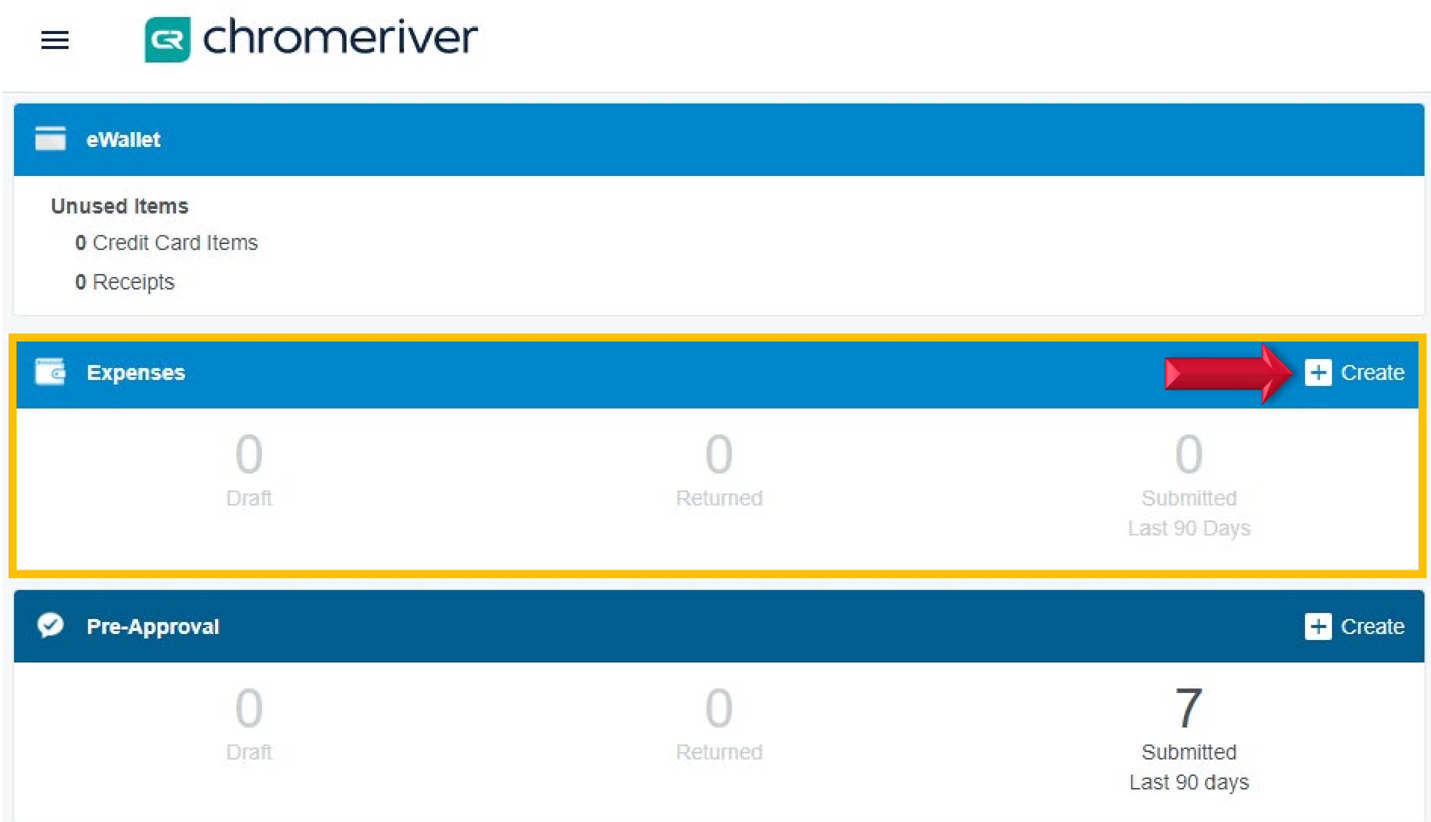
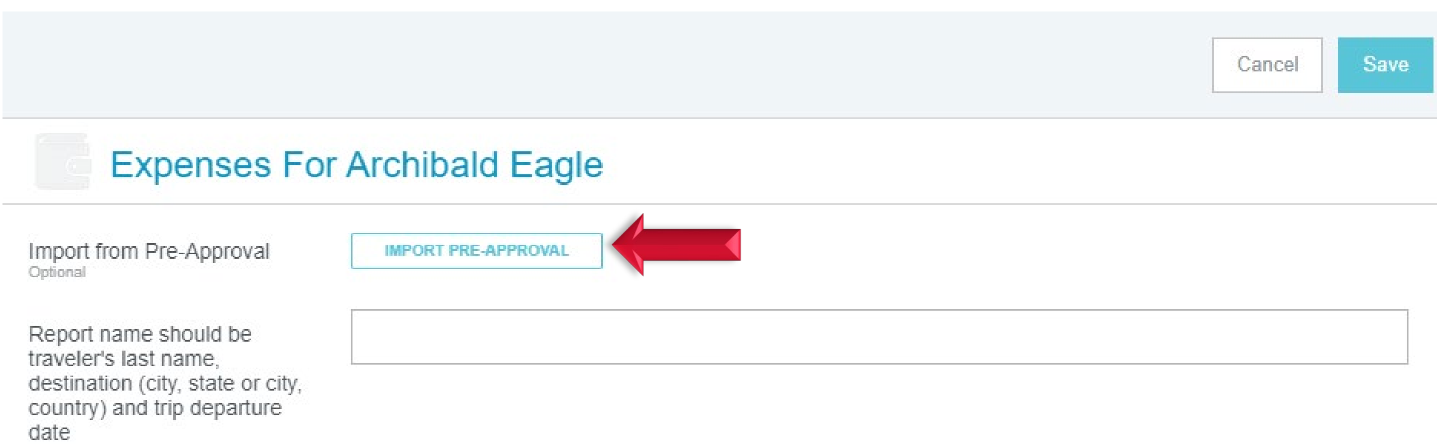
Creating and Submitting an Expense Report

