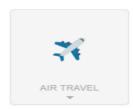


CHROME RIVER USER GUIDE

Internet Expense Type

This expense type does not have sub-mosaic tiles.











This mosaic tile will require the following fields to be populated:

- Date: date of receipt
- **Spent:** total of receipt
- Attachments: receipt related to the expense

To add this expense type, click the **Internet** mosaic tile.

• *Tip*: If this expense type was estimated on the Pre-Approval, then click that expense line in the Expense Report to edit.