



Five Steps to Create and Submit Chrome River Expense Reports

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STEP 1: Select Your Traveler

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

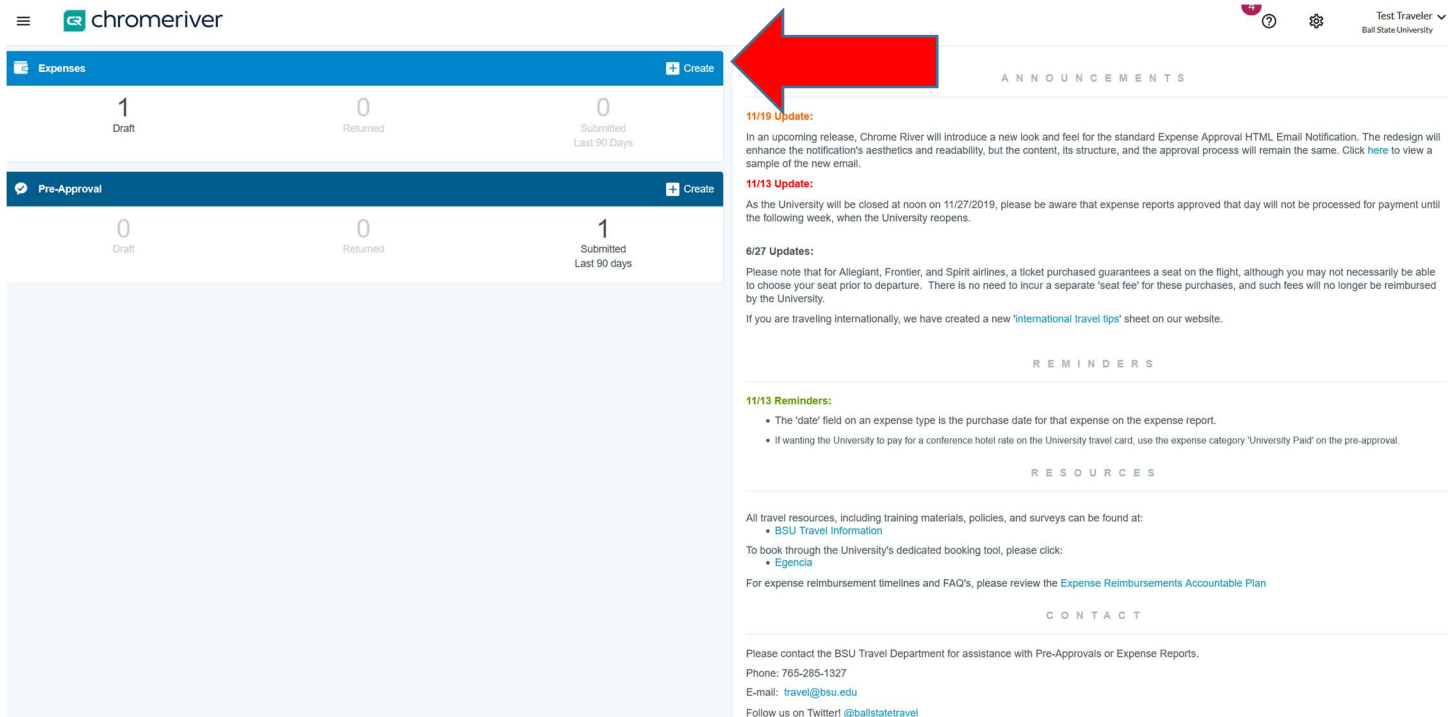
The screenshot shows the Chrome River application interface. In the top right corner, the user's name 'Samantha Rowe' is displayed next to a dropdown menu. A red arrow points to this menu, which is open, showing options: 'Select Another User', 'Account Settings', and 'Logout'. The main dashboard area shows two sections: 'Expenses' and 'Pre-Approval'. Each section has a 'Create' button and a table of counts for 'Draft', 'Returned', and 'Submitted' items. The 'Expenses' section shows 6 Draft, 1 Returned, and 0 Submitted items. The 'Pre-Approval' section shows 12 Draft, 1 Returned, and 0 Submitted items. The bottom of the page has an 'ANNOUNCEMENTS' section with a notice about COVID-19 travel standards.