Step 1: Create the Expense Report

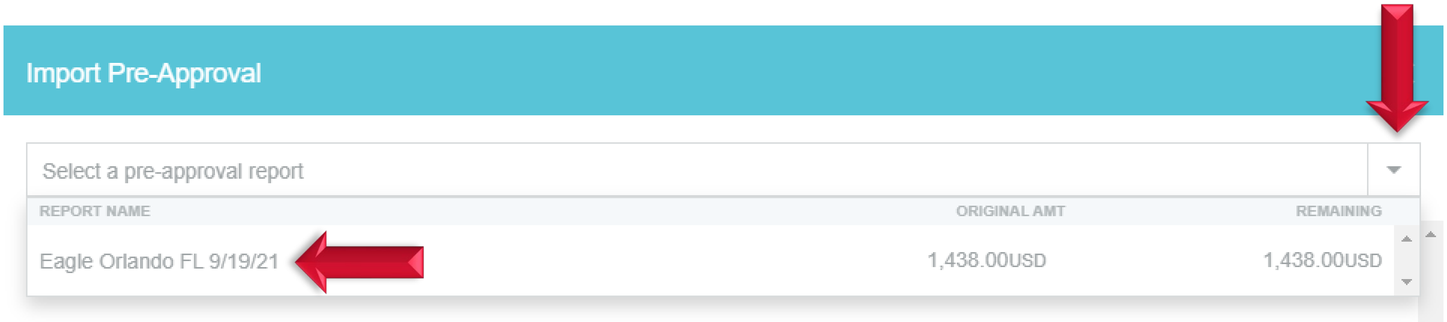
Click **+Create** in the top right-hand corner of the Expense Report ribbon.



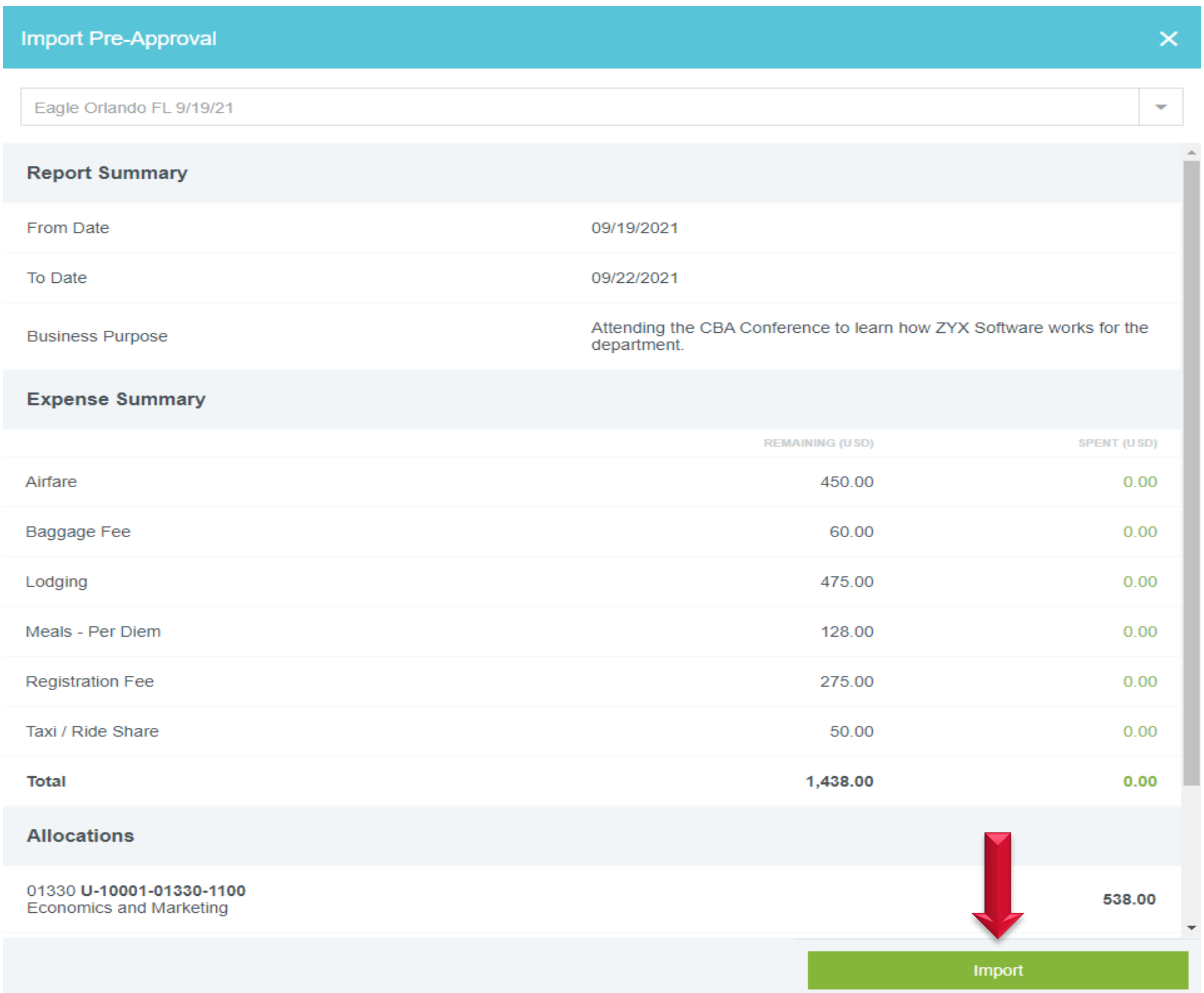
The Expense Entry Screen will appear. Click on **Import Pre-Approval**.



