BALL STATE UNIVERSITY

# Five Steps to Create and Submit Chrome River Expense Reports

[STEP 1: Select Your Traveler](#)

[STEP 2: Complete the Header](#)

[STEP 3: Add/Approve Expenses](#)

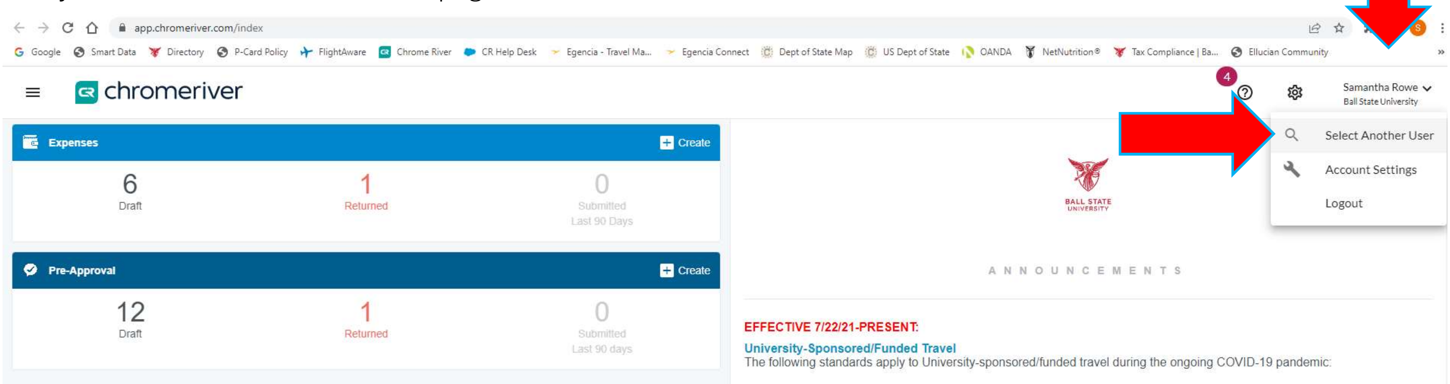
[STEP 4: Add Attachments/Comments](#)

[STEP 5: Submit](#)

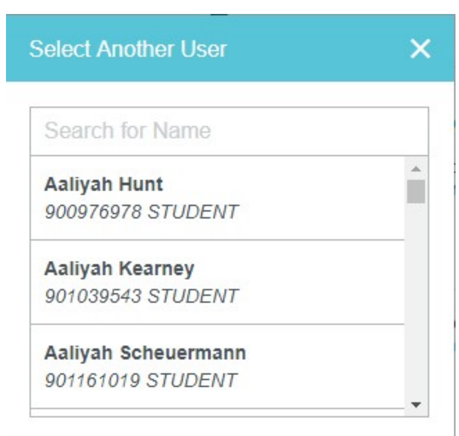
[Pre-Approval Amounts & Routing/Workflow Information](#)

## STEP 1: Select Your Traveler

Click your name in the corner of the page and choose Select another user:

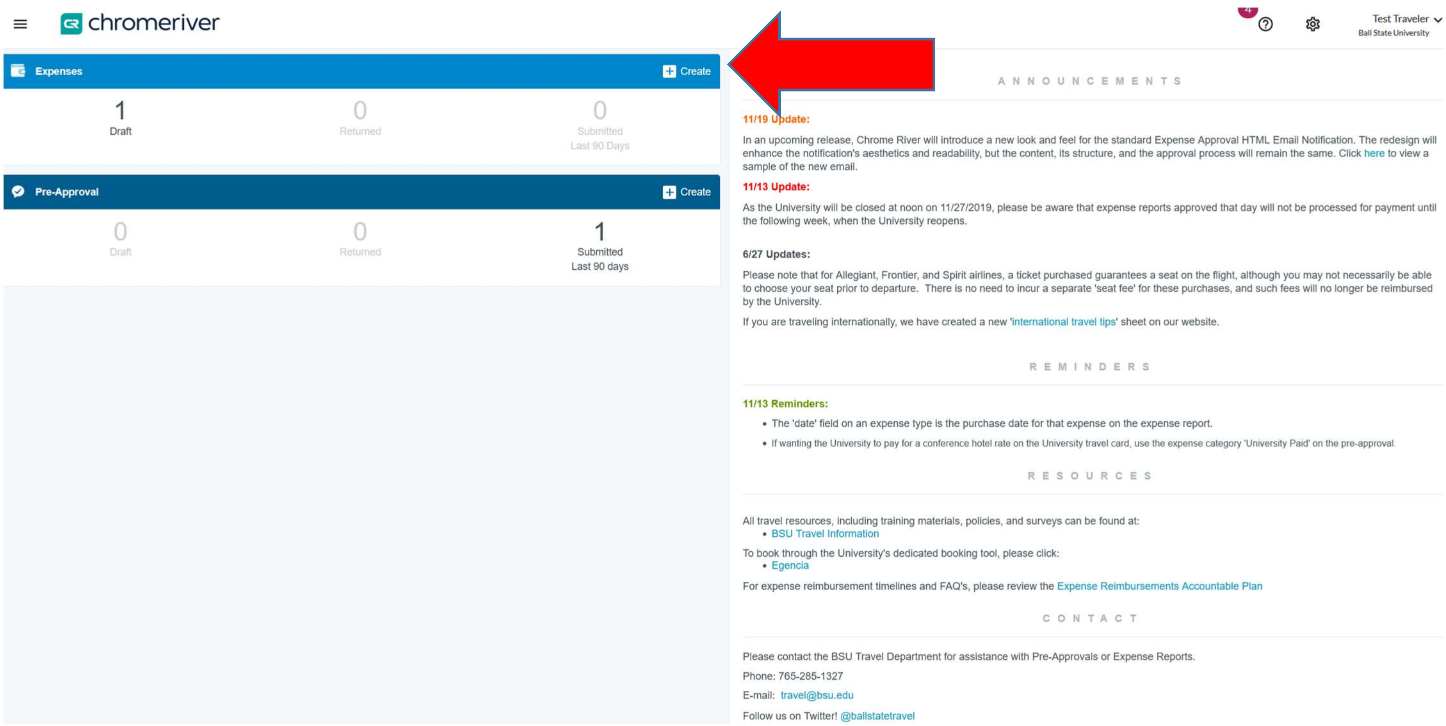



You can then search for your traveler by either the name, Ball State ID#, or Title (note students appear as STUDENT):




## STEP 2: Complete the Header

Click Create next to the plus sign:




Here are best practices for the next steps:

- If you will be reimbursing most or all of the expense types listed on the Pre-Approval this expense report ties to, click Import Pre-Approval
- If the Pre-Approval this expense report ties to has several expense types, but you are only reimbursing one or two expense types, complete the header information, and we can tie the pre-approval to this expense report before submission

If clicking the Import Pre-Approval button, the header information fields will (mostly) populate, and all expenses from the pre-approval will appear. You will then have to validate each expense type in the module, regardless of if there are changes with that expense or not.

If entering the header information and linking to the pre-approval before submission, you will have to enter each expense type manually, link to the pre-approval, and then submit.

In either case, Chrome River will only allow users to select pre-approvals that are both:

- fully-approved
- partially applied
- not used/expired, which means there is still a balance remaining on the pre-approval

Pre-approval amounts are reduced by any expense reports that have been submitted or approved, but not expense reports in draft status. When the total amount of all submitted or approved expense reports exceeds the pre-approval amount, the pre-approval becomes used/expired, and no future expense reports can be submitted against it.

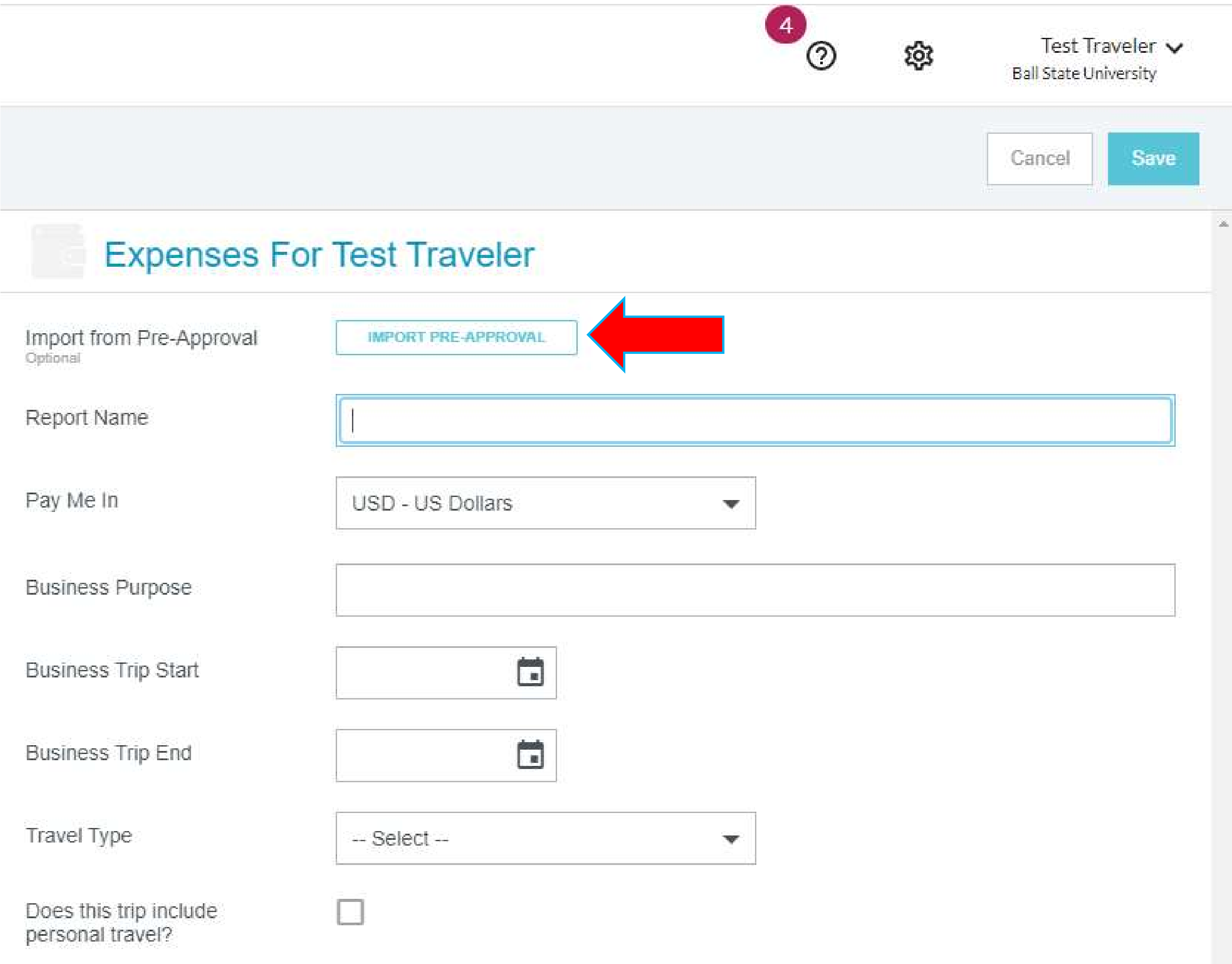
Choose the option below to continue:

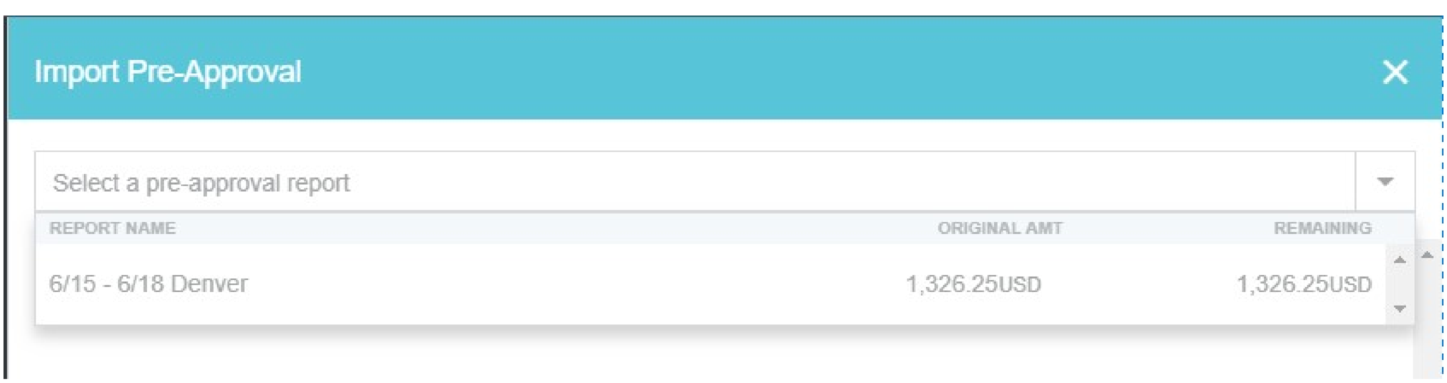
[IMPORT FROM PRE-APPROVAL]

[ENTER EXPENSES MANUALLY]

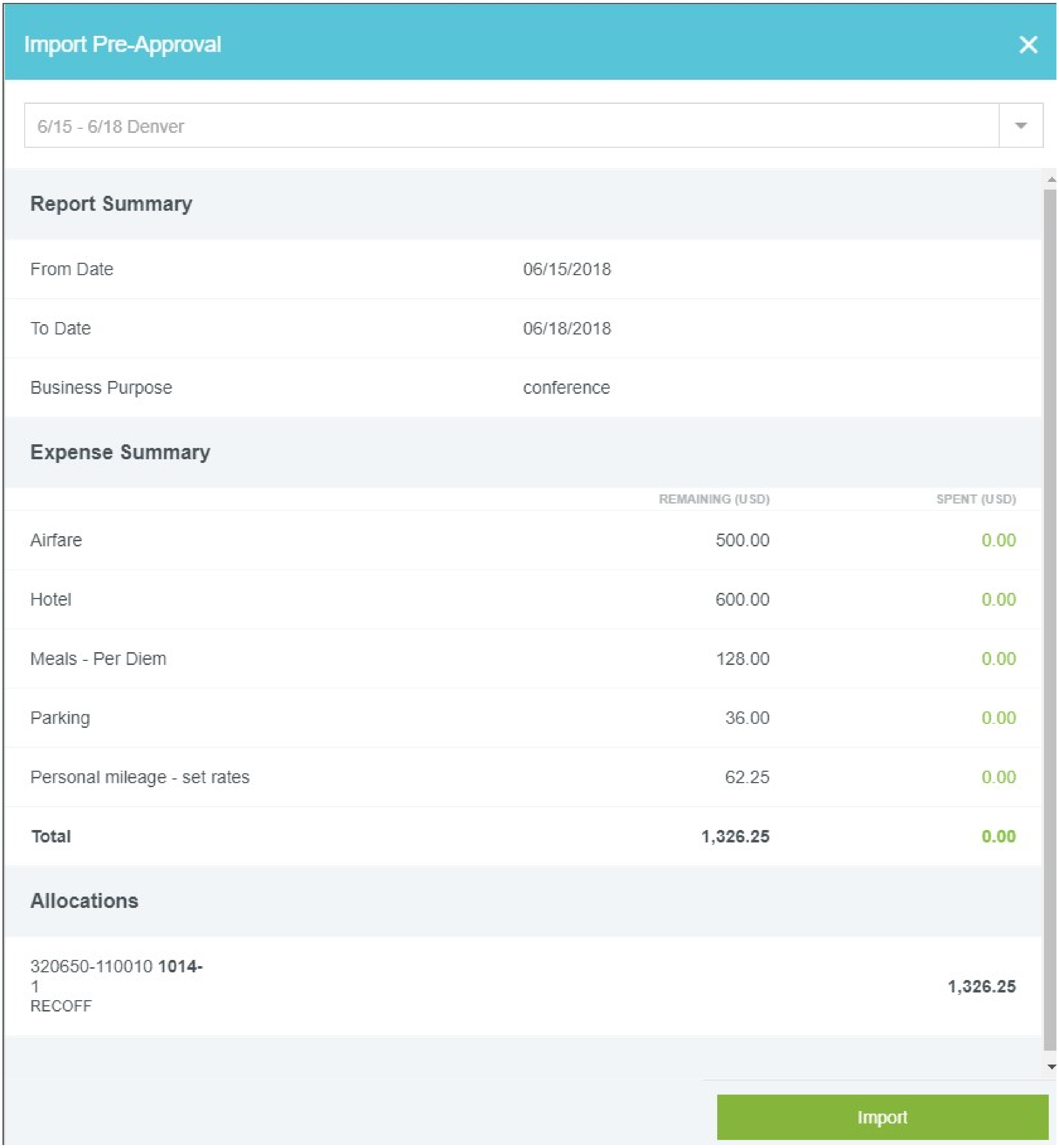
IMPORT FROM PRE-APPROVAL

Click Import Pre-Approval. Click Select a pre-approval report and select the pre-approval you wish to tie this expense report to:



In this case, there is only one pre-approval for this traveler, so that is the report name we click on. The pre-approval selected should be the pre-approval for the trip that needs an expense report. A summary of the pre-approval appears. If this is the pre-approval you wish to link to, click Import:


Import Pre-Approval

6/15 - 6/18 Denver

**Report Summary**

| | |
|---|---|
| From Date | 06/15/2018 |
| To Date | 06/18/2018 |
| Business Purpose | conference |

**Expense Summary**

| | REMAINING (USD) | SPENT (USD) |
|---|---|---|
| Airfare | 500.00 | 0.00 |
| Hotel | 600.00 | 0.00 |
| Meals - Per Diem | 128.00 | 0.00 |
| Parking | 36.00 | 0.00 |
| Personal mileage - set rates | 62.25 | 0.00 |
| **Total** | **1,326.25** | **0.00** |

**Allocations**

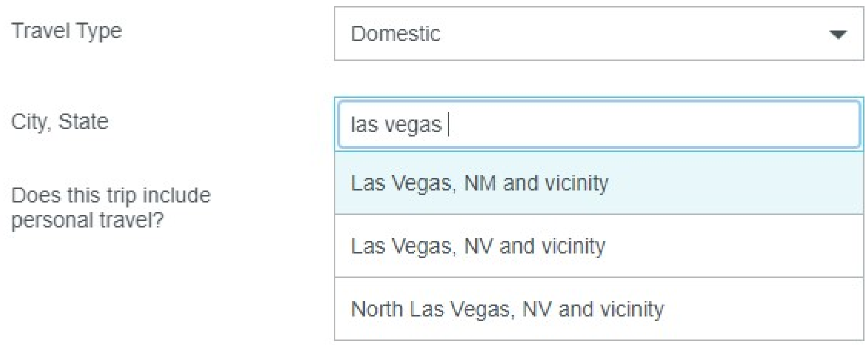
| | |
|---|---|
| 320650-110010 **1014-1** RECOFF | **1,326.25** |

Import

Most (if not all) of the header information should pre-populate from the data listed on the pre-approval. You can adjust the data which has pre-populated if you need to.

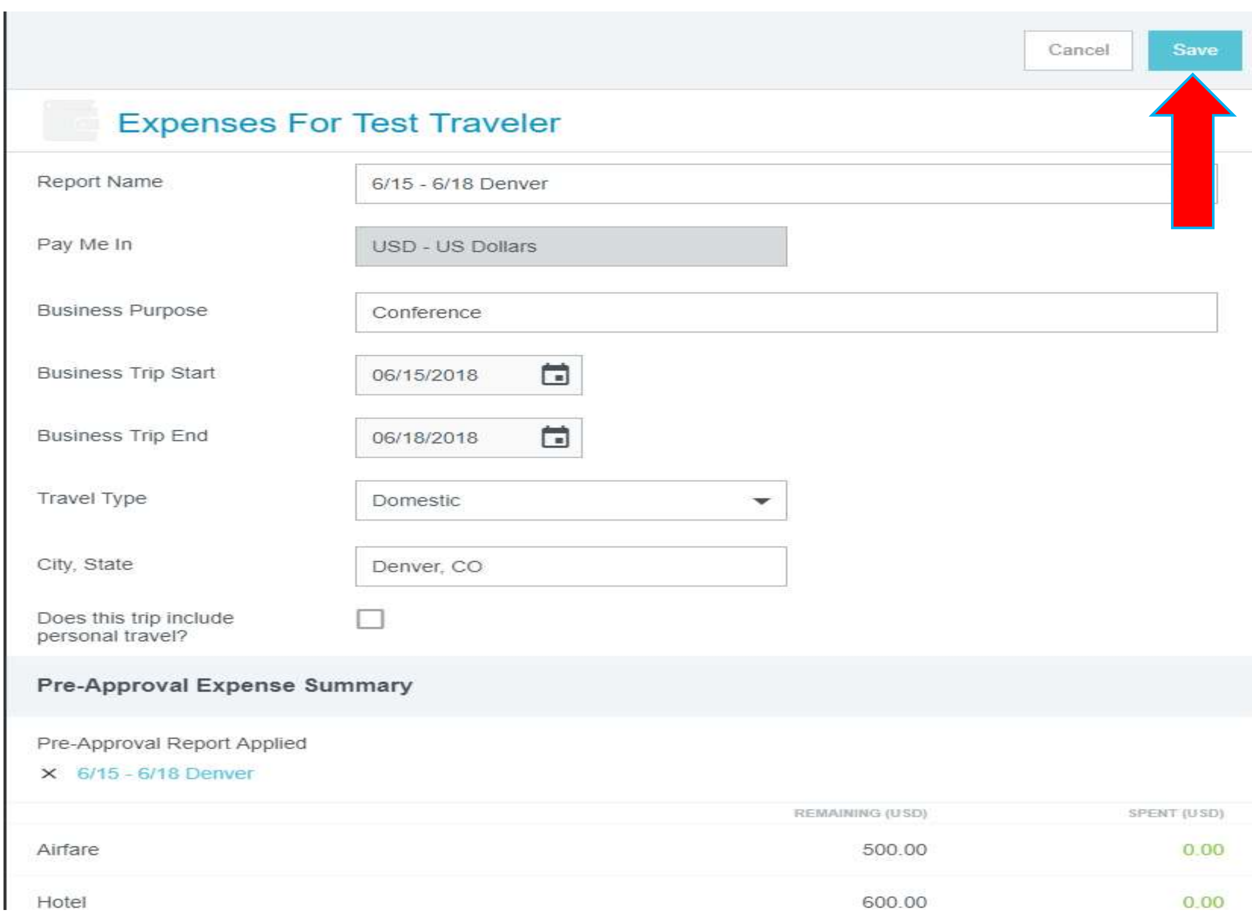
- Report Name should be the dates of travel and the location

