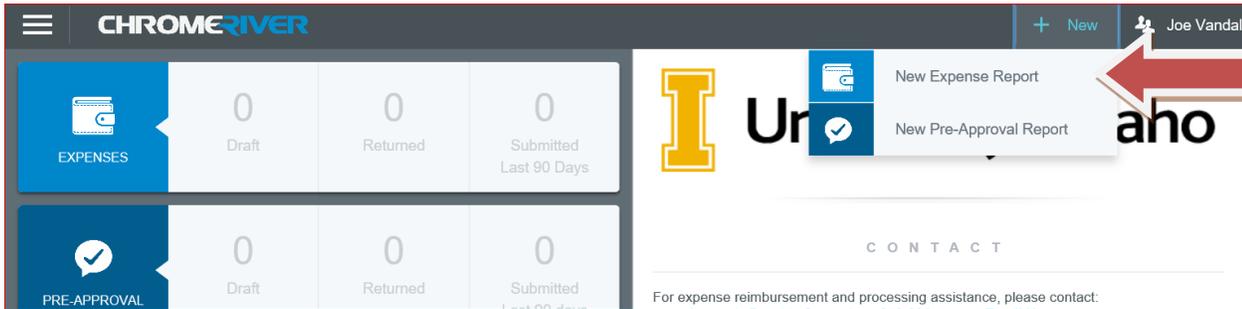


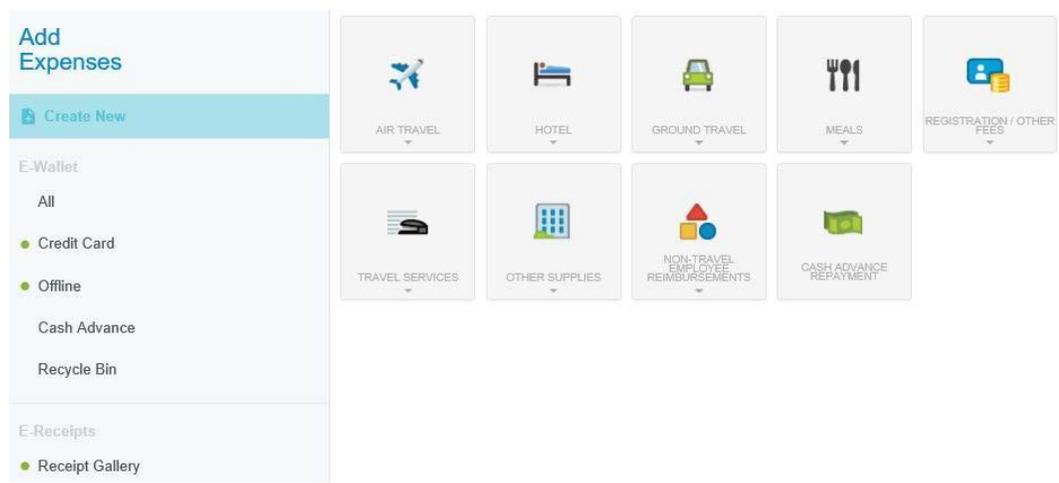
1. In Vandal Web, click on the Chrome River travel channel link.
2. Log into Chrome River.
3. From the Dashboard, in the upper right corner, click the + **NEW** button.
4. From the drop down menu, select **New Expense Report**.



5. Enter the following:
 - a. Select **Import Pre-Approval**, select from the drop down list then select **Import**.
 - b. Report Name. Use the corresponding **Pre-Approval Report** name.
 - c. Pay Me In. This is automatically pre-determined.
 - d. Report Type
 - i. **Employee Travel**
 - ii. Non-travel expenses
 - e. Travel Type
 - i. In-State Travel
 - ii. Out-State Travel
 - iii. International Travel
 - f. Include Start Date of Jan 1, 2019 and End Date Jan 31, 2019 using the calendar icons.
 - g. Business Purpose. The business-related reason for the trip.
 - h. GL Approver – Select the individual from the drop down who is responsible for verifying index information.
6. Click **Save** in the upper right corner.

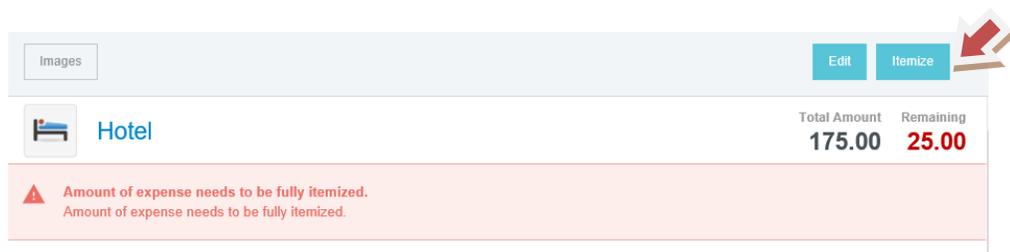
The screenshot shows the 'Expenses For Joe Vandal' form. At the top right, there are 'Cancel' and 'Save' buttons. The form has a header 'Expenses For Joe Vandal' and a sub-header 'Import from Pre-Approval' with a button labeled 'IMPORT PRE-APPROVAL'. Below this, there are several fields: 'Report Name' (text input), 'Pay Me In' (dropdown menu showing 'USD - US Dollars'), 'Report Type' (dropdown menu showing '-- Select --'), 'Travel Type' (dropdown menu showing '-- Select --'), 'Start Date' (calendar icon), 'Depart Time' (dropdown menu showing '-- Select --'), 'Days' (input field showing '0'), 'End Date' (calendar icon), 'Arrival Time' (dropdown menu showing '-- Select --'), 'Personal Travel Start' (calendar icon), 'Personal Travel End' (calendar icon), 'Business Purpose' (text input), 'Add Another Location' (checkbox), 'Does this include personal travel?' (checkbox), and 'GL Approver' (dropdown menu showing '-- Select --').

7. The **Add Expenses** screen will slide in from the right. Select expenses from Receipt Gallery, Credit Card, and/or add manually.
 - a. To access expenses from Receipt Gallery, you will need to attach receipt images and upload them into your Receipt Gallery from your mobile device, email, and/or computer.
 - i. Take a photo of the receipt with your mobile device and email to receipts@ca1.chromeriver.com.
 - ii. The “From” email address must be your UI email.
 - iii. The “Subject” should be the amount of the expense with no symbols. If you neglect entering an amount, the amount will be \$0.00 with the expense appears.
 - iv. The “Body” may contain the description of the expense, which will appear in the Description section of the expense report.
 - v. Attach the receipt photo. Only JPG, PDF, PNG, and TIFF files of up to 10MB can be accepted.
 - vi. Click on **Receipt Gallery** and select the receipts to **Add** to the expense report, or upload manually.
8. If a purchasing card was used, pcard expenses will automatically import into Chrome River. Click on **Credit Card**, and select which expenses to **Add** to the expense report.
9. To manually add an expense (i.e. mileage or per diem), choose from the major category list of Expense icons provided. Most will have subcategories, as indicated by the small down arrow under the header.



10. Enter the required information based on the type of expense and include any information that would be helpful for all authorized approvers and the Travel Office.
11. For Per Diem meals, a Per Diem Wizard Icon is available. The Per Diem Wizard icon allows you to enter and adjust meals for multiple days simultaneously.
 - a. A list of all the meals will appear on the right side. Click on the day(s) and check with meals you *do not* need and it will be reduced from per diem. When finished, click **Add to Report**.

NOTE: You will need to itemize expenses into its various expense types and reconcile the total bill with the detailed entries.



12. Assign the expense to the appropriate Index. As you type, a list will prefill. Use the mouse to scroll down and left click to select the index where funds are to be expensed. You may split indexes by clicking **Add Banner Index**.

Banner Index

646998-120948 646-07GAX-- Purchasing Card

Leave Activity Code blank

Use default Location Code from Index

+ Add Banner Index

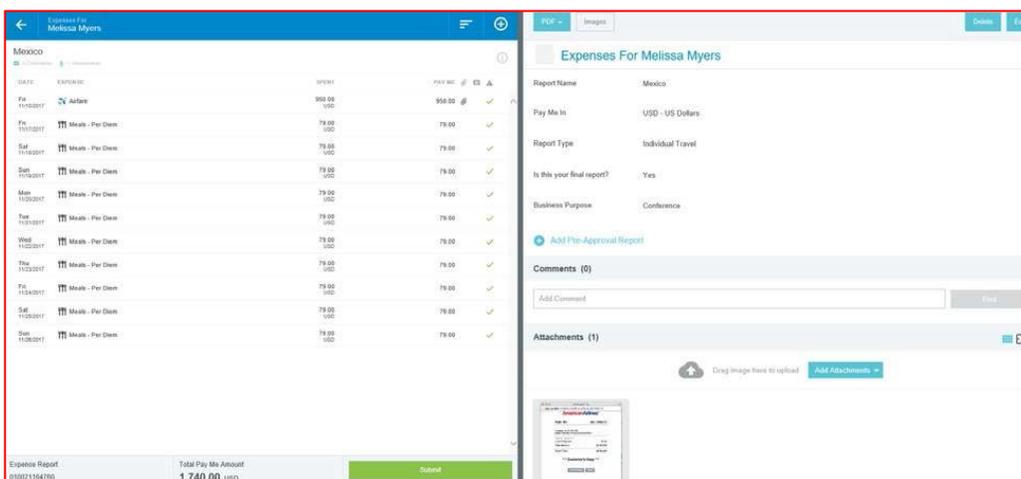
13. From the drop down menu, select the correct Activity Code.