A new screen will appear with a drop-down menu. Using the drop-down menu, select the Pre-Approval report associated with the traveler's expenses being reconciled.

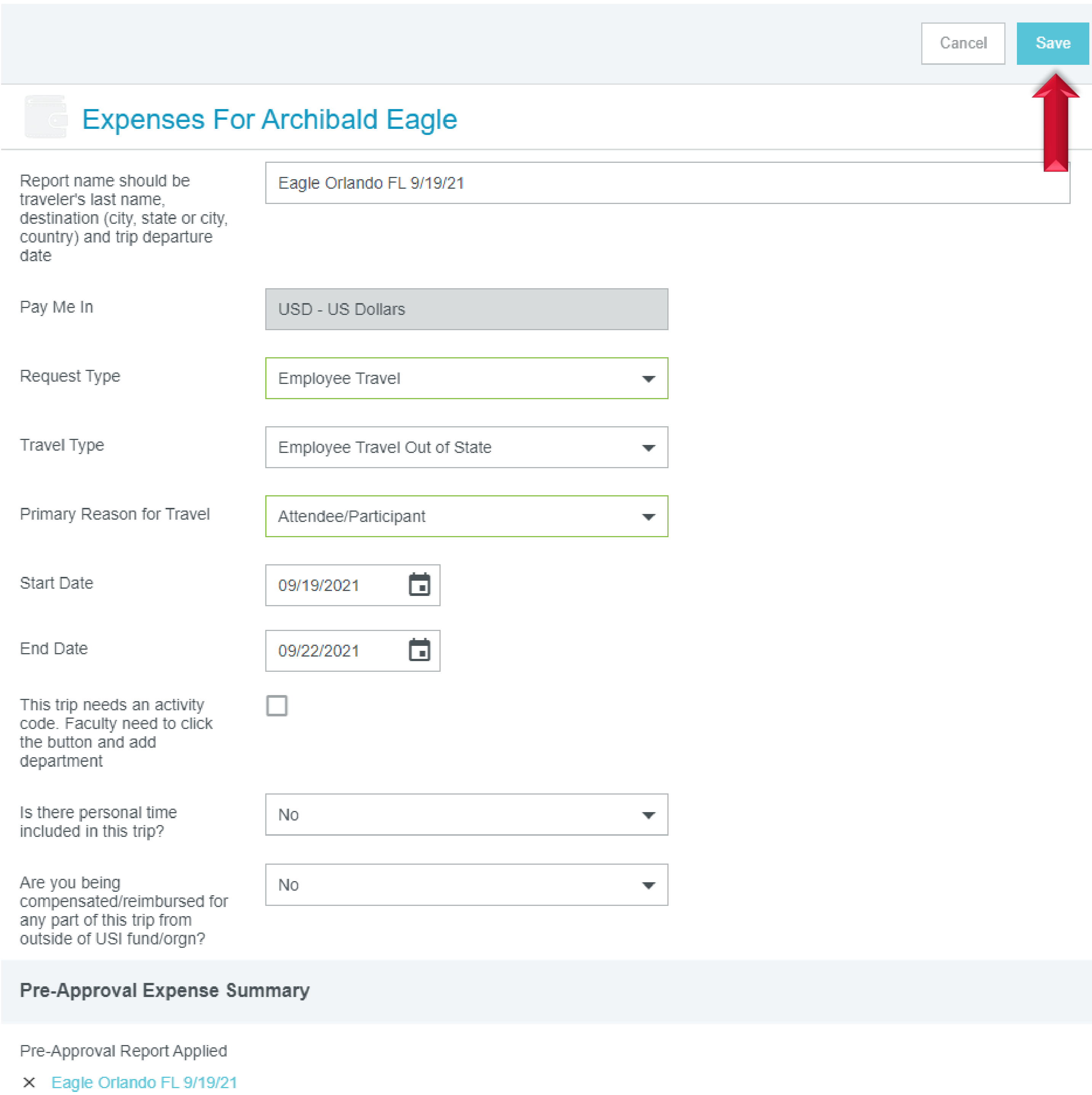


The screen will refresh with the summary of the trip selected. Review the information to verify it is the correct trip. Click the **Import** button in the lower right-hand corner.



A new screen will appear with the imported trip's information.

- The estimated expenses from the Pre-Approval will automatically transfer to the Expense Report header.
- Adjustments to Primary Reason for Travel, Start Date, End Date, check box for an Activity Code, and responses to Personal Time and Compensation outside of USI Fund Org may be made at this time.
- No changes are to be made to Report Name, Request Type, or Travel Type. If changes are needed for one of these responses, then a new Pre-Approval for the trip will need to be completed.
- Make a final review and click **Save**.