- Business Purpose can be something like Attending a conference or Recruiting
- Travel Type is the actual destination of travel:
  - if Domestic, the City, State combination is preloaded – start typing to find your city:




  - if International, enter the city manually and choose the Country from the preloaded list:

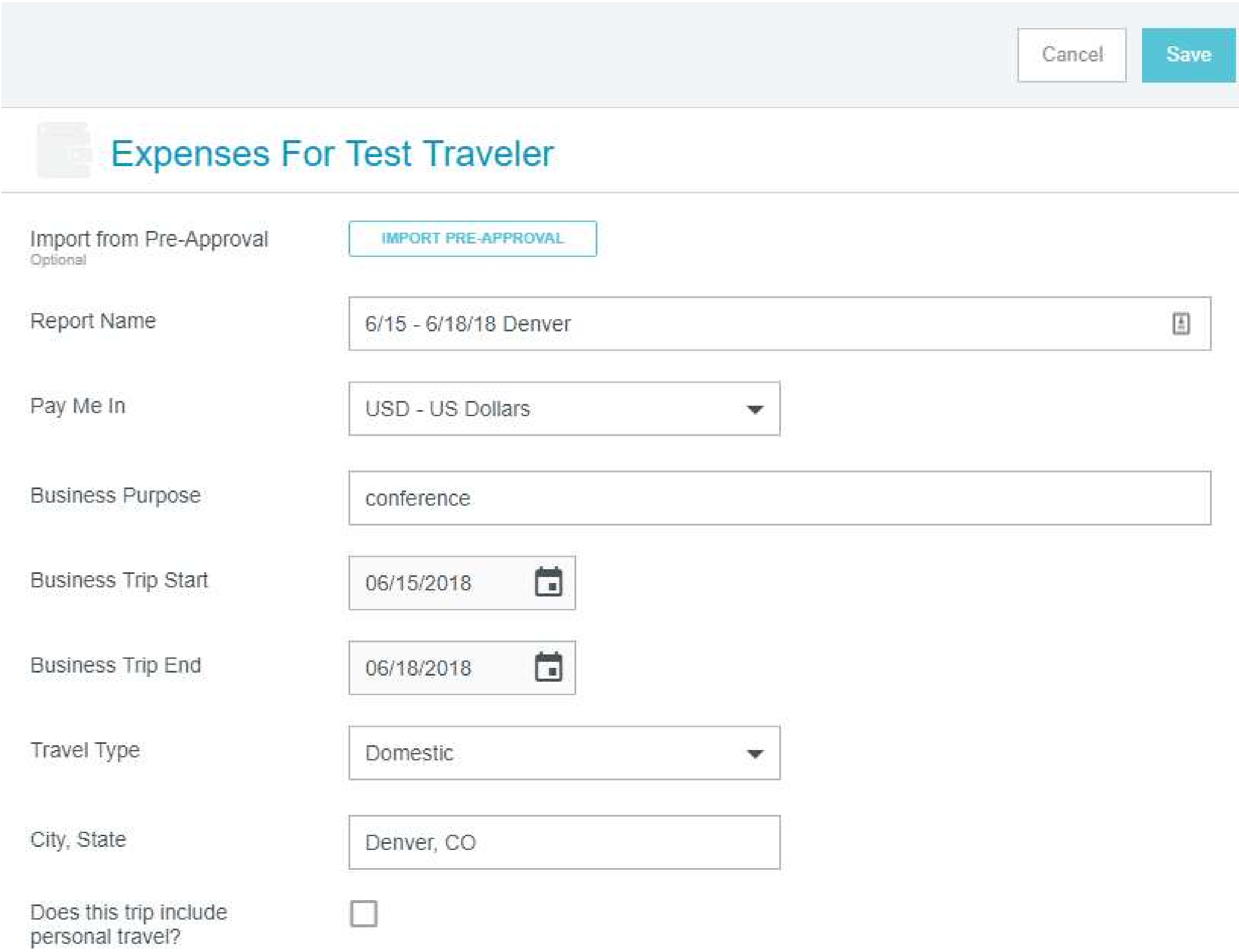

- If the trip includes personal travel, select the Does this trip include personal travel? checkbox and enter the dates of personal travel.
- When the header information is complete, click Save.



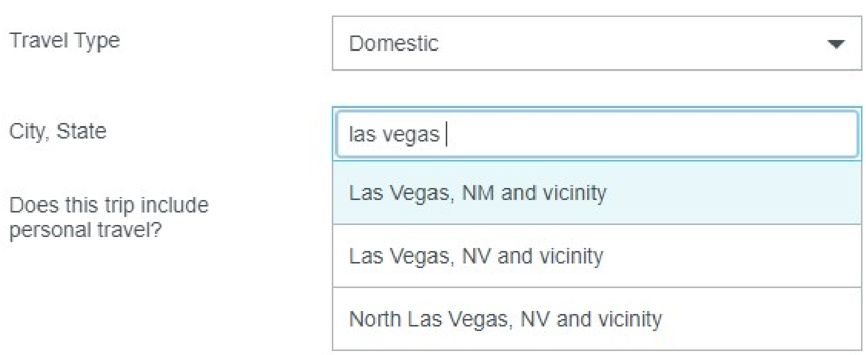

-

ENTER EXPENSES MANUALLY

Enter the header data:




- Report Name should be the dates of travel and the location
- Business Purpose can be something like Attending a conference or Recruiting
- Travel Type is the actual destination of travel:
    - if Domestic, the City, State combination is preloaded – start typing to find your city:



- if International, enter the city manually and choose the Country from the preloaded list:


- If the trip includes personal travel, select the Does this trip include personal travel? checkbox and enter the dates of personal travel

When the header information is complete, click Save.

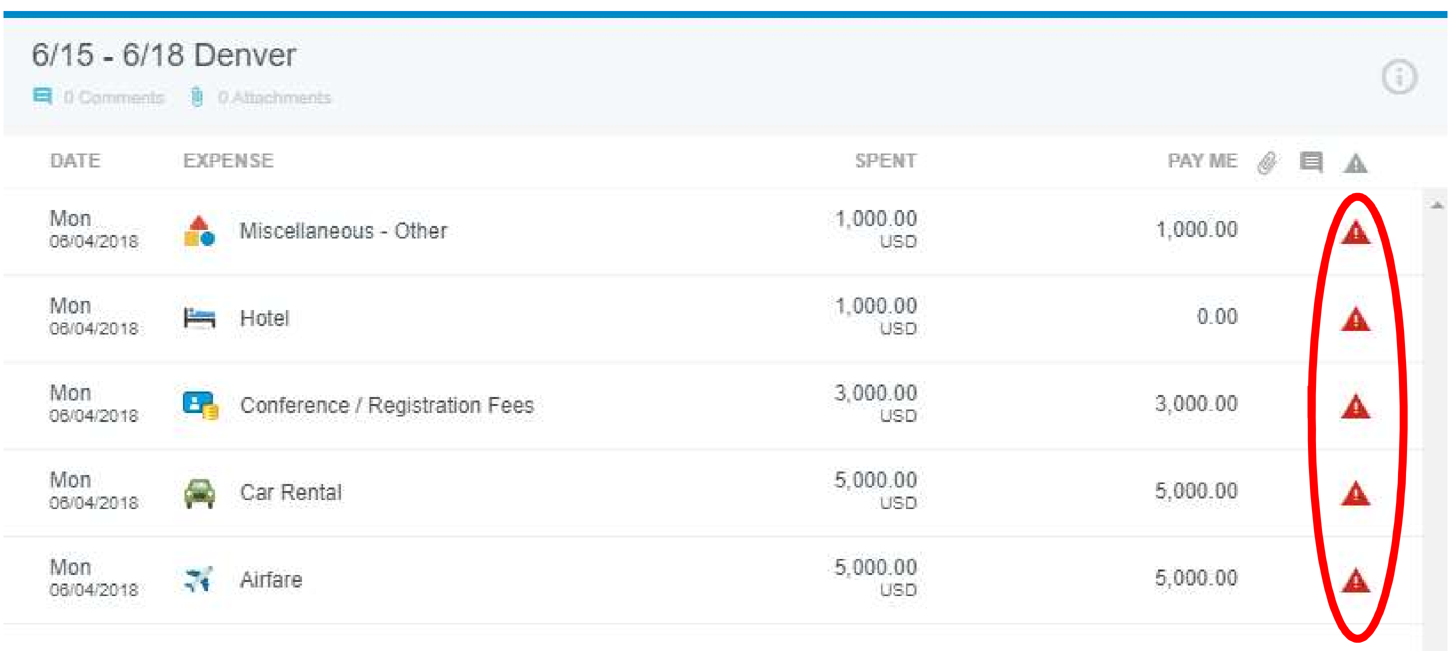
## STEP 3: Add/Approve Expenses

If you chose to import expenses from the pre-approval, click here.

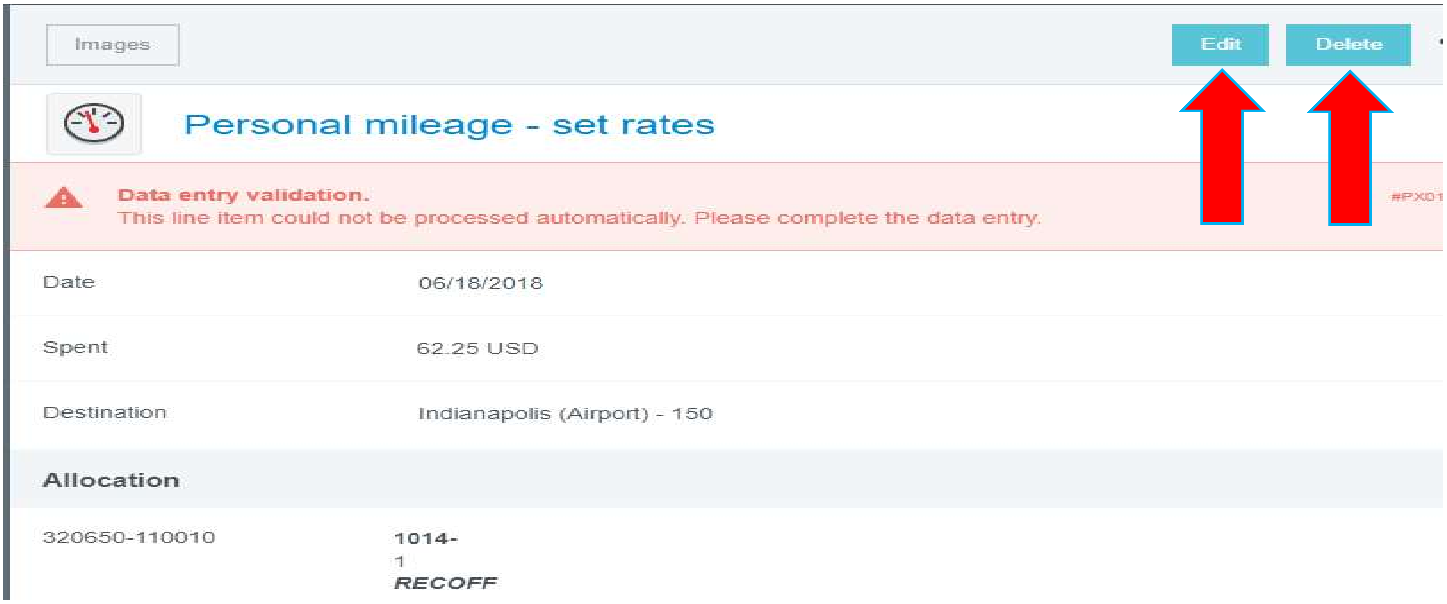
If you are entering expenses manually, click here.