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

The 'Select Another User' dialog box is shown. It has a search bar at the top with the placeholder text 'Search for Name'. Below the search bar is a list of users. Each user entry includes the user's name, their Ball State ID#, and their title. The users listed are: Aaliyah Hunt (900976978 STUDENT), Aaliyah Kearney (901039543 STUDENT), and Aaliyah Scheuermann (901161019 STUDENT). The dialog box has a close button (X) in the top right corner.

STEP 2: Complete the Header

Click **Create** next to the plus sign:



The screenshot shows the Chrome River interface. At the top, there's a navigation bar with the Chrome River logo and a 'Test Traveler' dropdown. Below this, there are two main sections: 'Expenses' and 'Pre-Approval'. Each section has a 'Create' button with a plus sign. The 'Expenses' section shows 1 Draft, 0 Returned, and 0 Submitted (Last 90 Days). The 'Pre-Approval' section shows 0 Draft, 0 Returned, and 1 Submitted (Last 90 Days). A red arrow points to the 'Create' button in the Expenses section. To the right of the main content area, there are sections for 'ANNOUNCEMENTS', 'REMINDERS', 'RESOURCES', and 'CONTACT'.

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:

4

?

⚙️

Test Traveler ▼
Ball State University

CancelSave

Expenses For Test Traveler

Import from Pre-Approval
Optional

IMPORT PRE-APPROVAL

Report Name

Pay Me In

USD - US Dollars ▼

Business Purpose

Business Trip Start

📅

Business Trip End

📅

Travel Type

-- Select -- ▼

Does this trip include personal travel?

☐

Import Pre-Approval



Select a pre-approval report



REPORT NAME	ORIGINAL AMT	REMAINING
6/15 - 6/18 Denver	1,326.25USD	1,326.25USD

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:

Travel Type	Domestic ▼
City, State	las vegas
Does this trip include personal travel?	<div>Las Vegas, NM and vicinity</div> <div>Las Vegas, NV and vicinity</div> <div>North Las Vegas, NV and vicinity</div>

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

International City Destination(s)	London
Country	United Kin
Does this trip include	United Kingdom

- 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**.

Cancel

Save

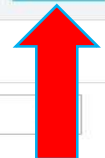
Expenses For Test Traveler

Report Name	6/15 - 6/18 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?	<input type="checkbox"/>

Pre-Approval Expense Summary

Pre-Approval Report Applied
 X 6/15 - 6/18 Denver

	REMAINING (USD)	SPENT (USD)
Airfare	500.00	0.00
Hotel	600.00	0.00



ENTER EXPENSES MANUALLY

Enter the header data:

Cancel

Save



Expenses For Test Traveler

Import from Pre-Approval
Optional

IMPORT PRE-APPROVAL

Report Name

6/15 - 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?

☐

- **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:

Travel Type

Domestic

City, State

las vegas |

Does this trip include
personal travel?

Las Vegas, NM and vicinity

Las Vegas, NV and vicinity

North Las Vegas, NV and vicinity

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

International City Destination(s)	London
Country	United Kin
Does this trip include	United Kingdom

- 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:


6/15 - 6/18 Denver					
0 Comments		0 Attachments			
DATE	EXPENSE	SPENT	PAY ME		
Mon 06/04/2018	 Miscellaneous - Other	1,000.00 USD	1,000.00		
Mon 06/04/2018	 Hotel	1,000.00 USD	0.00		
Mon 06/04/2018	 Conference / Registration Fees	3,000.00 USD	3,000.00		
Mon 06/04/2018	 Car Rental	5,000.00 USD	5,000.00		
Mon 06/04/2018	 Airfare	5,000.00 USD	5,000.00		


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.