Step 2: Reconcile Expenses

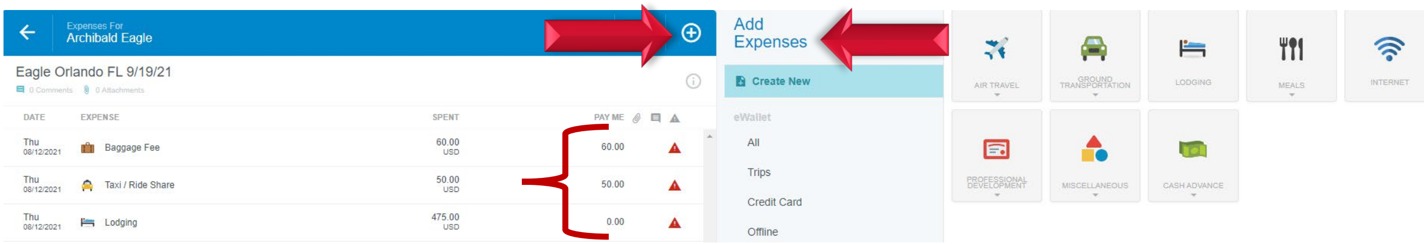
Below is the next screen that will appear. On the left is a list of the expenses that transferred from the Pre-Approval.

Notice that some will have a warning symbol (a red triangle with exclamation mark inside of it). This means the expense needs to be either:

- Deleted because it no longer applies
- Or, Reconciled and a receipt uploaded

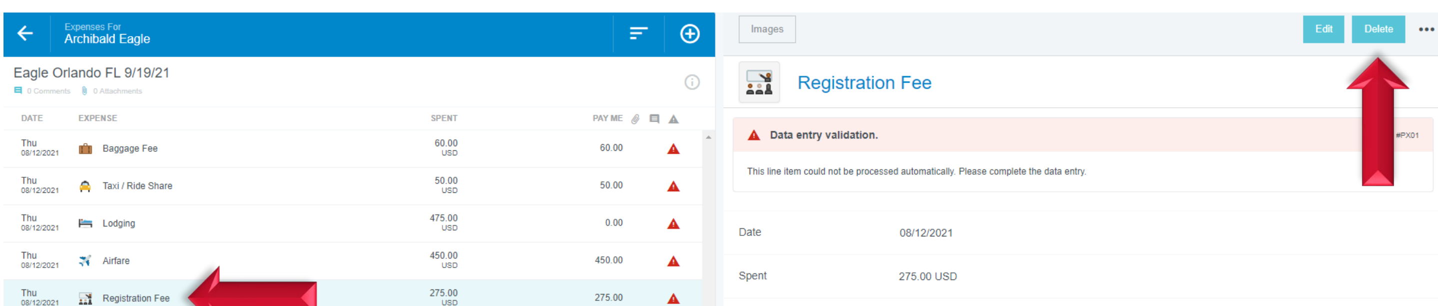
On the right is the **Add Expenses** menu, which can be used to add expenses that were not on the Pre-Approval.

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

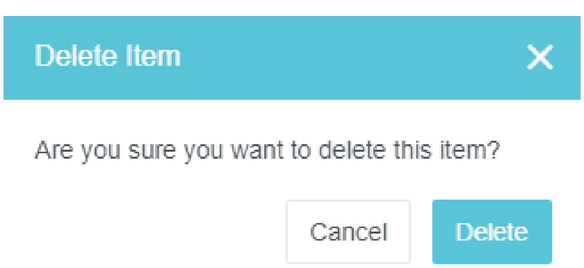


Delete an Expense Line Item

To delete an expense line item that will not be allocated on this Expense Report, click on the line item. The expense will open in a more detailed window on the right. Click **Delete**.



The box shown below appears asking, **are you sure you want to delete this item?** Click **Cancel** or **Delete**. Repeat this step as needed to delete expense line items that will not be reconciled on this Expense Report.