EXPENSES IMPORTED FROM PRE-APPROVAL

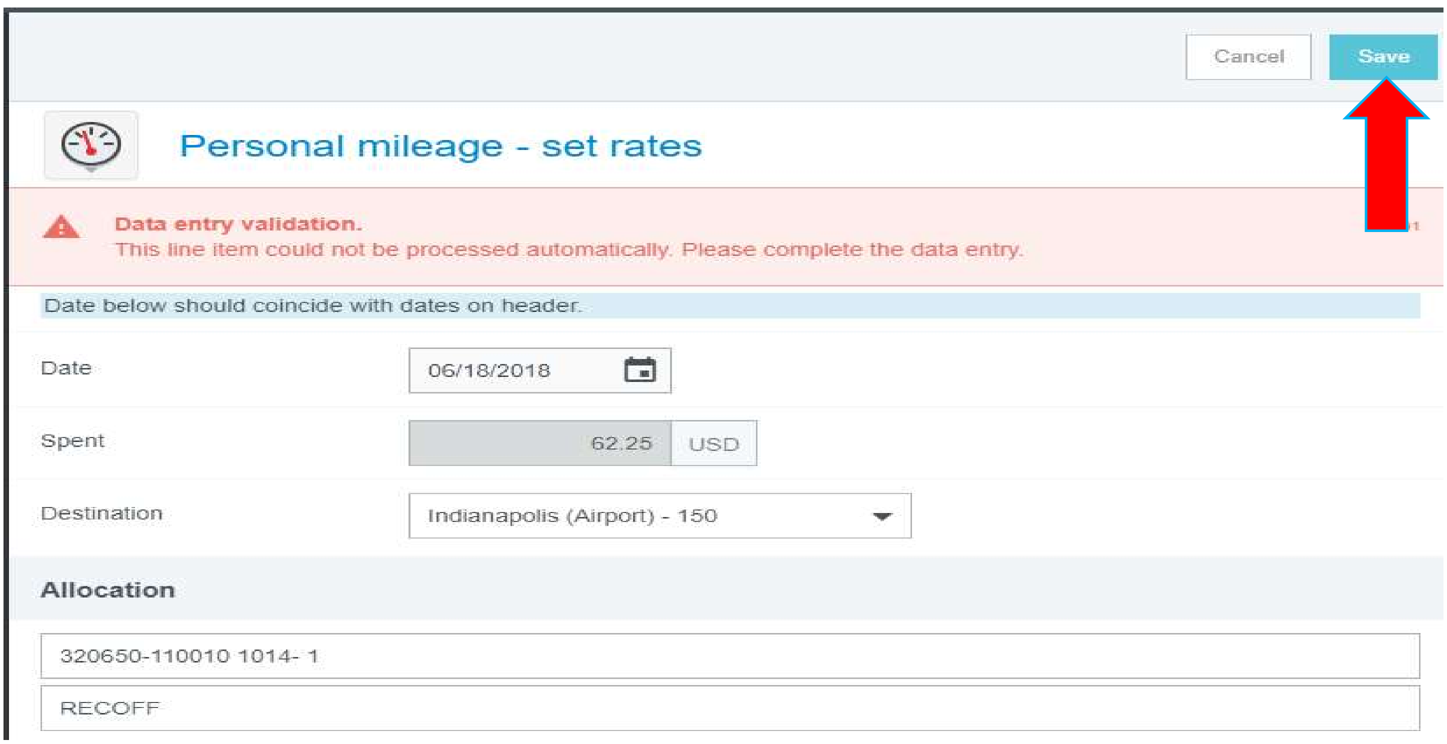
The list of expenses from the pre-approval should appear, but all will have a warning symbol – this means that the expenses need to be reviewed and updated or approved individually:

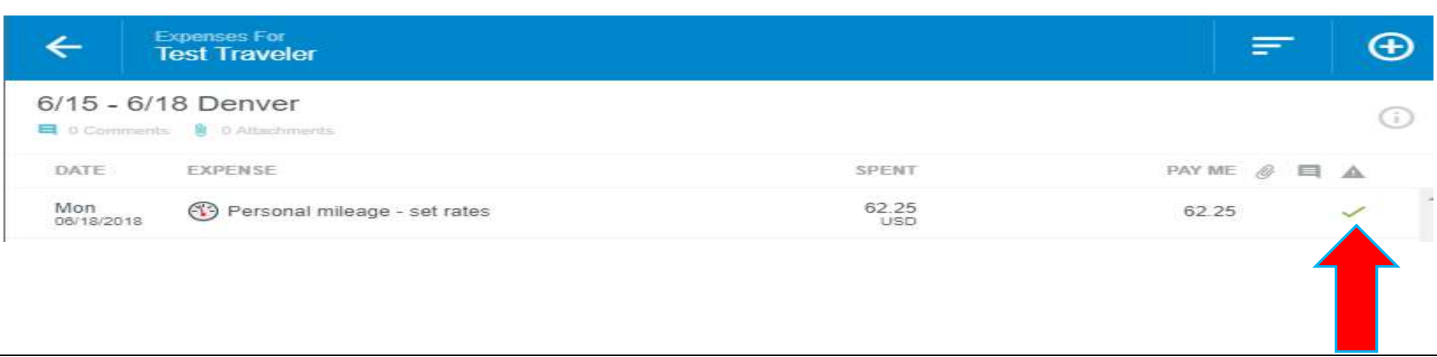


You will need to click each expense item listed in the report. Click Edit if the expense will be reimbursed, or click Delete to remove the expense from the report.




Make any adjustments to the existing expenses, if necessary, and then click Save. The warning symbol for the expense should go away.



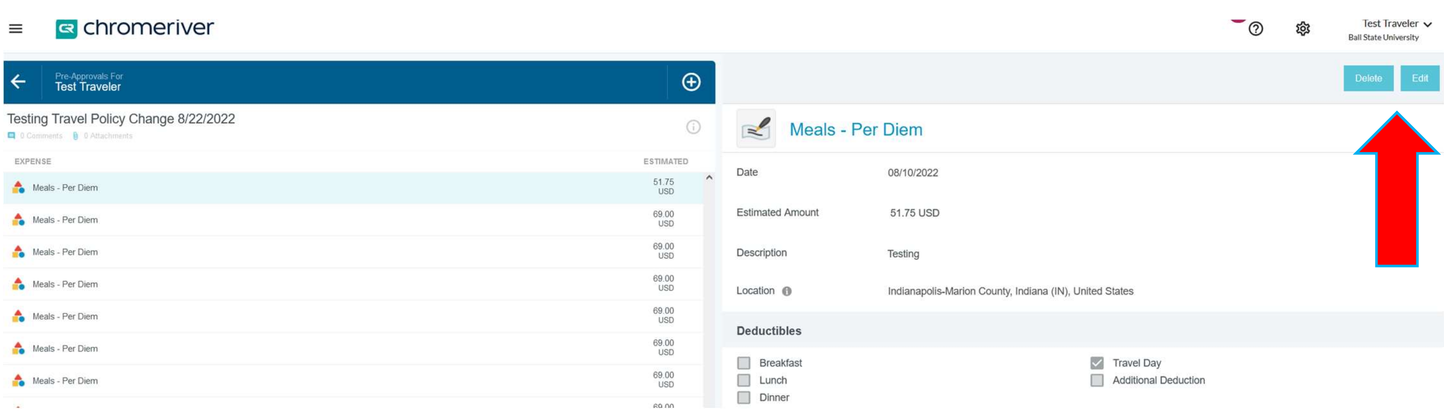
Notes concerning certain expenses:

- Use Personal Mileage – Set Rates for trips to Indianapolis (city center and Airport) and Dayton Airport. Use Mileage – Personal Vehicle for all other mileage.
- When entering the Hotel expense type, enter the total amount, including lodging, parking, internet, etc., and then click Itemize to break out those expenses. The itemized amounts should equal the total Hotel amount. Hotel maximums for Indiana locations have been removed. Any limitations on reimbursement amounts for lodging will be at the discretion of the Traveler's Department. Reasonableness still applies.
- The Cash Advance type cannot be combined with any other expense on an expense report.
- The Meals – Per Diem amounts match the GSA (General Services Administration) rates. Day of departure and day of return will be paid at 75% of the full GSA per diem rate regardless of the time of departure and return. Single day travel will be paid at 75% of the full GSA per diem, at the discretion of the department. All GSA rates can be found at https://www.gsa.gov/travel/plan-book/per-diem-rates.

Notes regarding form fields:

- Date fields should be the date of purchase
- Departure/return or start/end date fields should match or be within the date fields on the header
- Some expense types will have some instructions or reminders to be reviewed prior to completion; these sentences are highlighted in blue and are informational only (see Hotel expense entry screen, below)

To edit or delete an expense type, click the expense type from the left-hand side of the page and click Delete or Edit:




To add additional expenses at this point, and to see how to add/edit FOAPALs, see the next section.

ENTERING EXPENSES MANUALLY

Click and complete the applicable expense types and click Save when finished. After entering the initial expense, add additional expenses by clicking the ⊕ symbol.