Images

Edit

Delete

 **Personal mileage - set rates**

 **Data entry validation.**
This line item could not be processed automatically. Please complete the data entry.

#PX01

Date

06/18/2018

Spent

62.25 USD

Destination

Indianapolis (Airport) - 150

Allocation


320650-110010


1014-1
RECOFF

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

Cancel

Save

 **Personal mileage - set rates**


 **Data entry validation.**
This line item could not be processed automatically. Please complete the data entry.

1

Date below should coincide with dates on header.

Date

06/18/2018



Spent

62.25

USD

Destination

Indianapolis (Airport) - 150

▼

Allocation

320650-110010 1014- 1

RECOFF

←

Expenses For
Test Traveler

≡

+

6/15 - 6/18 Denver

0 Comments


0 Attachments

DATE


EXPENSE

SPENT

PAY ME




Mon
06/18/2018

 Personal mileage - set rates

62.25
USD

62.25



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**:

The screenshot shows the ChromeRiver interface for managing travel expenses. On the left, a list of expense types is shown, with 'Meals - Per Diem' selected. On the right, the details for 'Meals - Per Diem' are displayed, including the date (08/10/2022), estimated amount (51.75 USD), description (Testing), and location (Indianapolis-Marion County, Indiana (IN), United States). Below these details, there are checkboxes for deductibles: Breakfast, Lunch, Dinner, Travel Day (checked), and Additional Deduction. In the top right corner, there are 'Delete' and 'Edit' buttons. A large red arrow points to the 'Delete' button.

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.



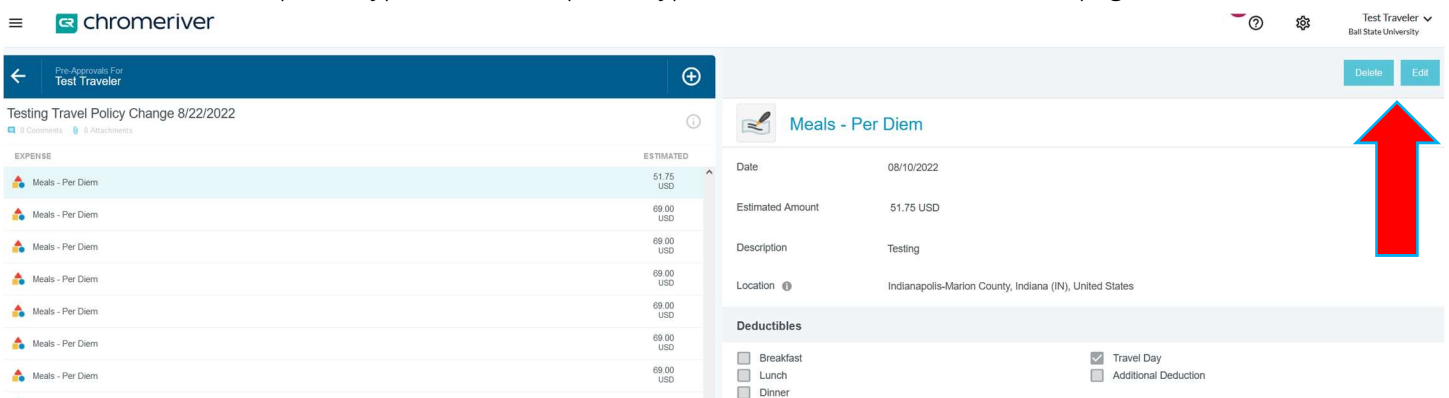
Notes concerning certain expenses:

- 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>.

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**:



Testing Travel Policy Change 8/22/2022

EXPENSE	ESTIMATED
Meals - Per Diem	51.75 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	69.00 USD

Meals - Per Diem

Date: 08/10/2022

Estimated Amount: 51.75 USD

Description: Testing

Location: Indianapolis-Marion County, Indiana (IN), United States

Deductibles

☐ Breakfast ☒ Travel Day

☐ Lunch ☐ Additional Deduction

☐ Dinner

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.

chromeriver

Test Traveler
Ball State University

Testing Travel Policy Change 8/22/2022

EXPENSE

ESTIMATED

Meals - Per Diem	51.75 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	69.00 USD
Meals - Per Diem	69.00 USD
Hotel	2,000.00 USD
Miscage - Personal Vehicle	93.75 USD

Business Purpose

Testing

Travel Type

Domestic

City, State

Indianapolis, IN and vicinity

Does this trip include personal travel?

