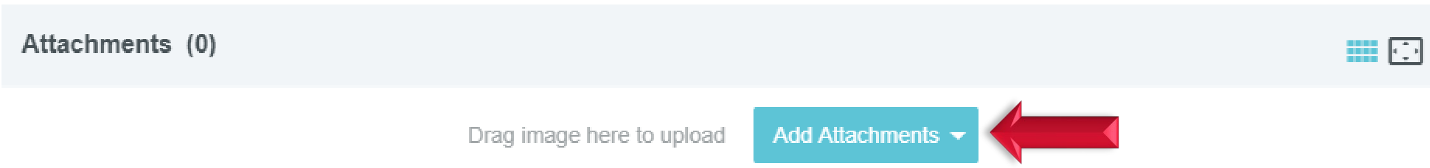
Business Purpose
Is required for all line items. The information provided should answer the question of 'WHY' this is considered a business expense.

Description
Is required for certain line items.

Allocation
Is based on the information provided in the Pre-Approval (fund/org).

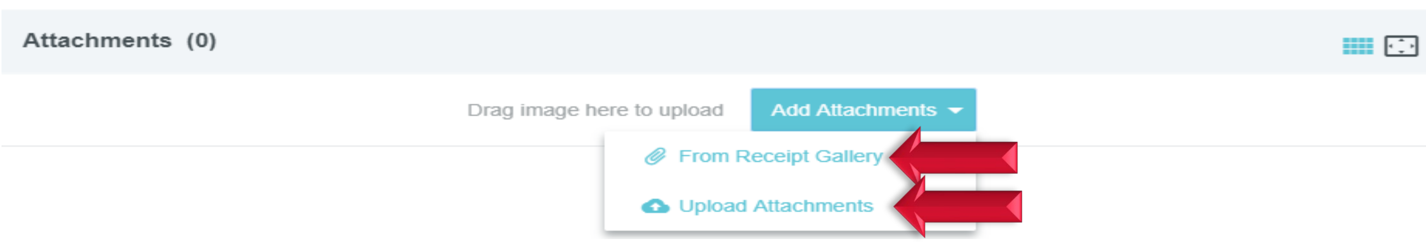
Attachments

Each expense requires a receipt. If a receipt is not already uploaded, then click **Add Attachments**.



Select either **From Receipt Gallery** or **Upload Attachments**. Upload the receipt.

- *Tip*: From Receipt Gallery will open the Receipt Gallery in the traveler's Chrome River account, where the traveler may choose the correct attachment to upload to the credit card transaction.
- *Tip*: Upload Attachments will allow the traveler to select a file from the computer to upload to the credit card transaction.



When documents are uploaded, the images will appear under the Attachments section.

- *Tip*: To remove an attachment, click the file in the Attachments section. A window will appear on the left displaying the document. Click the paperclip in the upper left-hand corner to delete it.

After all required fields are populated and documentation is attached for the expense line, click **Save** in the upper right-hand corner.

- *Tip*: If a warning/violation box appears, then follow the instructions indicated in the box. For more information on warning and violation boxes, view the guide *Policy Compliance Warnings and Violations for an Expense Report*.