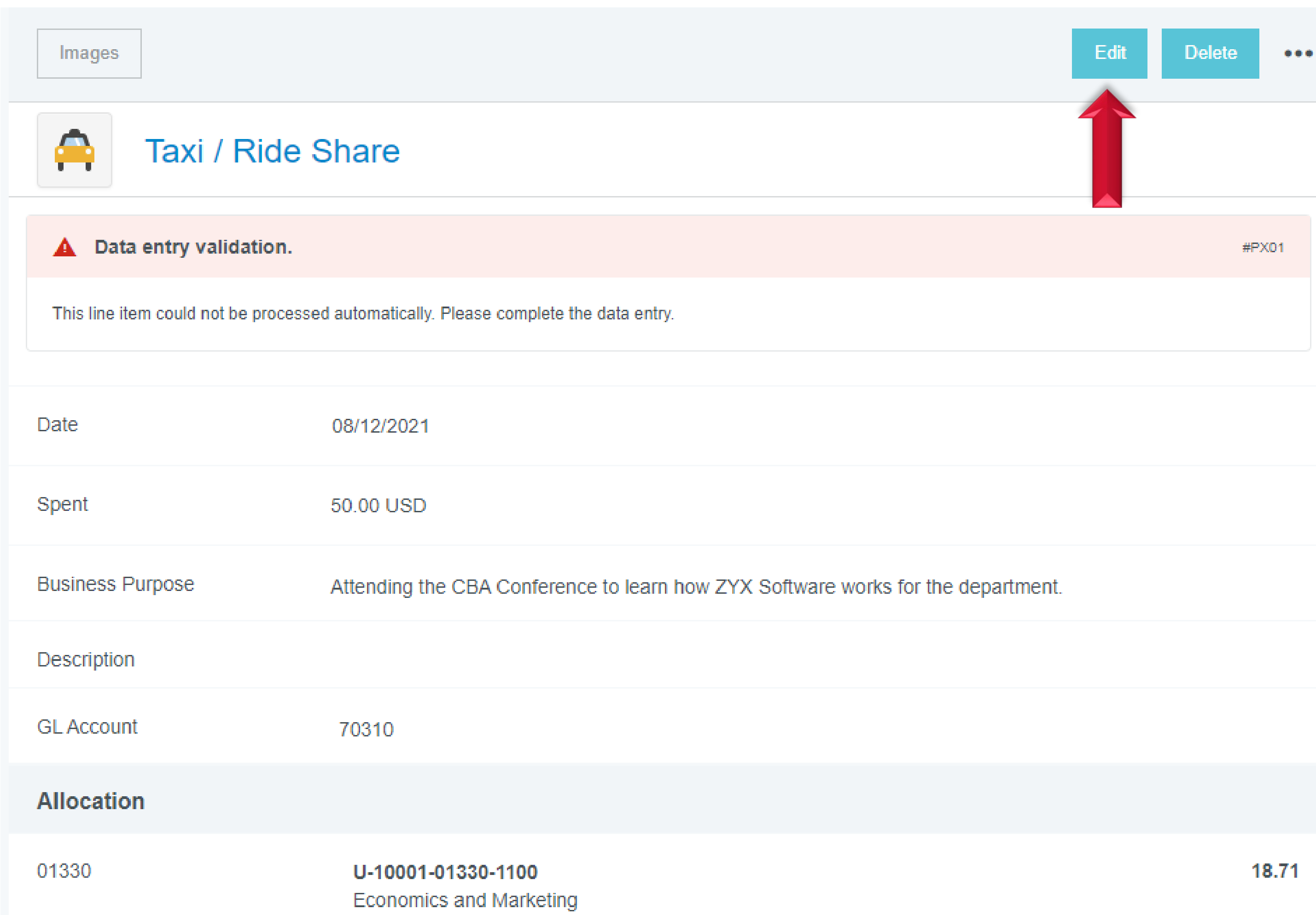
Reconcile an Expense Line Item

Once the line item(s) that will not be reconciled on this Expense Report has been deleted, it is time to review and update the expense(s) that will be reconciled on this Expense Report.

- *Tip*: If an expense incurred is not listed on the Expense Report, then a new expense line item will need to be created. For more details, see the guide *Adding a New Expense Line Item*.

If the expense item was paid with a USI corporate travel card, then drag and drop the credit card transaction to create a new expense line item. The receipt in the Receipt Gallery should automatically attach to the new expense line item. Delete the old expense line item. For more details, see the guide *Adding a New Expense Line Item*.

If the expense item was paid with personal funds, then click on the line item from the list of the expenses to start the allocation. The expense will open in a more detailed window on the right. Click **Edit**.



Each expense line item will include the following fields for review:

- *Tip*: There may be other fields to review 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.

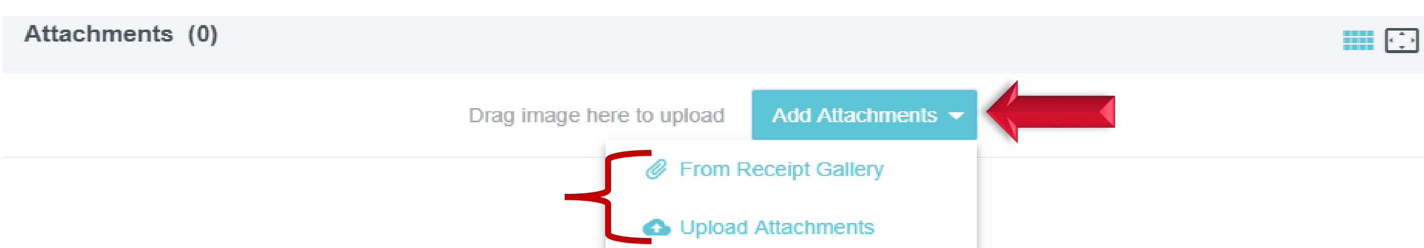
Allocation
The FOAP used on the Pre-Approval Report will be pre-populated on all expense lines. The FOAP may be adjusted, if needed, in cases where additional funding, not known at the time of the Pre-Approval was prepared, needs to be added. Click on **Add Allocation**, and search for the FUND by number or name.

Comments
Information entered here are for specific comments pertaining to the line item being worked on.

- *Tip*: Comments are visible to anyone who has access to the Expense Report, and once posted they cannot be deleted.

Attachments
Each expense **requires** a receipt. If a receipt is not already attached, then click **Add Attachments**. Select either **From Receipt Gallery** or **Upload Attachments**. Upload the receipt (PDF, PNG, and JPEG formats only).

- **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.
- **Upload Attachments** will allow the traveler to select a file from the computer to upload to the credit card transaction.
    - *Tip*: Email receipts with the Chrome River SNAP App, which allows a traveler to use a smartphone to take a picture of the receipt and email images for later attachment to an Expense Report. View the *Chrome River SNAP App for Android* guide **or** the *Chrome River SNAP App for iOS* guide.