- a. For those **Indexes that do not include Activity Codes** select: LEAVE – it will leave the Activity Code Blank.
- b. For those **Indexes that do not include a Location Code**: select: Leave – it will leave the Location Code Blank.
- c. For those **Indexes that include a Location Code** select: Use default Location Code from Index – it will default the location within the Index.

14. If a cash advance was requested and approved for the Pre-Approval report, click on **Cash Advance** and select the cash advance amount to **Add** to the expense report. By clicking on the Advanced date under the Cash Advance, it will give you the Pre-Approval it is associated with.

NOTE: A green dot next to a category indicates that there are unused items or receipts available

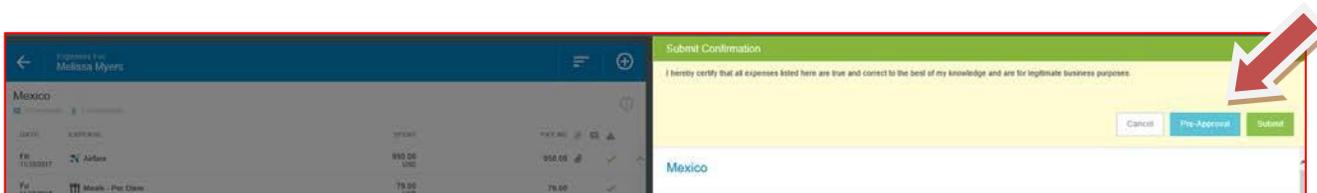
15. When all information and expenditures have been added, click **Submit** at the bottom.



16. An overview of the trip and information will appear on the right side. Scroll down and review the information for accuracy, enter comments, and/or upload attachments (i.e. conference agenda).

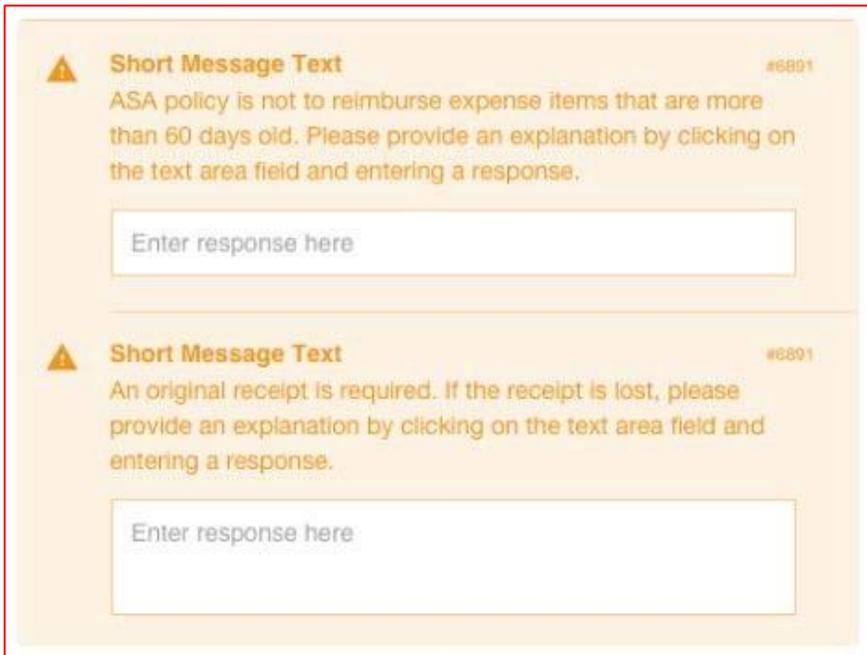
17. To upload attachments, you can drag and drop or Browse File to Attach.

NOTE: You will be required to apply the Pre-Approval report for the Expense report you are submitting for reimbursement.



18. Click **Submit** in the upper right corner.

19. If there are any issues, with the report, warnings and violations will be given and will need to be corrected before submitting for approval.
- a. Warnings indicate that additional information is required before submitting the report for approval. Respond by either modifying the data or replying to the warning.
 - i. If a reply is required, tap **Enter Response** in the message bar and enter a reply.
 - ii. Enter **Save** to update and close warning message.



- b. Violations indicate that the expense cannot be submitted for approval based on the Travel policies and will need to be corrected before submitting for approval.
 - i. If an error occurs, the **Submit** button will be deactivated and you will be required to make any necessary changes before continuing.