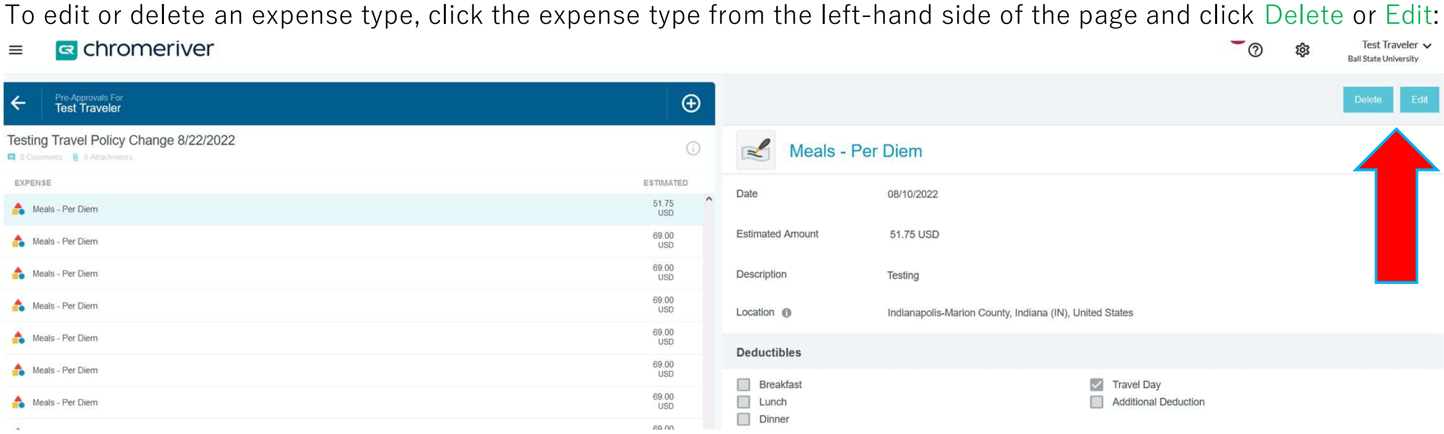

Notes concerning certain expenses:

- Use Personal Mileage – Set Rates for trips to Indianapolis (city center and Airport) and Dayton Airport. Use Mileage – Personal Vehicle for all other mileage.
- When entering the Hotel expense type, enter the total amount, including lodging, parking, internet, etc., and then click Itemize to break out those expenses. The itemized amounts should equal the total Hotel amount. Hotel maximums for Indiana locations have been removed. Any limitations on reimbursement amounts for lodging will be at the discretion of the Traveler's Department. Reasonableness still applies.
- The Cash Advance type cannot be combined with any other expense on an expense report.
- The Meals – Per Diem amounts match the GSA (General Services Administration) rates. Day of departure and day of return will be paid at 75% of the full GSA per diem rate regardless of the time of departure and return. Single day travel will be paid at 75% of the full GSA per diem, at the discretion of the department. All GSA rates can be found at [https://www.gsa.gov/travel/plan-book/per-diem-rates](https://www.gsa.gov/travel/plan-book/per-diem-rates).

Notes regarding form fields:

- Date fields should be the date of purchase
- Departure/return or start/end date fields should match or be within the date fields on the header
- Some expense types will have some instructions or reminders to be reviewed prior to completion; these sentences are highlighted in blue and are informational only (see Hotel expense entry screen, below)

To edit or delete an expense type, click the expense type from the left-hand side of the page and click Delete or Edit:



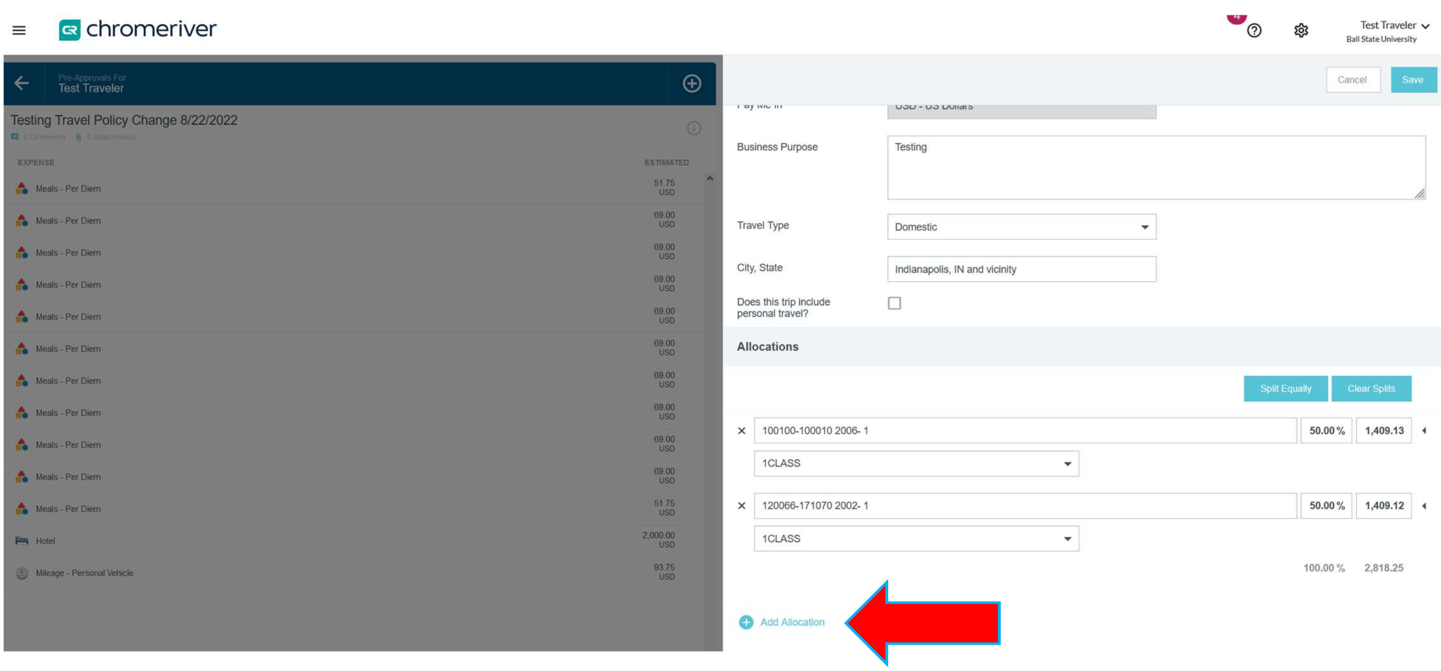
ENTERING FOAPALS

Each expense type will have its own FOAPAL allocation. Once you enter the FOAPAL allocation for one expense type, every expense you add should retain the same allocation, including splits. The FOAPAL combinations in the module are all valid combinations, with the exception of activity codes.

When entering the FOAPAL, there will be two rows of data to complete:

- The first row is for the Fund-Org-Prog-Chart of Accounts
- The second row is for any activity codes; if no activity codes, choose No Activity Code

To add a FOAPAL split, click Add Allocation. In the example below, an expense was split between two FOAPALs, one of which had an activity code tied to it.



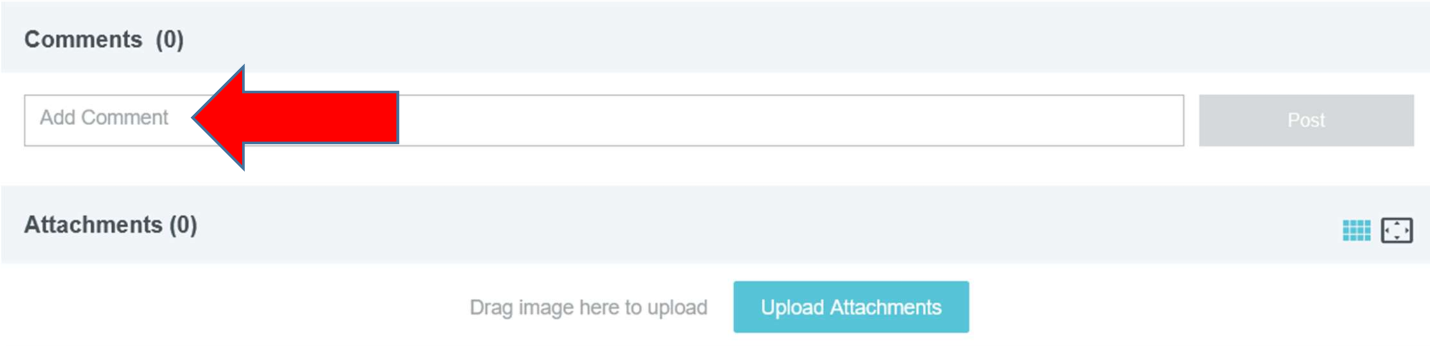

## STEP 4: Add Attachments/Comments

You can add comments or attachments by clicking on any expense type and then clicking Edit. Please note:

- Chrome River can only attach documents of the following types: PDF, PNG, and JPEG. Other documents, like MS Office documents, would need to be converted to one of the above types prior to upload.
- You do not need to upload receipts on every expense type – you can take a file of receipts and attach it to any expense type on the report to satisfy the receipts requirement.

COMMENTS:

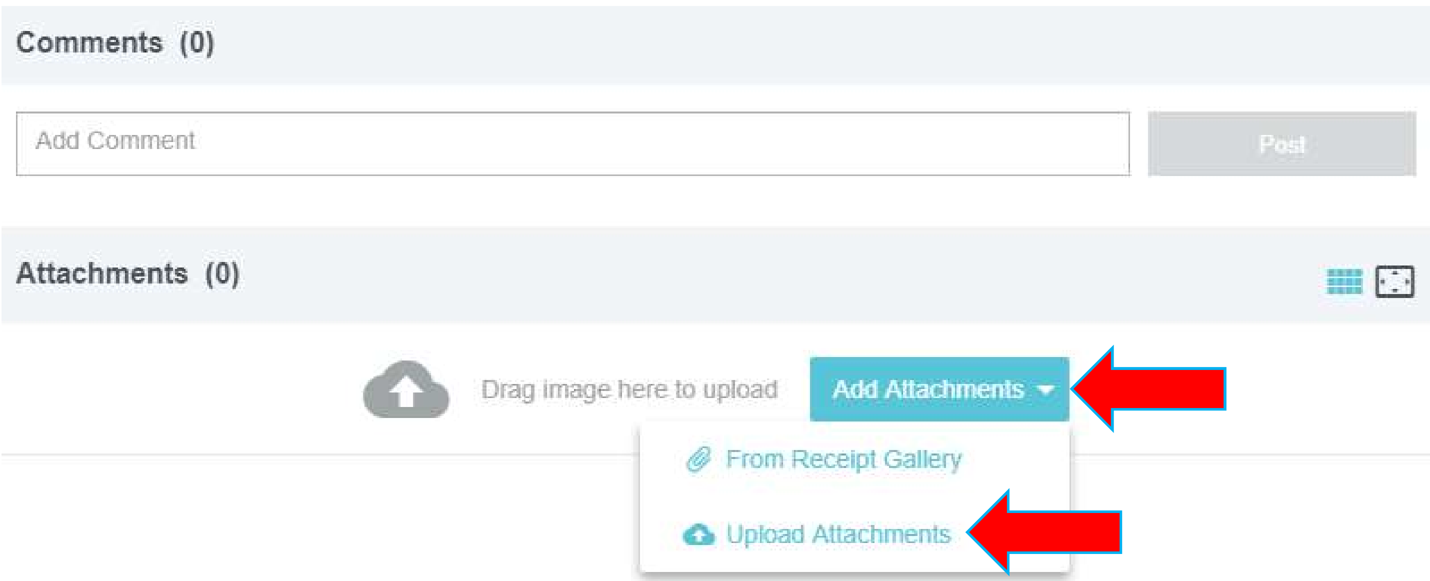
To add comments, click in the Add Comment field, enter your comment, and click Post. Note that Chrome River does not allow comments to be directed towards specific parties, but the comments are visible to anyone accessing the report and would appear on approval e-mails.



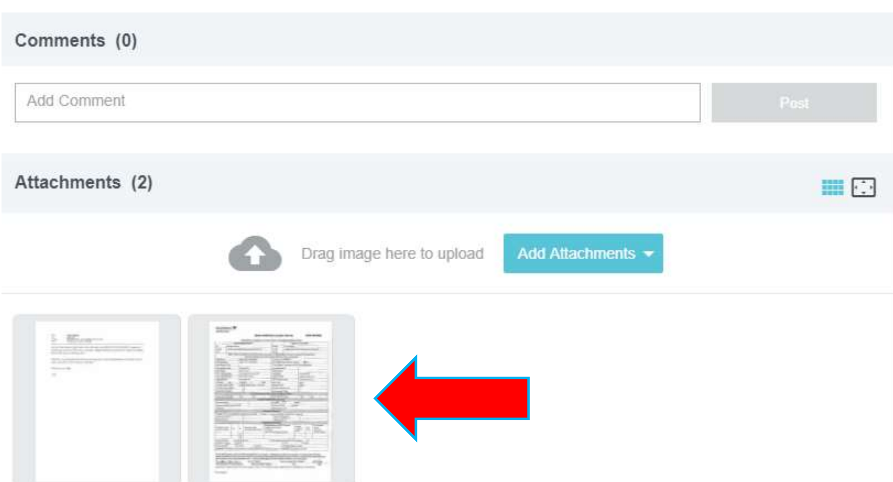

ATTACHMENTS:

To upload attachments, click Add Attachments and then Upload Attachments. You can then point to and upload your file of receipts, which will then appear under Attachments.

Scroll to the bottom of the expense type:

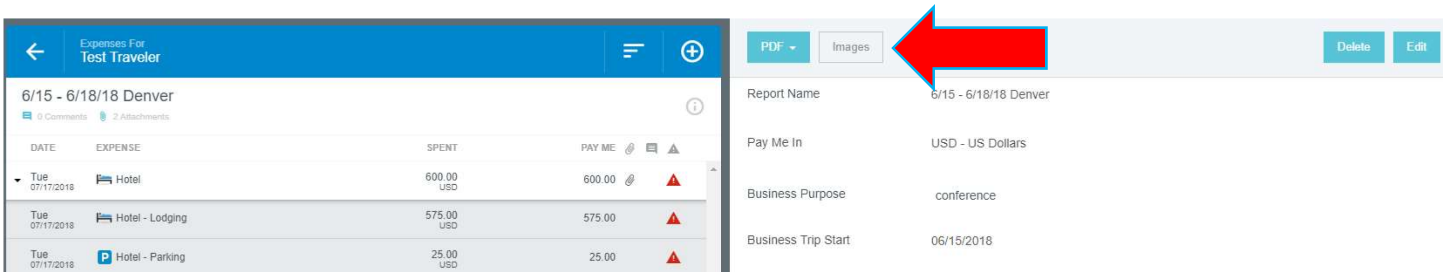



When attachments are added, the images will appear under Attachments.

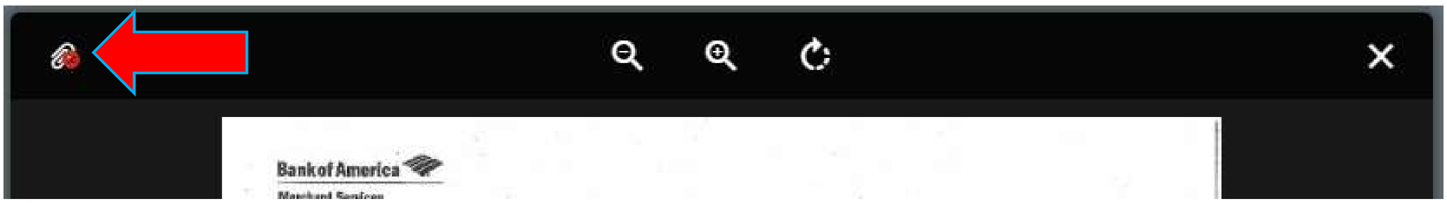


To remove a receipt (only on the expense side), click images from the report header (below) or click on the attachment from within the expense type (above).

From Header:

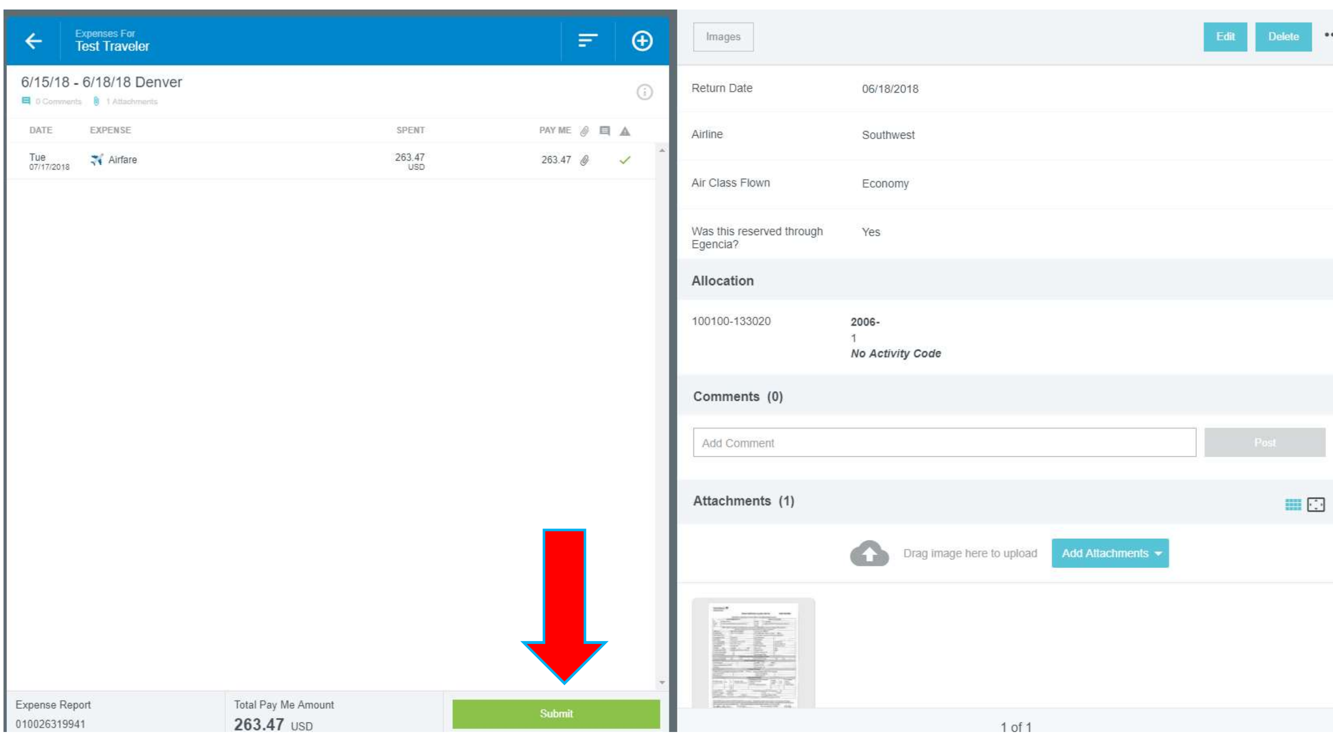



Click the image you need to remove, and then click the remove attachment button in the upper-left hand corner:

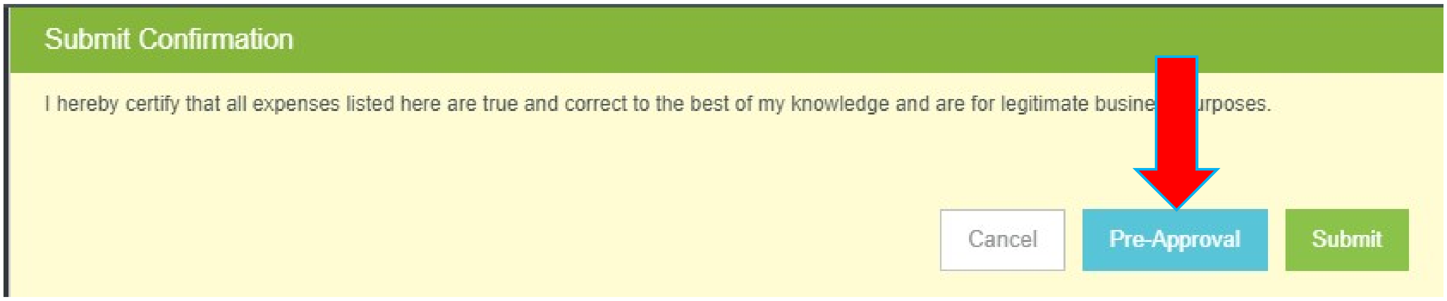



## STEP 5: Submit

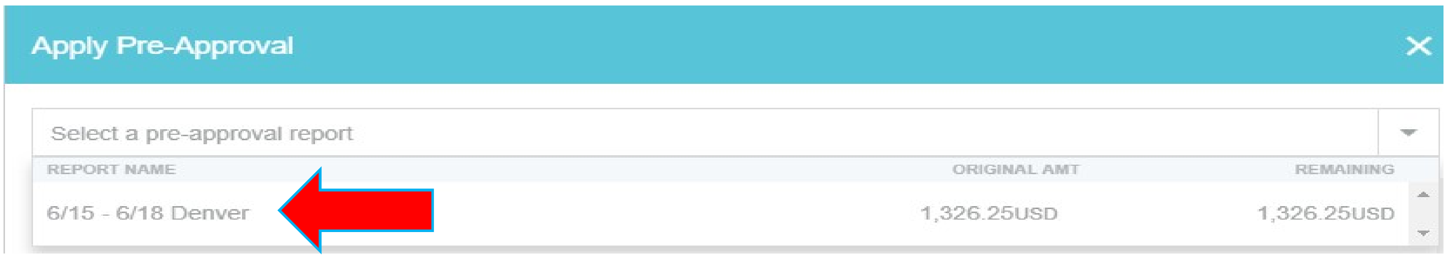
From the header, click Submit:

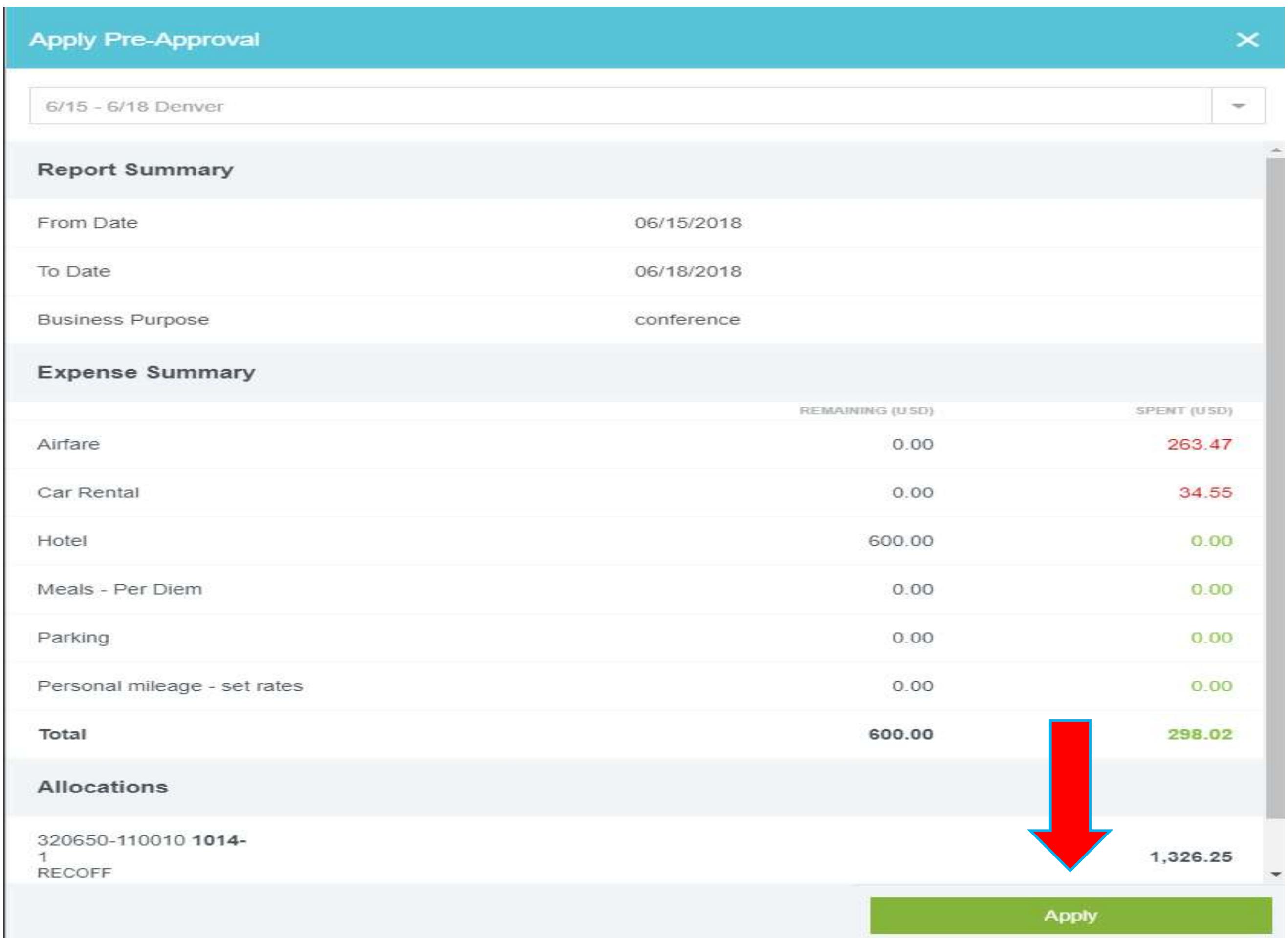



If you chose not to import your expenses from a pre-approval, you will need to click Pre-Approval to tie the report to the pre-approval:

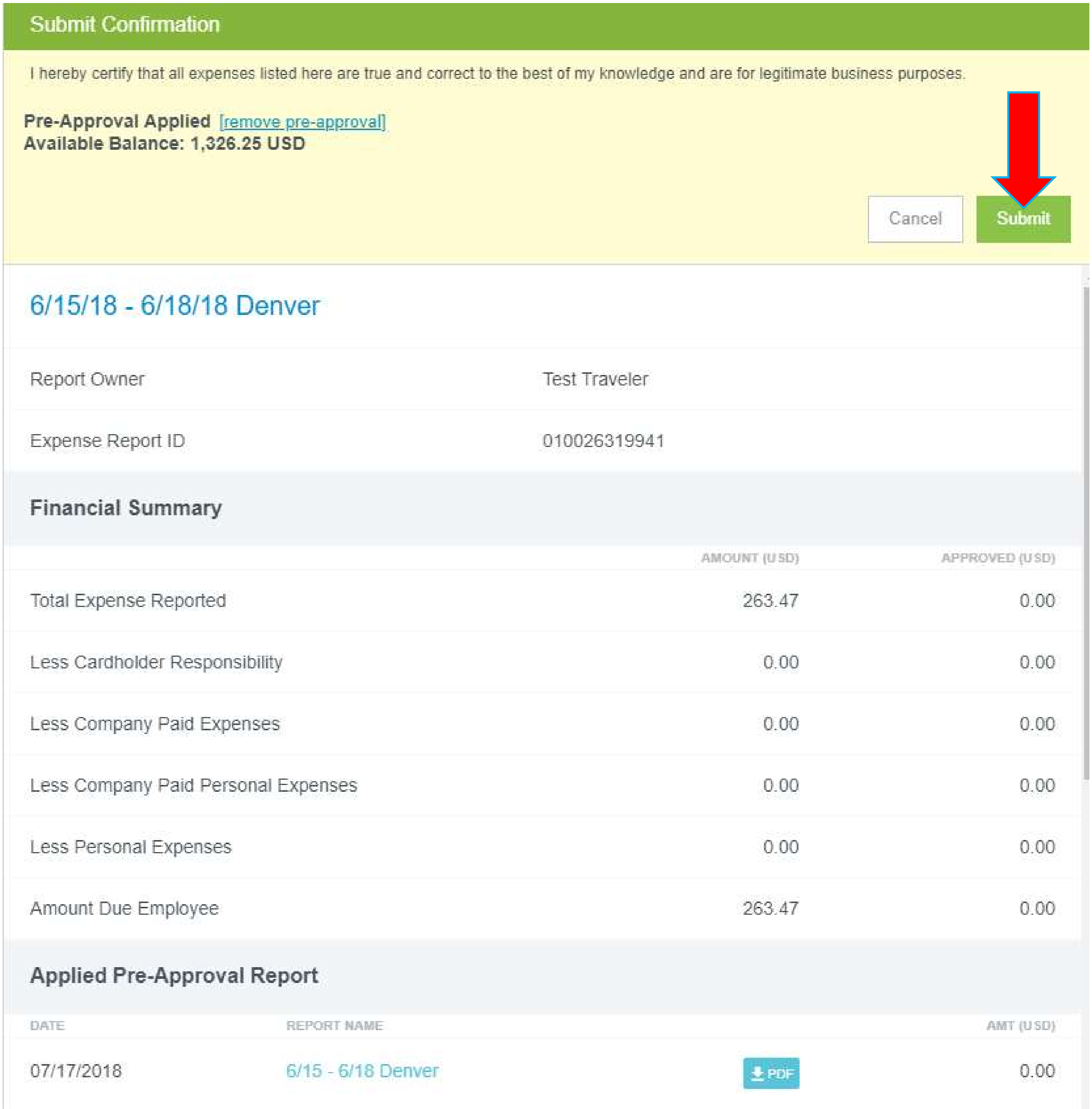



Click Select a pre-approval report to choose the pre-approval to tie to, and click Apply.



You can then perform a final review of all information on the right-hand side before clicking Submit again:



Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

**Pre-Approval Applied** [remove pre-approval]
**Available Balance: 1,326.25 USD**

Cancel Submit

## 6/15/18 - 6/18/18 Denver

| | |
|---|---|
| Report Owner | Test Traveler |
| Expense Report ID | 010026319941 |

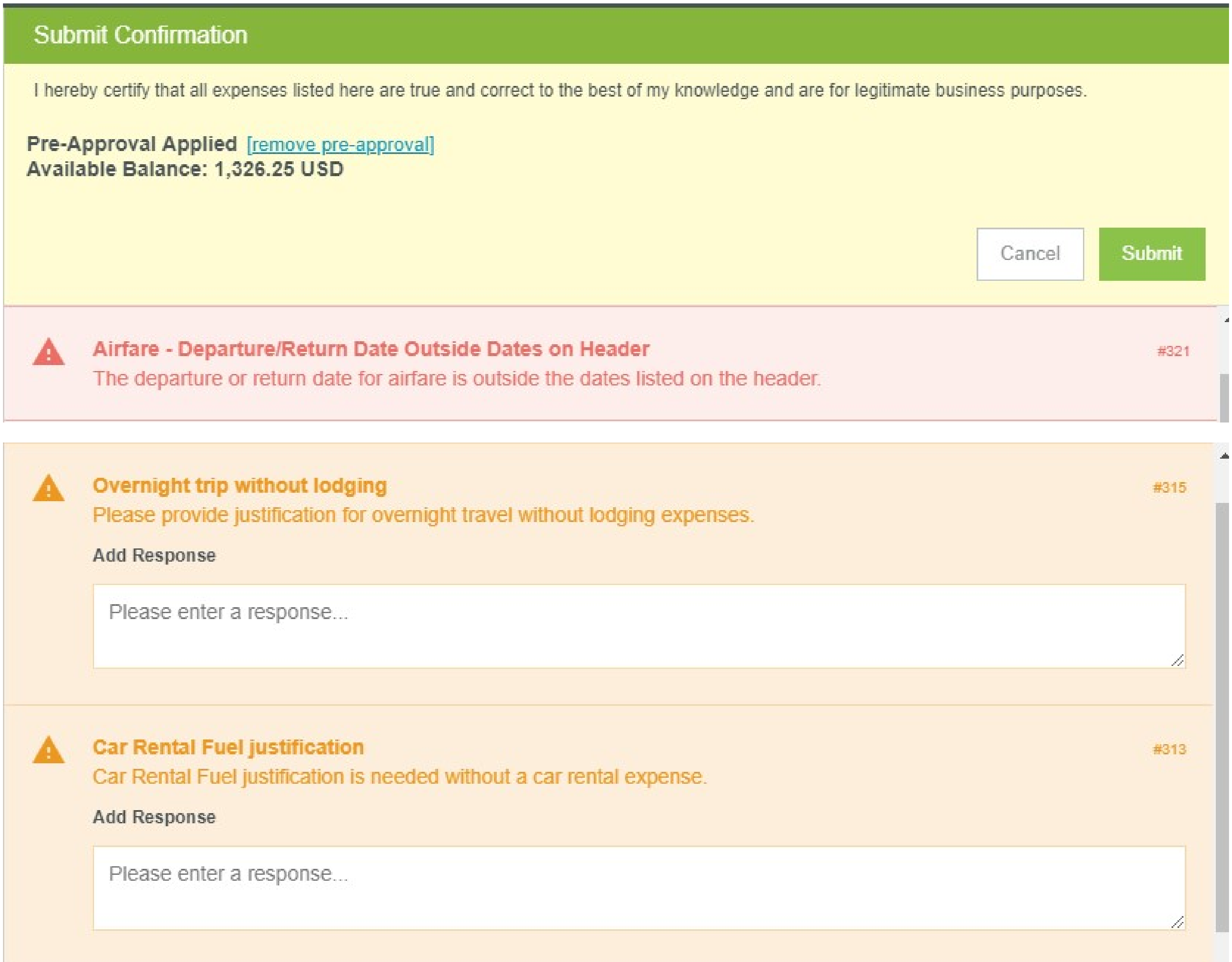
### Financial Summary

| | AMOUNT (USD) | APPROVED (USD) |
|---|---|---|
| Total Expense Reported | 263.47 | 0.00 |
| Less Cardholder Responsibility | 0.00 | 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 | 263.47 | 0.00 |

### Applied Pre-Approval Report

| DATE | REPORT NAME | | AMT (USD) |
|---|---|---|---|
| 07/17/2018 | 6/15 - 6/18 Denver | PDF | 0.00 |

At that point, you may see a compliance warning, violation, or both:




- Warnings are in orange font; you must either correct the expense or enter information validating the expense to proceed with submission.
- Violations are in red font; you must correct the expense before you can proceed.

To correct the expense, click Cancel.

For the violation above, we can click on the Report Description to see what values were entered at the header. We can then click the expense type itself, click Edit, make the appropriate adjustments, and click Save:

**HEADER:**

## Expenses For Test Traveler

| | |
|---|---|
| Report Name | 6/15/18 - 6/18/18 Denver |
| Pay Me In | USD - US Dollars |
| Business Purpose | Conference |
| Business Trip Start | 06/15/2018 |
| Business Trip End | 06/18/2018 |
| Travel Type | Domestic |
| City, State | Denver, CO |
| Does this trip include personal travel? | ☐ |

**EXPENSE:**

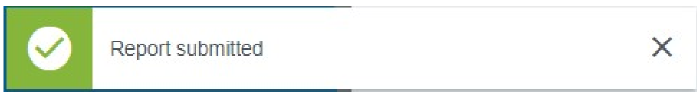
## Airfare

| | |
|---|---|
| Date | 07/17/2018 |
| Spent | 263.47 USD |
| Departure Date | 06/14/2018 |
| Return Date | 06/18/2018 |
| Airline | Southwest |
| Air Class Flown | Economy |
| Was this reserved through Egencia? | Yes |

For the warnings above, we can:

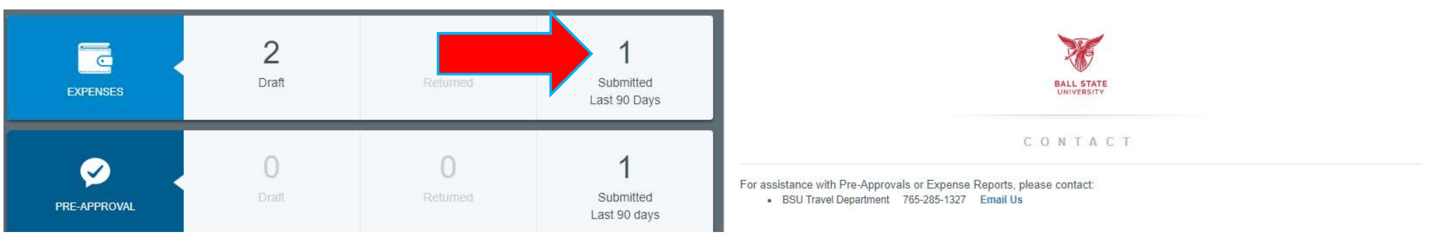
- Lodging - either add lodging (if applicable) or explain where the traveler stayed while traveling
- Car rental fuel – either add corresponding car rental expenses or explain why only fuel is requested

Be sure your allocations are still correct before attempting to Submit again. The screen below will appear if the report was submitted successfully:

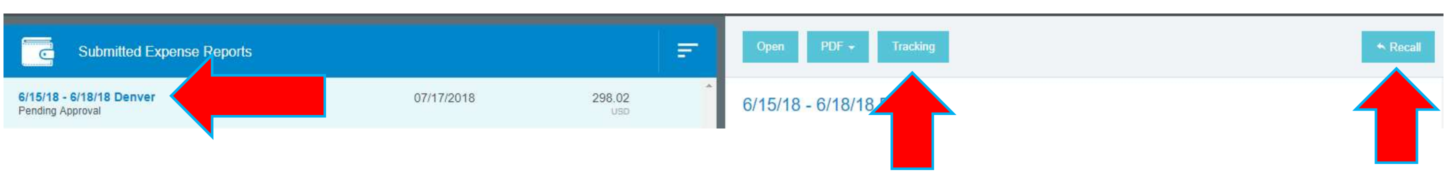



To track or recall a submitted document, click the ChromeRiver logo to be taken back to the home screen.

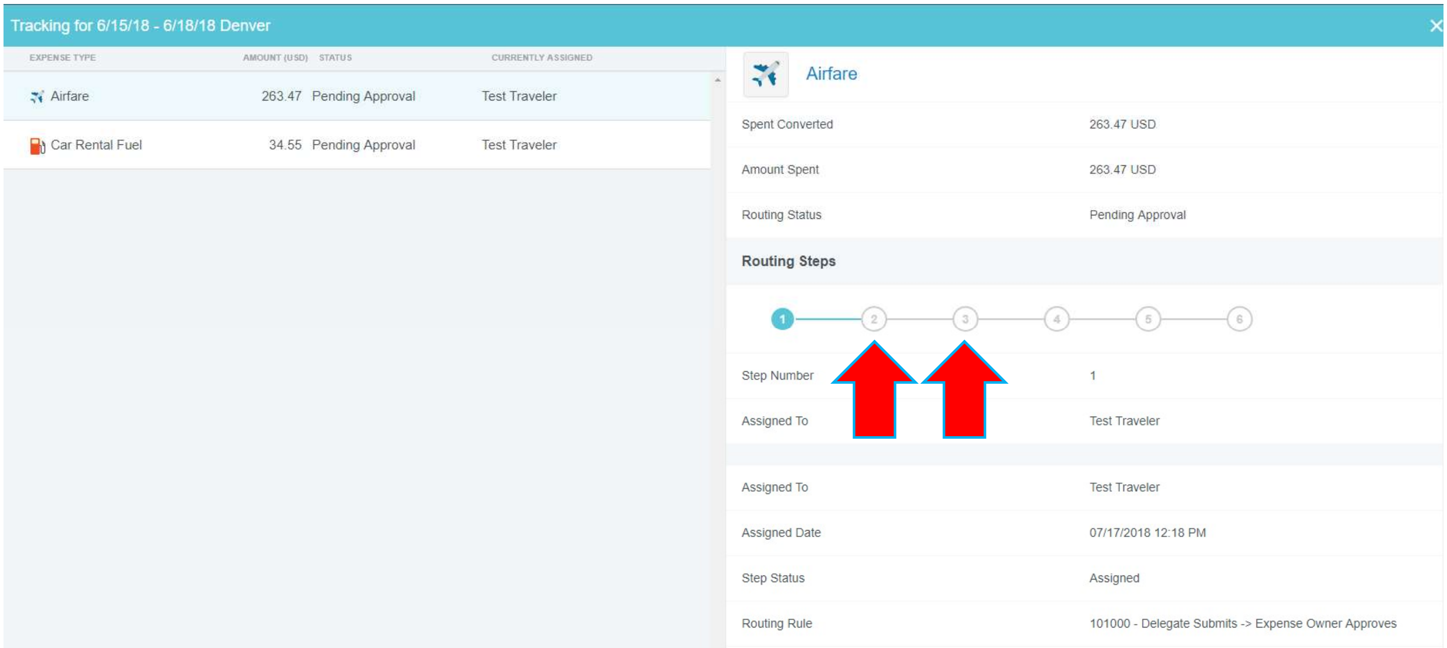

Click Submitted in the Expenses section:




From there, click the appropriate report on the left. Click Tracking to see whose approval the report is pending, or click Recall to remove the document from workflow approvals and place the document back in draft status.



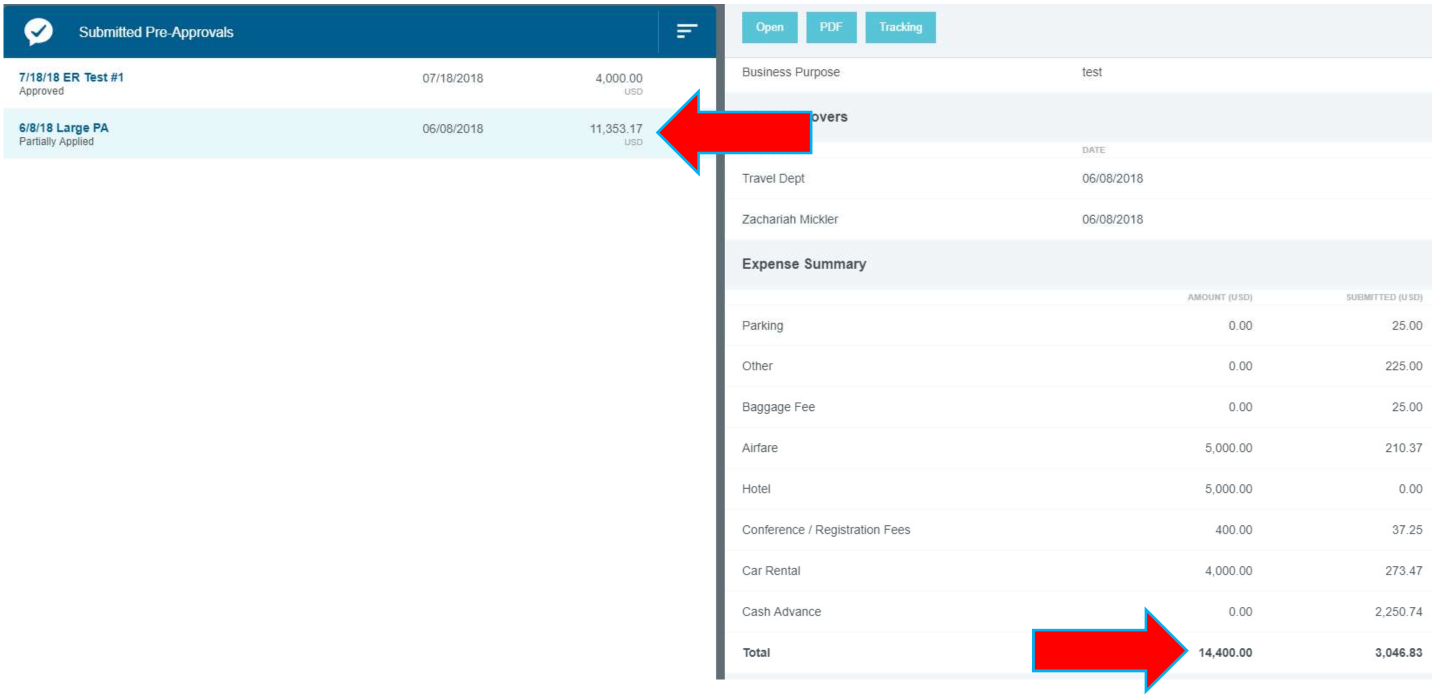

For tracking, click individual expense items to see where the report will be routed for approval. You can click the numbers in the document workflow to see all current and future steps. Note that all steps are listed, even ones which automatically approve (steps where the submitter is the traveler, steps to ensure travelers are not paid until all expenses on the report are approved, etc.).




## Pre-Approval Amounts & Routing/Workflow Information

Pre-approval amounts are reduced by any expense reports that have been submitted or approved, but not expense reports in draft status. When the total amount of all submitted or approved expense reports exceeds the pre-approval amount, the pre-approval becomes used/expired, and no future expense reports can be submitted against it. This is why the amount displayed for a given pre-approval may be less than what the original amount was submitted for – the amount which appears when reviewing pre-approvals is the remaining balance of that pre-approval.

Click the pre-approval and then scroll down on the right pane to see what the original amount was and what has been applied against it.




The routing for expense reports is (always approves, approves if applicable):