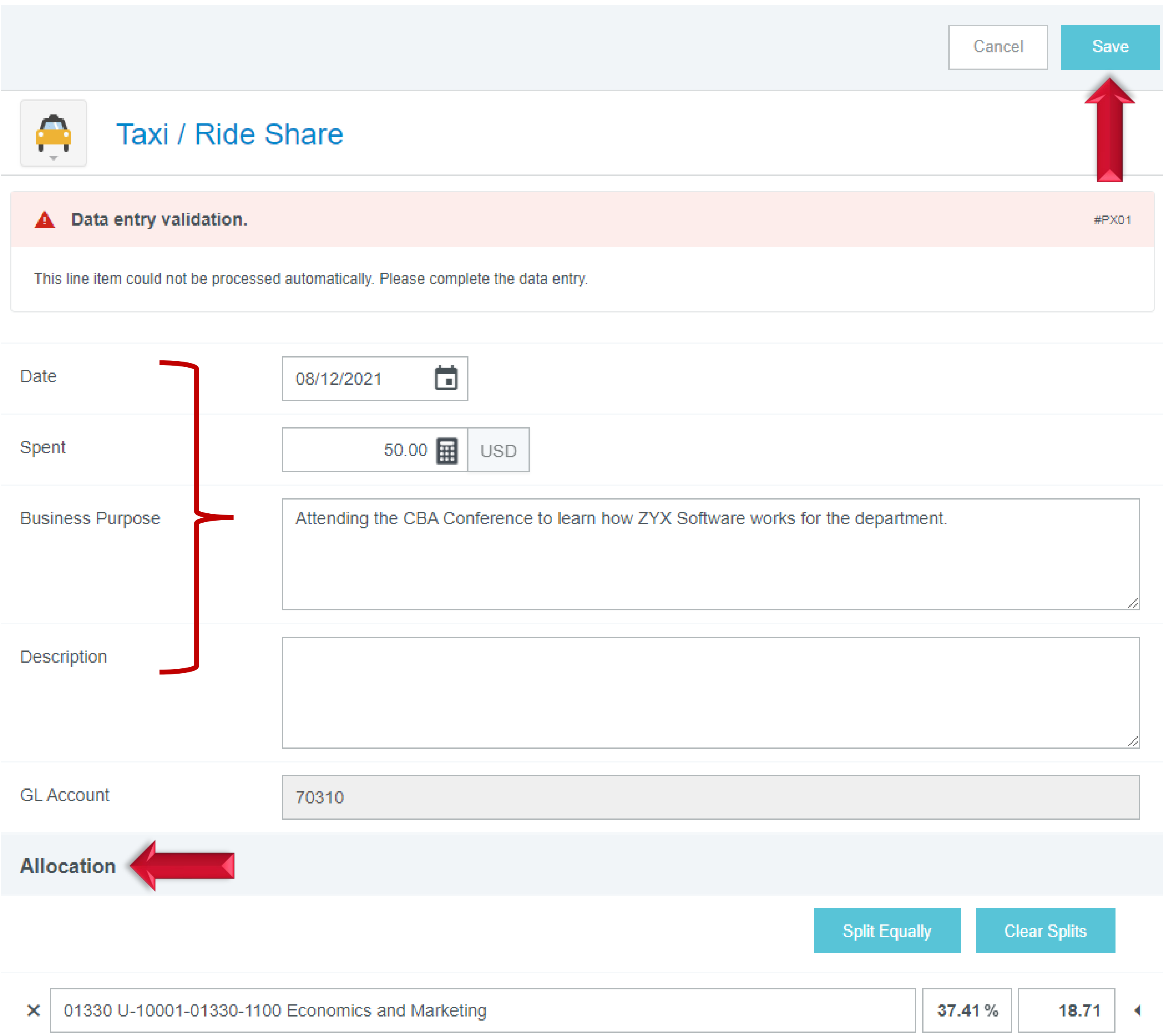


When documents are uploaded, the images will appear under the Attachments section.

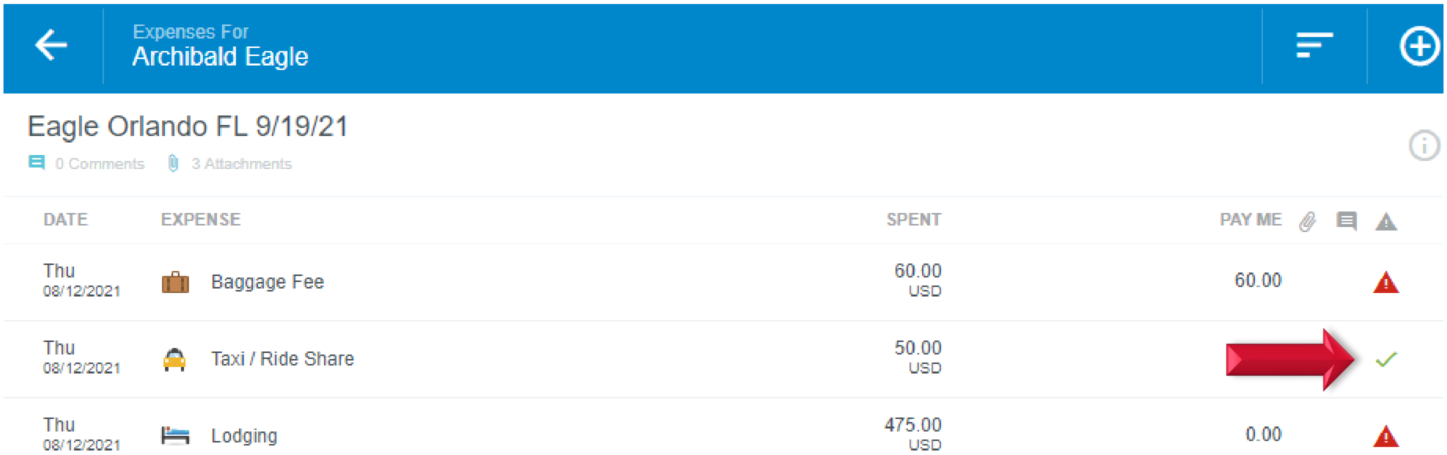
- *Tip*: To remove an attachment, click the file in the Attachments section. A window will appear on the left displaying the document. Click the paperclip in the upper left-hand corner to delete it.