☐

Allocations

Split Equally

Clear Splits

X

100100-100010 2006- 1

50.00 %

1,409.13

1CLASS

X

120066-171070 2002- 1

50.00 %

1,409.12

1CLASS

100.00 %

2,818.25

+ Add Allocation

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.

Comments (0)

Add Comment

Post

Attachments (0)

Drag image here to upload

Upload Attachments

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:

Comments (0)

Add Comment

Post

Attachments (0)

Drag image here to upload

Add Attachments

From Receipt Gallery

Upload Attachments

When attachments are added, the images will appear under [Attachments](#).

Comments (0)

Add Comment

Post

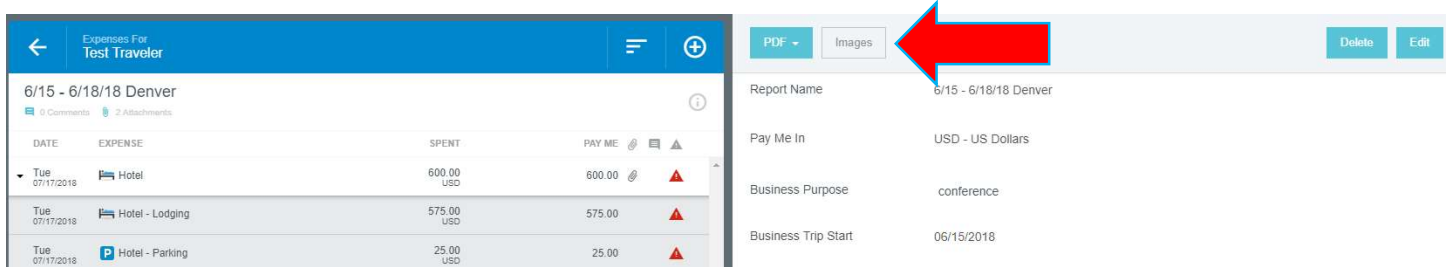
Attachments (2)

Drag image here to upload

Add 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:



Expenses For Test Traveler

6/15 - 6/18/18 Denver

DATE	EXPENSE	SPENT	PAY ME
Tue 07/17/2018	Hotel	600.00 USD	600.00
Tue 07/17/2018	Hotel - Lodging	575.00 USD	575.00
Tue 07/17/2018	Hotel - Parking	25.00 USD	25.00

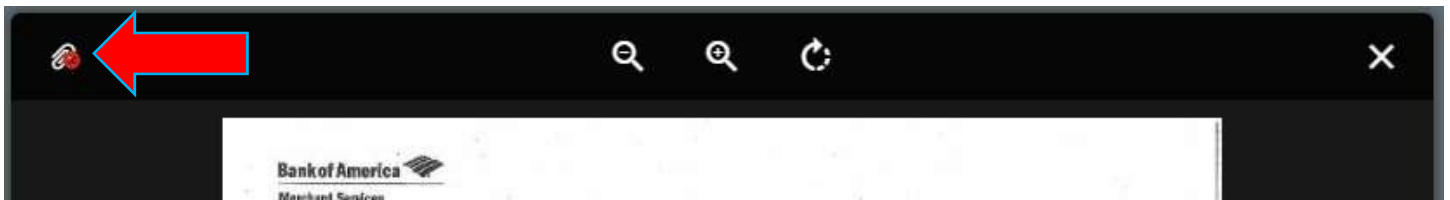
Report Name: 6/15 - 6/18/18 Denver

Pay Me In: USD - US Dollars

Business Purpose: conference

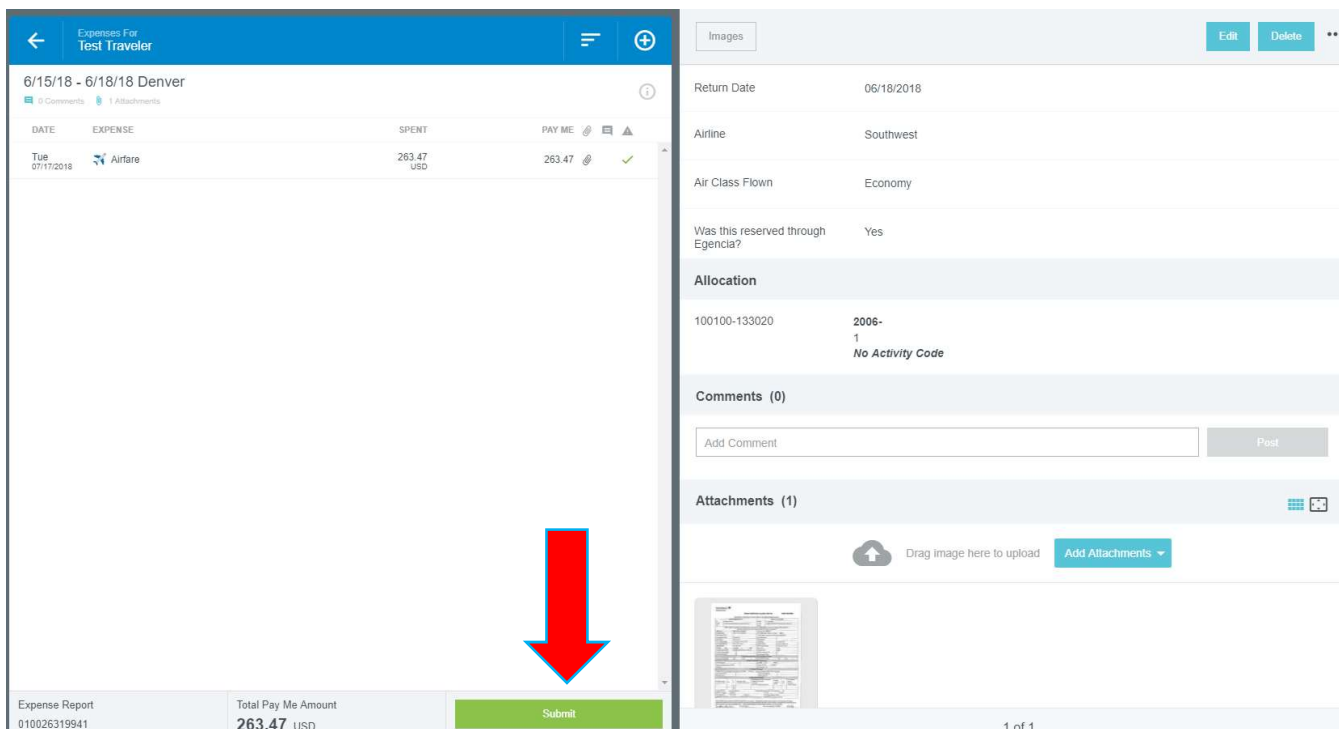
Business Trip Start: 06/15/2018

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](#):



Expenses For Test Traveler

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

DATE	EXPENSE	SPENT	PAY ME
Tue 07/17/2018	Airfare	263.47 USD	263.47

Expense Report: 010026319941

Total Pay Me Amount: 263.47 USD

[Submit](#)

Images

Return Date: 06/18/2018

Airline: Southwest

Air Class Flown: Economy

Was this reserved through Egencia?: Yes

Allocation

100100-133020 2006-1 No Activity Code

Comments (0)

Add Comment

Attachments (1)

Drag image here to upload

Add Attachments

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:

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.

Cancel

Pre-Approval

Submit

Click [Select a pre-approval report](#) to choose the pre-approval to tie to, and click [Apply](#).

Apply Pre-Approval

Select a pre-approval report

REPORT NAME	ORIGINAL AMT	REMAINING
6/15 - 6/18 Denver	1,326.25USD	1,326.25USD

Apply 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	0.00	263.47
Car Rental	0.00	34.55
Hotel	600.00	0.00
Meals - Per Diem	0.00	0.00
Parking	0.00	0.00
Personal mileage - set rates	0.00	0.00
Total	600.00	298.02

Allocations

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

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	Download PDF	0.00

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


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

 **Airfare - Departure/Return Date Outside Dates on Header** #321


The departure or return date for airfare is outside the dates listed on the header.

 **Overnight trip without lodging** #315

Please provide justification for overnight travel without lodging expenses.

Add Response

Please enter a response...

 **Car Rental Fuel justification** #313

Car Rental Fuel justification is needed without a car rental expense.

Add Response

Please enter a response...

- **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](#).

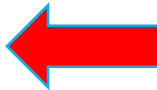
For the violation above, we can click on the Report Description to see what values were entered at the header. We can then click the expense type itself, click [Edit](#), make the appropriate adjustments, and click [Save](#):

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?	<input type="checkbox"/>

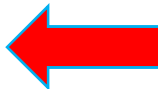


EXPENSE:



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

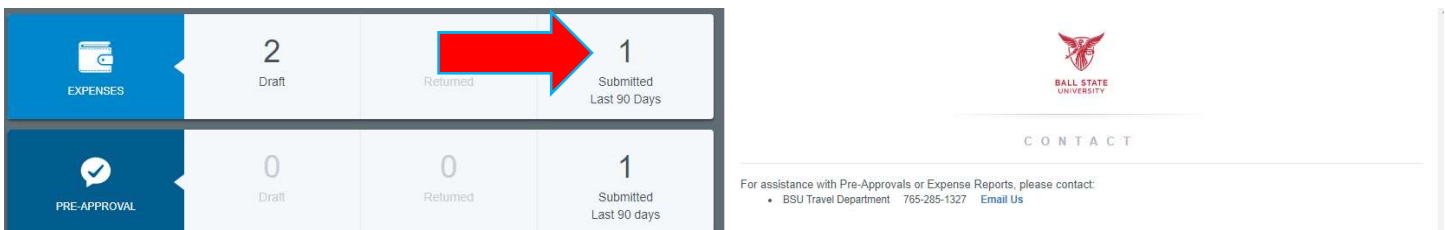
Be sure your allocations are still correct before attempting to **Submit** again. The screen below will appear if the report was submitted successfully:



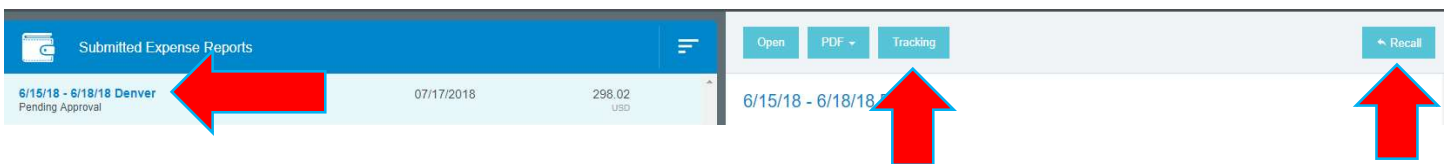
To track or recall a submitted document, click the **ChromeRiver** logo to be taken back to the home screen.



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.).

Tracking for 6/15/18 - 6/18/18 Denver

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Airfare	263.47	Pending Approval	Test Traveler
Car Rental Fuel	34.55	Pending Approval	Test Traveler

Airfare

Spent Converted

263.47 USD

Amount Spent

263.47 USD

Routing Status

Pending Approval

Routing Steps

1

2

3

4

5

6

Step Number

1

Assigned To

Test Traveler

Assigned To

Test Traveler

Assigned Date

07/17/2018 12:18 PM

Step Status

Assigned

Routing Rule

101000 - Delegate Submits -> Expense Owner Approves

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.