After all required fields are populated and documentation is attached for the expense line, click **Save** in the upper right-hand corner. Any previous warning/violation boxes should disappear from that expense line.

- *Tip*: If a new 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*.



In the Expense Summary, a green checkmark has replaced the warning symbol.



Repeat this step on each line item that needs to be reconciled on this Expense Report.

For a more detailed procedure on reconciling expense line items such as lodging, airfare, bag fees, car rental, membership, per diem, mileage, cash advance, and group scenarios, see the guide *Detailed Expense Type Examples for Expense Reports*.

To add a new expense line item to the Expense Report, see the guide *Adding a New Expense Line Item*.

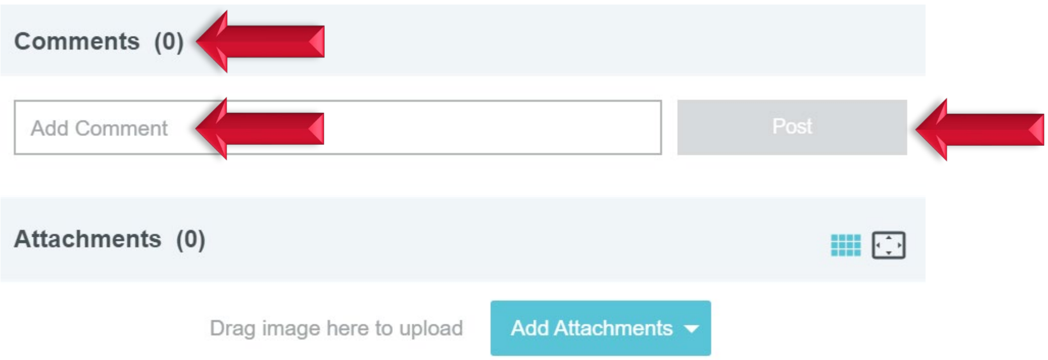
Step 3: Add Comments

To add notes to the overall Expense Report, click the **Report Description** on the left-hand side.

Scroll down inside the Expense Report header, on the right-hand side, until the **Comments** section is in view.

Click in the **Add Comment** field, enter the comment, and click **Post**.

- *Tip*: Chrome River does not allow comments to be directed towards specific parties. The comments are visible to anyone accessing the report.



Comments

Use this area to:

- Enter web link for conference/event information, if applicable.
- Provide names of other travelers or number of travelers, especially if traveling with students.
- Communicate information to those in the approval routing, if applicable.
- Provide other information that may be helpful.

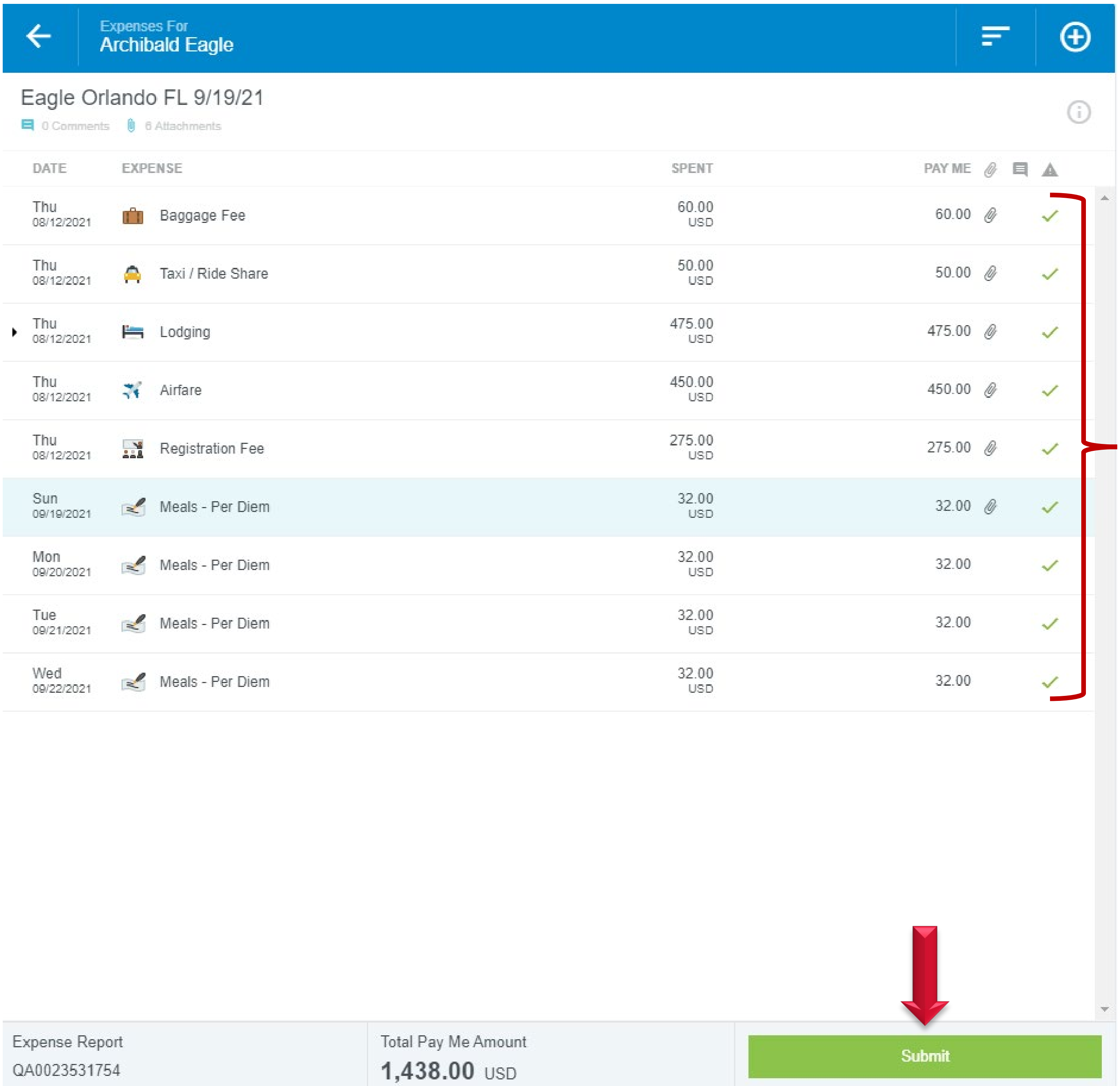
Important:

- Comments are visible to **ALL** who have access to the Expense Report. Also, comments are permanent, and once posted, they cannot be deleted.

Step 4: Submit the Expense Report

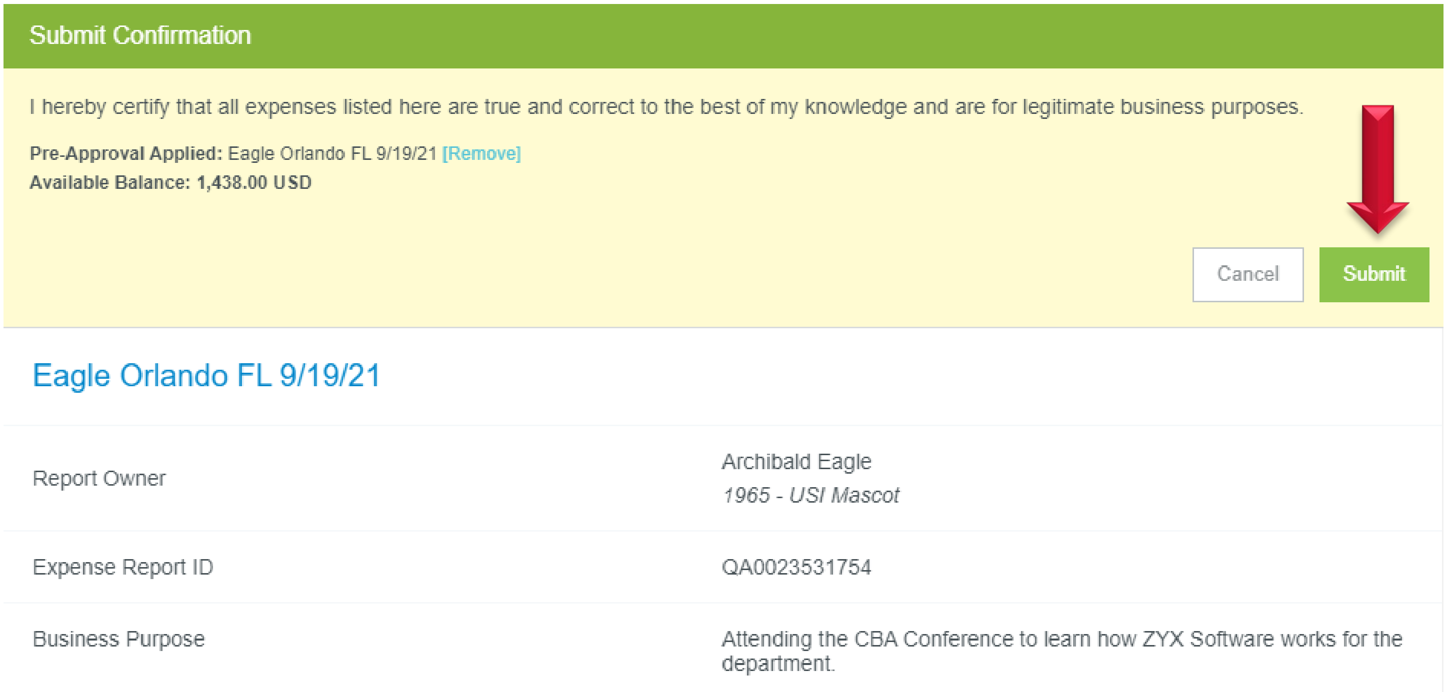
An Expense Report may only be submitted when all the expenses have green checkmarks.

To submit an open Expense Report, click **Submit** in the lower right-hand corner of the Expense Summary Section.



After **Submit** has been clicked, the Submit Confirmation screen will appear. This is the last opportunity to review the Expense Report.

If all the information looks correct, then click **Submit** again. If an error is found, then click Cancel, and fix said error.



The message below will briefly appear, at the top of the screen, if the report was submitted successfully: