



University  
of Idaho

# CHROME RIVER

A SEM FINANCE USER GUIDE

# OVERVIEW

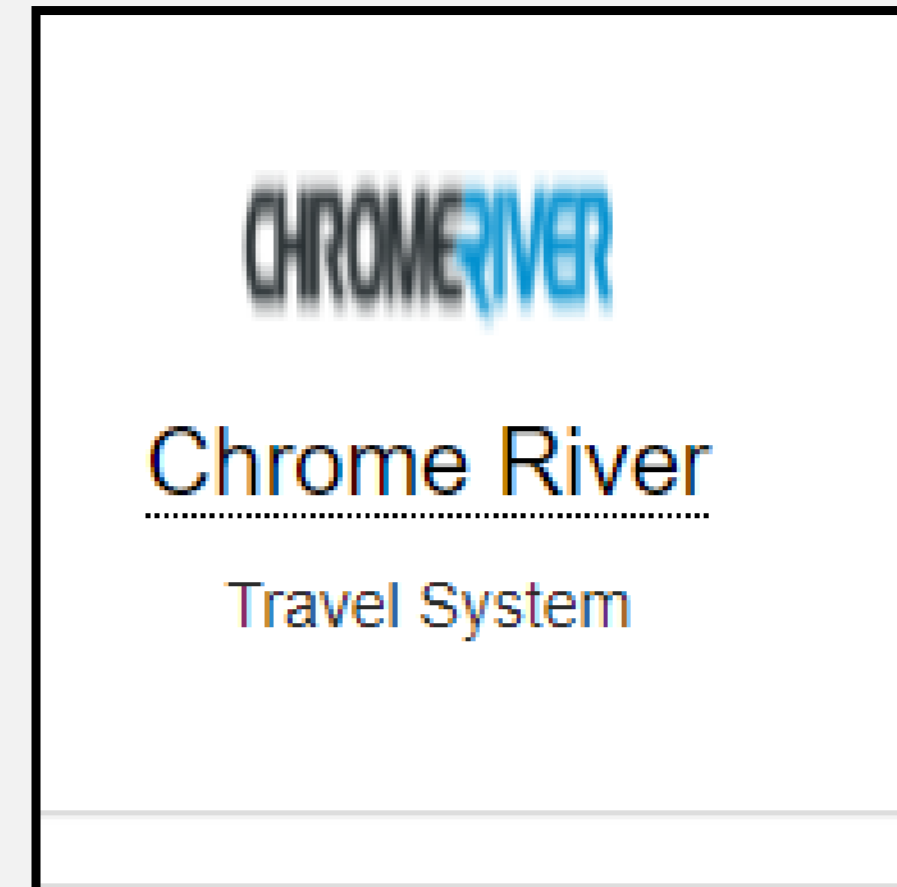
Chrome River is the tool we use to interact with our Pcard transactions, as well as any personal reimbursements.

The Pcard is used for Travel related expenses and small dollar transactions. If you are unsure on how to use your Pcard, please refer to the Purchasing card Training Manual, Pcard Policy, or ask your SEM finance team for assistance.

When in doubt, please ask – don't guess.

- Manual: <https://www.uidaho.edu/finance/controller/accounts-payable/purchasing-card>
- Policy APM 75.37: <https://www.uidaho.edu/governance/policy/policies/apm/75/37>
- SEM Finance: [sem-admin@uidaho.edu](mailto:sem-admin@uidaho.edu)

# CHROME RIVER (CR)

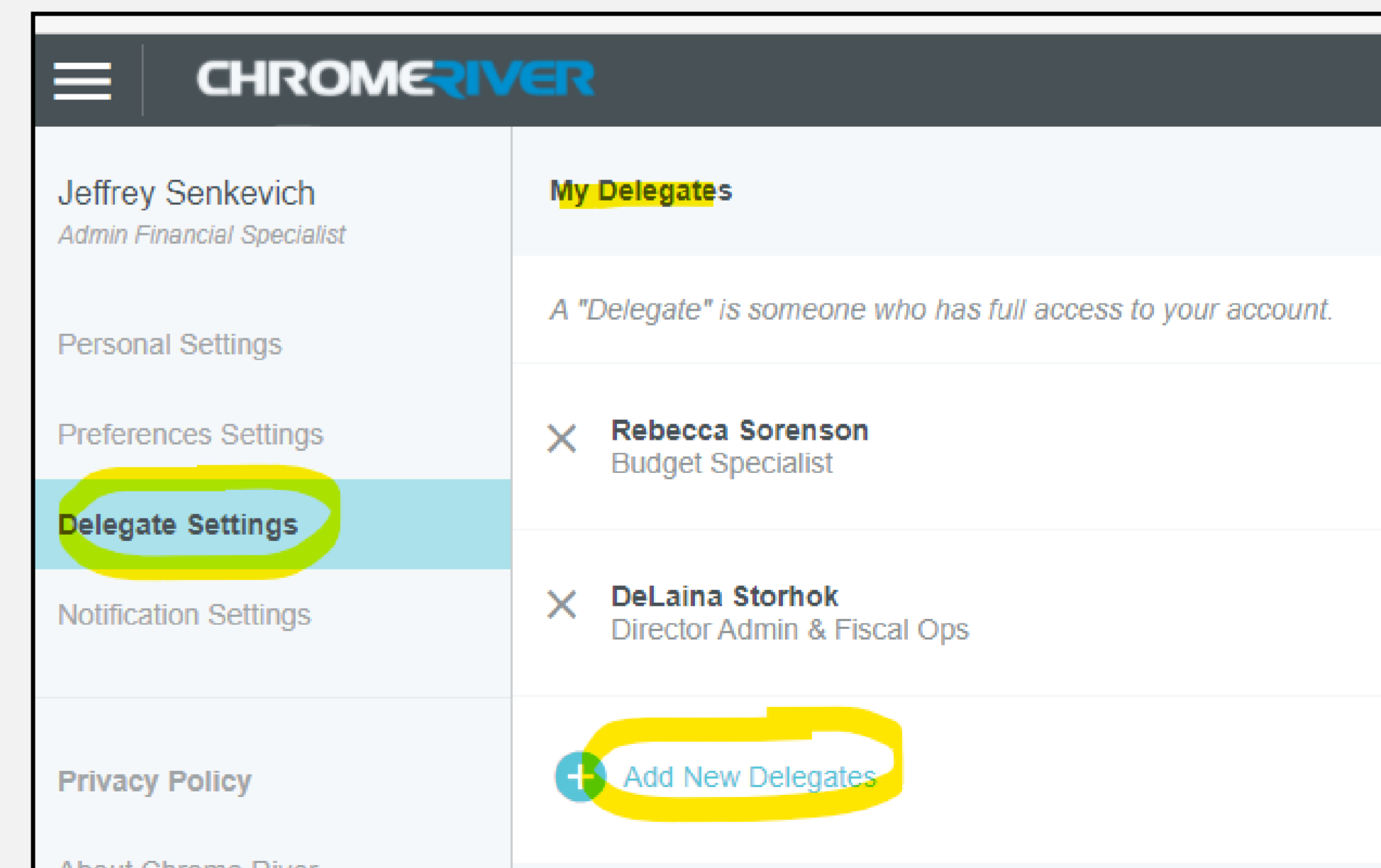


CR is accessed through the Enterprise Applications page

- <http://banner.uidaho.edu/>

In CR, ensure to set your local SEM finance team member as a Delegate.

- Go to the top right corner, click on your name, go to settings. On the left, look under “Delegate Settings”, then under “My Delegates”, use the “add new delegates” button, and then type the name in. When it pops up, click on it to add the name to the list.
- Check the final slide of this deck for the name of the SEM finance team member who oversees your dept.
- This enables us to go into your account and assist you with any reports.



# TRAVEL PRE-APPROVAL

Before you go on any UI official travel related business, you need to submit a travel pre-approval report in CR, and have it approved. This shows that you are authorized to be traveling on behalf of the university.

All travel pre-approval reports need to be submitted and fully approved BEFORE you depart or begin making any travel related purchases.

- Allow a minimum of 72 business hours for this process. More if you can.
- Travel pre-approval reports submitted late (i.e. after travel has begun) will get automatically kicked up to the next level supervisor for review in CR.

In order to be covered by university insurance in case anything occurs while you are on your trip, you must have a pre-approval in place. If an accident occurs while you do not have a pre-approval in place, you may not be covered.

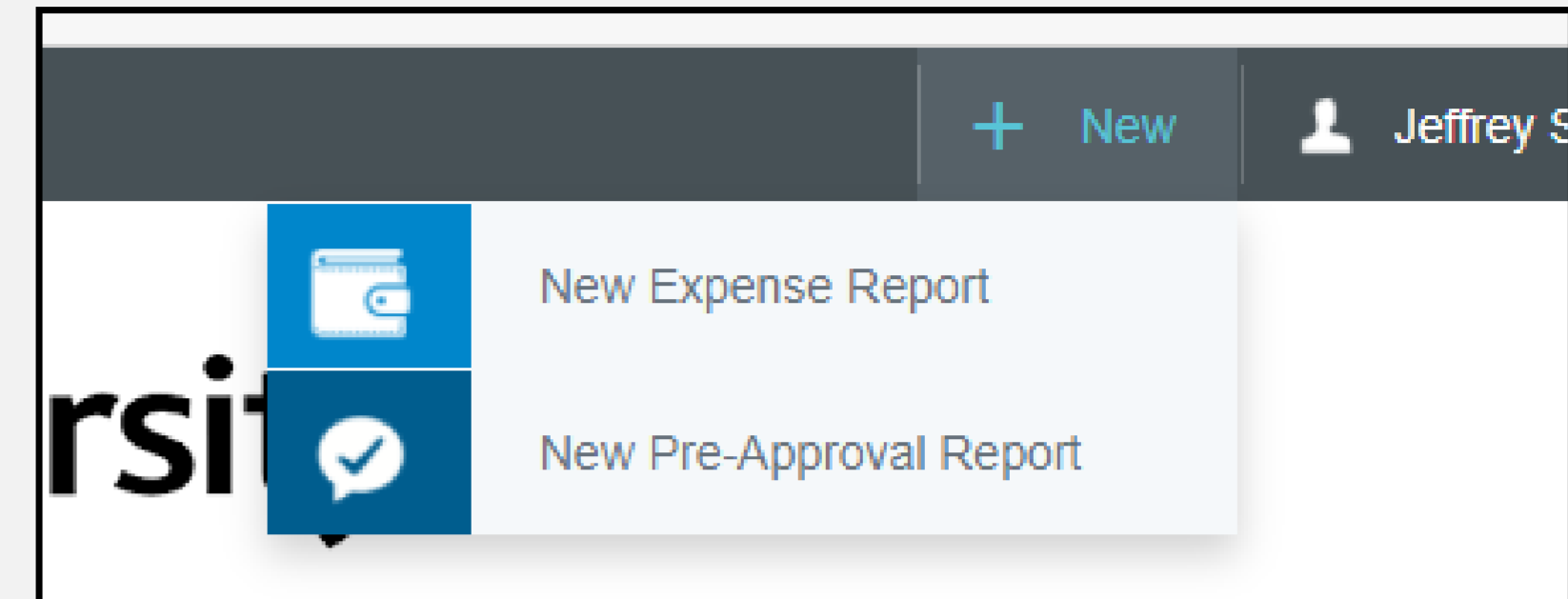
# TRAVEL PRE-APPROVAL

## BLANKET PRE-APPROVALS

Pre-approvals can be done for a singular trip, or they can be for a set period of time – known as a blanket pre-approval. This would cover all travel expenses made during that period. The length of the period depends somewhat on how often you travel. The more often you travel, the smaller the period should be.

- Some recruiters travel regionally quite a bit and we have allowed them to create a blanket pre-approval for travel for 1 month at a time. That way all of their regional travel expenses can be on that pre-approval, and they don't have to have a pre-approval for each trip they take.
- Rental cars cannot be added to blanket pre-approvals and will need its own pre-approval report and expense report to be submitted separately.
- If you decide to do a blanket pre-approval, please note that in the Expense Report you do later - you will need to attach a small note in the comments section on each transaction that identifies the purpose of that transaction. A simple sentence that states where you are going and why is highly recommended.

# TRAVEL PRE-APPROVAL REPORT – HOW TO



To start a new Pre-Approval report, go to the top right corner of CR, and click on the “+ New” button. Then click on “New Pre-Approval Report”.

Report name should contain a brief description of what event it is for, and it is often helpful to include the action, location, and/or what time frame it covers, if you travel frequently.

- Blanket pre-approval names should always indicate the period they are for.
- Report names no longer use “TR” or “NT” so please omit those from the name.

All pre-approval reports are travel based. You should never attempt to do a preapproval report for non-travel expenses.

■ Moscow: New Student-Move In
000351855
■ Recruitment Events July: September
000335369
■ PNACAC GWI Conference
000330139
■ Training in Moscow
000329704
■ PNACAC Super Conference
000325125



# TRAVEL PRE-APPROVAL

## REPORT – HOW TO (CONT.)

In the report, enter the start and end dates travel will occur between.

**Purpose** – please add a short sentence or two about what you are doing, where, and why. Limited character space so be brief, but not overly generic. Text should apply to all transactions in the report.

Business Purpose

Summer conference for hispanic/spanish speaking parents and students, held in Jerome, ID.

- If you are based in a location outside of Moscow, ID, then it is recommended that you point out where you are based out of here. This is because AP will not be aware of your location and any travel will look confusing to them as it will not start with Moscow as the origin, so they may assume a mistake has been made.

Indicate travel type (i.e. In-state vs. Out). Please never use “Non-Travel” as all pre-approvals are travel based.

- If you are based in a location outside of Idaho, it helps to understand that CR always thinks everyone is based in ID. Therefore, you need to choose “In-State” whenever you travel in Idaho, otherwise no Idaho cities will come up when you attempt to choose the “In-state Destination” field. ID locations will not come up for “Out of State Destination”. Add notes to help clarify.

# TRAVEL PRE-APPROVAL

## REPORT – HOW TO (CONT.)

If you will be going to more than 1 location, click on the “Add Another Location” button. After you choose a city in the first destination box, another can then be added in the next box. You can repeat this process or as many locations as you will go to.

You can omit the Depart and Arrival times.

GL Approver will be your local SEM Finance team member. Type the name in and then select it once it appears below.

- Check the final slide of this deck for the name of the SEM finance team member who oversees your dept.

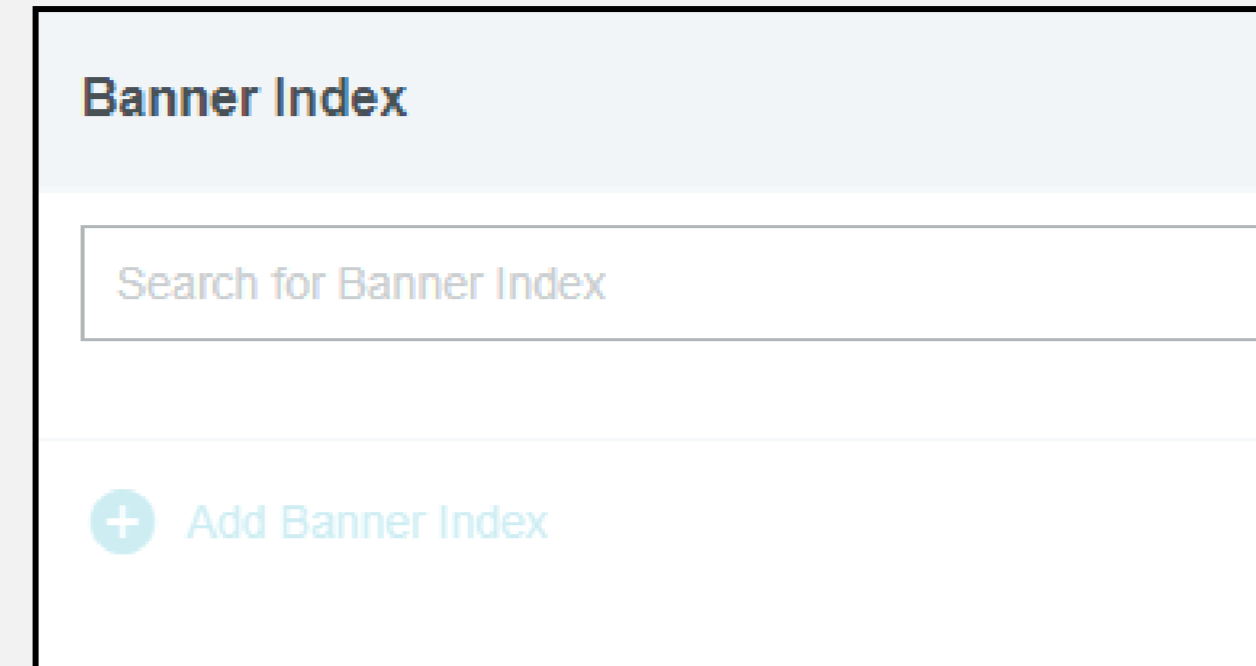
Ensure to get special permission ahead of time if alcohol will be purchased in any way. Have documentation proving so ready to be provided.

- By policy, alcohol may not be purchased on the Pcard.

Cash Advance requests are not encouraged, please speak to your SEM finance team member.



# TRAVEL PRE-APPROVAL REPORT – HOW TO (CONT.)



The screenshot shows a web interface titled "Banner Index". It features a search input field with the placeholder text "Search for Banner Index". Below the search field is a blue plus icon followed by the text "Add Banner Index".

**Banner Index** – get an index number, activity code (if applicable), and location code (if applicable) from your local SEM Finance team member. Type the 6-digit index # in the first field, then click on what pops up underneath. Activity/Location will then come up.

- If no activity code, choose that line and type in “*leav*” and then choose “Leave Activity Code blank”.
- If you do have a code, type in the 6-digit alpha-numeric code and then choose it when it shows up underneath.
- If no location code, click on the field and choose the top choice “Leave Location Code blank”.

You can split charges between multiple indexes if need be. Once you have added your first index in full, click on the blue plus button “Add Banner Index”. You can then add as many additional indexes as you need.

- If you add more than 1 index, you will need to indicate what amount OR percent (do one or the other, but not both) of the report goes to each index. The total MUST come out to 100% of the total costs.

Once the index info is added, review the entire report for accuracy, then save it. Next, we will add line items to the report.

# TRAVEL PRE-APPROVAL

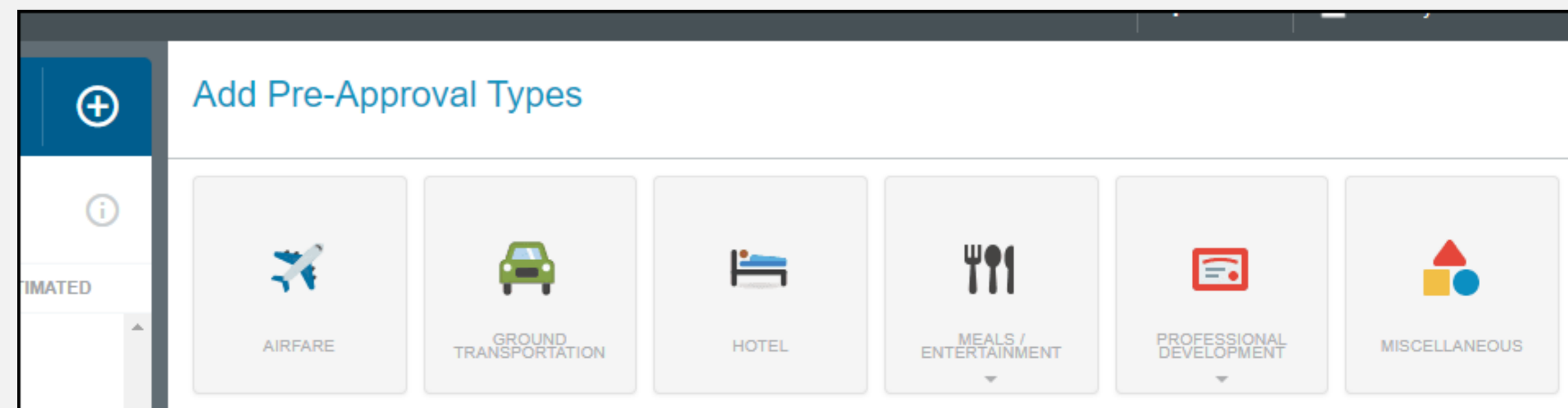
## ADDING LINE ITEMS

Once the pre-approval report is setup, that is only the shell into which we now need to add line-item expense estimations.

Click on your Pre-Approval report. Should be listed on left side. Then use the “open” button on the right side. Then use the “+” sign (slightly to the left) to add an expense lines to the report.

Chose the appropriate commodity category – Airfare, Ground Transportation (i.e. car rentals, mileage, and things like Taxi/Uber), Hotel, Meals/per diems, Professional Development (i.e. registrations), and Miscellaneous.

- When doing blanket reports, it is okay to put everything under one “Miscellaneous” line with a single amount.
- Reminder that renting a car is not allowed in a blanket report.





# TRAVEL PRE-APPROVAL

## ADDING LINE ITEMS (CONT.)

Once you choose a commodity, you then add an amount and a description.

When adding amounts, use your best guess if you do not have quotes ahead of time. The amount should be overestimated for more than the actual amount needed. The goal is to add about a 20% buffer to any amounts. Try to allow the possibility of “if things go wrong”. What if you need an extra night in the hotel? An unexpected taxi ride? Another day of per diems? Increase your request to account for these possibilities. It is not recommended to add amounts to the report at the exact amount you were quoted.

Please do not exceed the estimated figure by very large amounts though. We want to be at least in the ballpark.

EXPENSE	ESTIMATED
 Hotel	500.00 USD
 Ground Transportation	500.00 USD
 Miscellaneous	500.00 USD



# TRAVEL PRE-APPROVAL

## ADDING LINE ITEMS (CONT.)

Blanket Reports can continually be used for the time period they are set to cover, provided there is still an amount left to use in it. As you apply pre-approval reports to your expense reports, it will automatically remove the expense amount from the pre-approval total amount. That will be shown to you as you do your expense reports (i.e. Remaining Balance amount). Once your blanket pre-approval hits zero, it can no longer be used, and a new pre-approval report must be done for any further expense reports to be processed. It is okay for the pre-approval remaining amount to hit zero (or over) within the one expense report it happens in.

- This is why it is important to allow for additional expenses in blanket pre-approval report amounts.

You can apply one pre-approval report to more than one expense report, whether it is a blanket or not, if it still has a balance and is applicable.

Once all lines are added to the pre-approval, review for accuracy, and then submit the report for approval.

Applied Pre-Approval Report		
DATE	REPORT NAME	AMT (USD)
06/22/2021	UIB July 9	191.80
Remaining Balance		29.20

# TRAVEL NOTES



Ensure your Pre-Approval report has been fully approved before you start making expenses towards it or traveling.

All expenses incurred while in Travel Status are considered travel expenses, even if not directly considered a travel related expense.

- i.e. Conference Registrations while traveling are considered travel expenses, however if you were to pay for a virtual conference that had no travel, then it would no longer be a travel related expense.

Collect and keep all documentation for your travel report. Take pictures with your phone if need be. You can upload to CR using the SNAP app for android or iOS.

- Ensure what you get resembles a receipt and has main details: line-item description, date, amount, etc.

There is typically a 72-hour delay from Pcard use to the item showing up in CR.

Some commodities require extra documentation and notes. Ensure to look up the policy and contact the SEM finance team regarding those items before purchasing them, (i.e. gift cards, memberships, food for meetings, etc.).

If you have any questions or concerns, please reach out to the SEM Finance team

# TRAVEL NOTES

## CAR RENTALS

Our departments do quite a bit of car rentals, so here are some extra notes on how to handle these.

- You must have an approved Pre-Approval in place before you drive, or you are not covered by UI.
- Car rentals may not be included in any blanket pre-approval reports. They must be submitted separately. If the pre-approval is not a blanket, then it is okay.
- Enterprise is the main supplier and Hertz is the secondary. To setup a reservation, use the UI Travel-Transportation page
  - <https://www.uidaho.edu/finance/controller/accounts-payable/travel-services/transportation>
- When you sign your name on the rental agreement, also add "UI" to the end of the signature line
- For UI vehicles (includes car rentals), you are allowed a max of 8 hours a day drive time and need to take a 15 min break after every 2 hours of driving.
- Final receipt - Need a final receipt that shows itemized expenses (agreements from front-end of trip are not enough)

# TRAVEL NOTES



## CAR RENTALS (CONT.)

- Make sure all doc requirements are up to date - Driving Records request, Defensive Driving training class, and a signed VUA.
- Renting, on behalf of the University, a vehicle larger than a Standard size car requires a business justification. Prior approval is required along with the justification at the time of the Pre-Approval Requests.
- For UI vehicles (includes car rentals), you must have a copy of the University Auto Accident Kit (PDF file) on you at all times in case you get into an accident. Print one out and carry it with you.

- Can be found on:

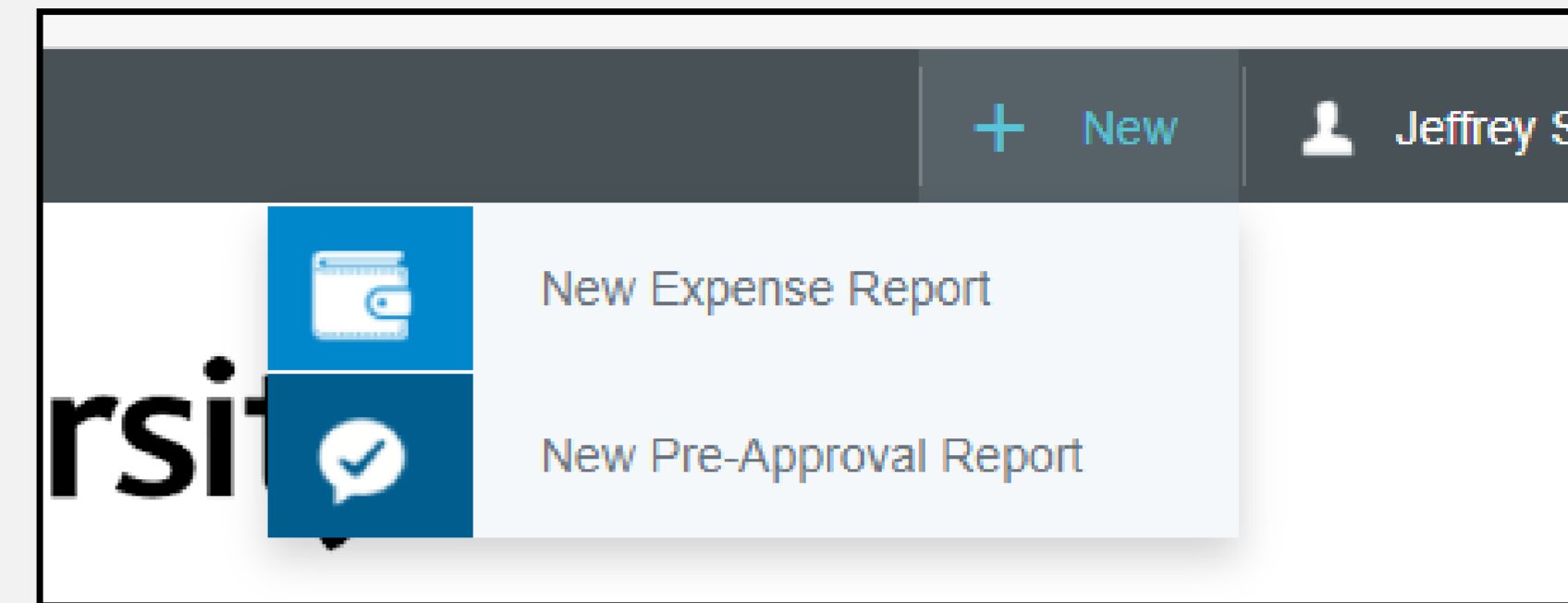
Risk Management page: <https://www.uidaho.edu/dfa/administrative-operations/business-services/risk-management>

Travel – Transportation Page: <https://www.uidaho.edu/finance/controller/accounts-payable/travel-services/transportation>

- Additional Driver Charges require a business justification. When you tell the Rental company about having more than 1 driver - if that results in additional charges, those charges are not reimbursable UNLESS they were covered by the pre-approval along with a justification statement as to why. Otherwise, the driver will be responsible for those charges.
- Each additional driver must also be up to date on all UI driving doc requirements.

# THE EXPENSE REPORT

## AFTER TRAVEL IS COMPLETED



Once you have completed your travel event, you will need to do an expense report in CR to account for all expenditures.

- UI is charged for the number of expense reports we do, so we try to lump as many charges together as we can. One expense report can hold many similar charges.
- About every 2 weeks is a good length of time for reports that contain – supply purchases, extensive travel, or anything else that is done or bought as the month goes. End a blanket report by the end of that month.

To do an Expense Report, go to the top right corner of CR, and click on the “+ New” button. Then click on “New Expense Report”.

Begin by clicking on the “Import from Pre-Approval” button and selecting the pre-approval report you had approved before you left.

**All travel reports should have an attached Pre-Approval report.** If this is missing, the report will be returned to you.

- The same pre-approval report can be attached to multiple expense reports, as long as there is still an available balance on it. The expense reports can be for portions of the pre-approval report.



# THE EXPENSE REPORT

## AFTER TRAVEL IS COMPLETED (CONT.)

Report name should contain a brief description of what the cost is for, and it is often helpful to include what time frame it covers if you purchase frequently.

Report Type is where you indicate if this is a Travel or Non-Travel report. What you choose will determine what options and codes are available for the remainder of the report. It is very important that this is correct.

- Only choose travel for expenses that are incurred while in travel status. Payment for a virtual conference would be a non-travel expense.
- If you have both travel and non-travel charges, you will need to do separate reports. Only travel charges should be on a travel type report, and vice versa.

The travel expense report is completed very similarly to how you did the pre-approval report, so use the same guidelines, as outlined earlier in this guide, for rest of it.

# THE EXPENSE REPORT

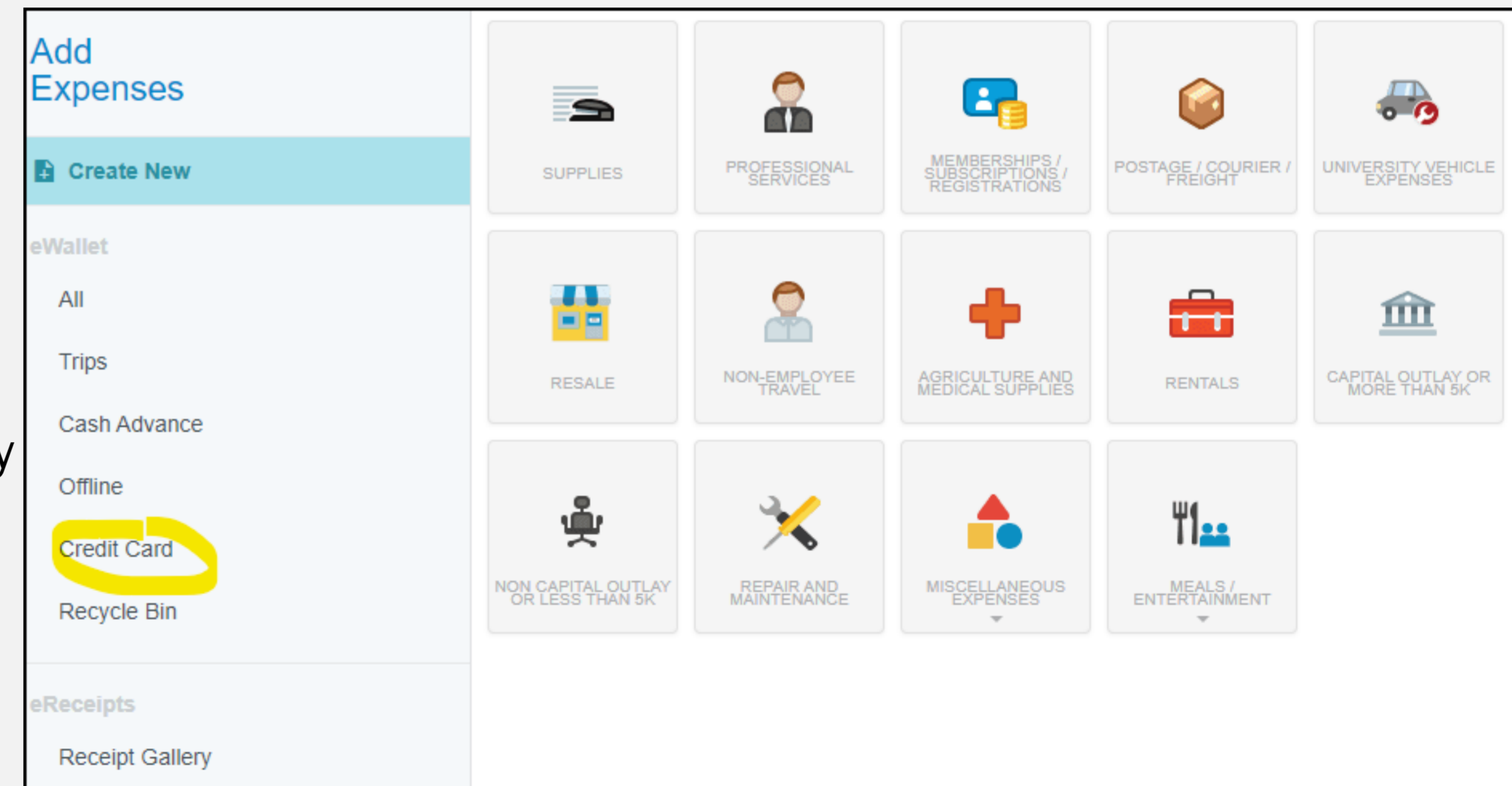
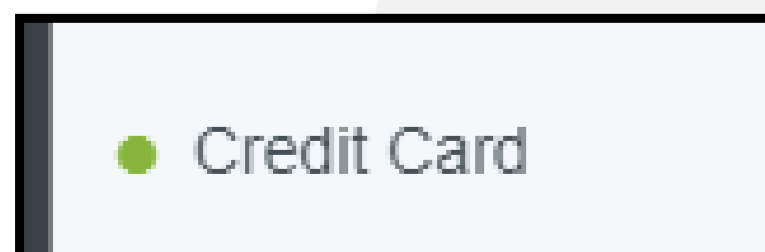
## ADDING LINE ITEMS

Just as in the pre-approval process, the expense report is just a shell to which you will now need to add transaction lines.

Click on your Expense report. Should be listed on left side. Then use the “open” button on the right side.

Use the “+” sign to add an expense lines to the report.

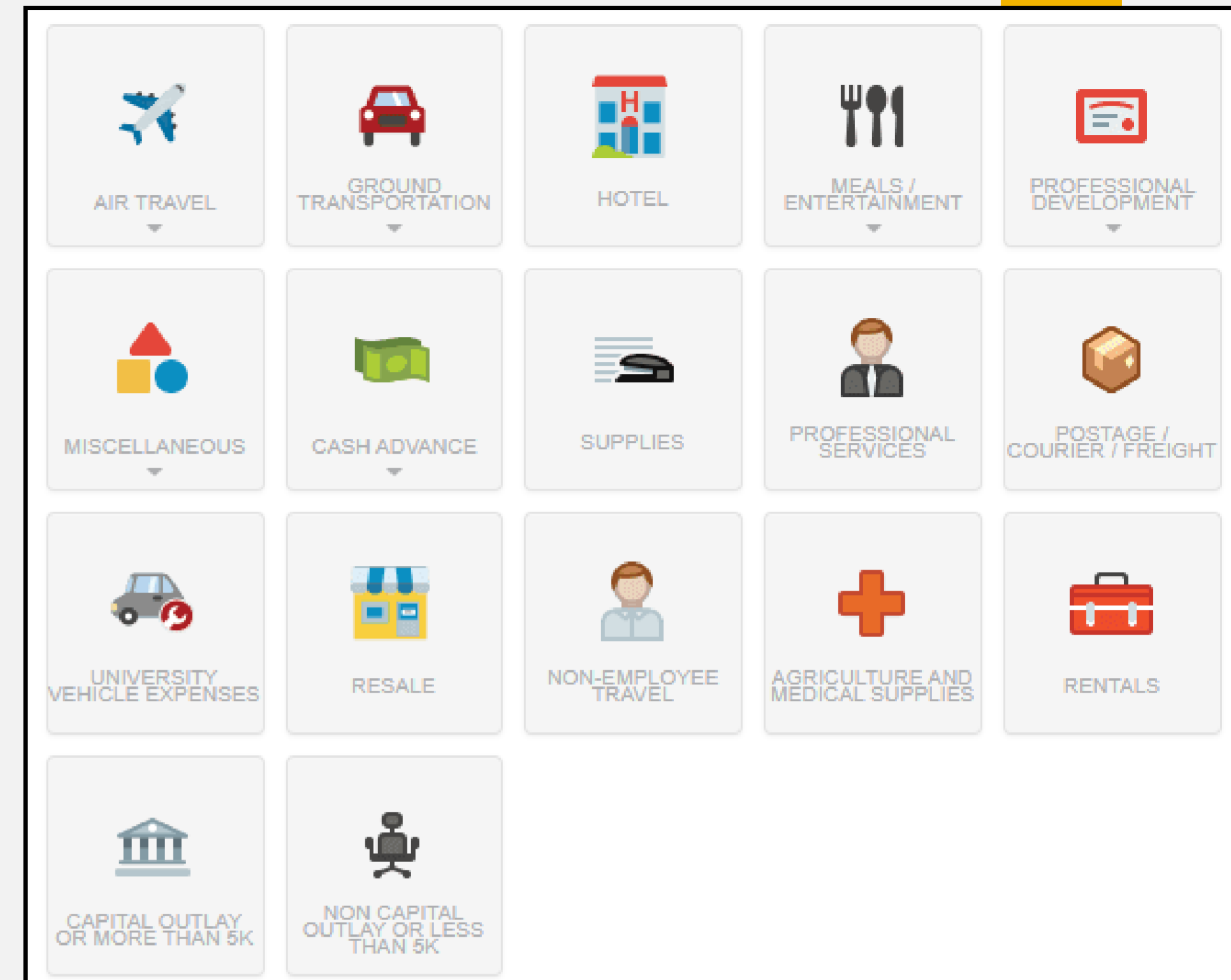
- Any expense made on the Pcard needs to wait until the transaction shows under the credit card section before you should add them to the report.
- All Pcard transactions should come into CR naturally as they are available. You will see a green dot next to “credit card”



# THE EXPENSE REPORT

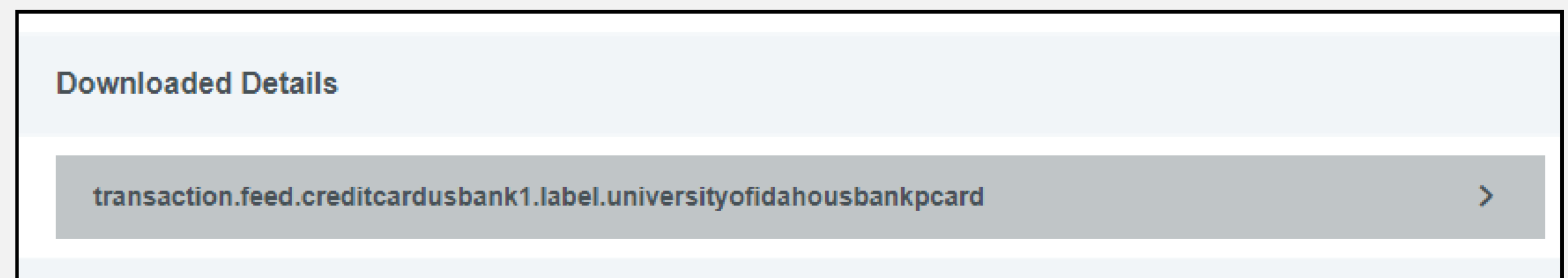
## ADDING LINE ITEMS (CONT.)

Once a Pcard transaction shows up under the credit card section, click on it and then add the commodity type. Chose a travel related type based on the panels available. It is important that this is as accurate as we can make it, but it is a subjective decision. Note that some badges have sub-categories, denoted by the grey down arrow underneath it.



- If you are unsure what to use, stop and contact your SEM finance rep. Please do not guess.
- Ensure to start in the credit card section, so that the card payment Downloaded Details (grey box) are carried into the line item of the report. If you add the expense line from elsewhere, the card info is omitted, and the report will get returned to you.

If you are submitting for a reimbursement (i.e. not a Pcard transaction), then use the “create new” button near the top, then select the proper commodity badge to begin the expense line (i.e. ground transportation – mileage).



# THE EXPENSE REPORT



## ADDING LINE ITEMS (CONT.)

Once you chose a commodity badge and add the expense line to the report, next you need to include the transaction details. The date only needs to be added when adding non-card reimbursement transactions. Pcard transactions should auto-fill this with the transaction date.

Description - include a detailed explanation. What is it, why did we purchase it, and who is it for? The more you explain here, the less likely you will have returned reports. Add any details you think may help. If any UI employees are involved beyond the report author, ensure to identify those employees by name here.

Then add the merchant's name in full (if this section appears). Please do not use abbreviations. Next, open the drop-down menu for the Account and chose the E-code that best applies. If you are unsure what Account to use, please contact your local SEM finance rep. Please do not guess.

- Different commodities will cause different questions to populate the transaction line.
- If you are unsure what Account to use, please contact your local SEM finance rep. Please do not guess.
- If you do not see the code you want to use, it is possible you have the wrong commodity selected. Try another commodity and see what is in that list or contact your local SEM finance rep for help.

# THE EXPENSE REPORT



## ADDING LINE ITEMS (CONT.)

Add index info as you did in the Pre-Approval report.

Add your documentation to the transaction it applies to. You can simply drag and drop the files onto the right side of the webpage or use the “Add Attachments” button to do it manually. Ensure they are legible pictures and not pixelated or blurry. Use PDF files (convert prior to attaching, if not a PDF).

- Add documentation to the line items, not the expense report shell. Remove anything that is not needed or accidentally added. Click on the image and use the red “X” in top left corner to remove it. Only 1 copy of each document should be added to the report.

Every transaction must have documentation. Try contacting the merchant and asking for it if you need a copy.

- If for any reason the merchant did not provide it, what was provided was grossly inadequate, or for any reason what you collected was lost or damaged – then you will need to fill out and attach an “Affidavit of Lost Receipt” form.
- Form: <https://www.uidaho.edu/finance/controller/accounts-payable/ap-forms> (under “other” near the bottom of the page)

# THE EXPENSE REPORT



## COMPLETING THE REPORT

Repeat the line-item process for each transaction that belongs in the same expense report. The report can remain unsubmitted in CR for you as you add additional items over time. You can submit it once all transaction for that trip have been added, or you have reached the end of your blanket period.

If you are unsure about anything in your report, contact your SEM rep. As a delegate on your account, we can log into CR as you and look at your report, and even make changes. This way we can fix things before they go through the system and get returned. If you need a lot of help, we can even assist in creating and submitting the report.

If you feel everything is in order and added, submit the report for approval. Use the green button at the bottom of the webpage.

- The submitted report goes to your supervisor, then SEM finance, and then it goes to AP. At any step along the way, one of those people may find something and return the report to you for correction along with notes as to why.
- If you have a question with why your report was returned by anyone, please email your SEM rep, who can then help with communications with any other parties. Putting notes in your CR report for AP will not be seen until the report has been finalized and approved by at least 3 people, so this is a much quicker and easier way to communicate.

# NON-TRAVEL NOTES

Receipts for supply orders need to show a “final” status on them (not “pending”). Do not print out online documentation until after the item has been delivered. Non-final documents will cause the report to get returned to you.

- i.e. Amazon orders need to show as “delivered” on the invoice you pull from the website under “your orders” (do not use the email they send you as the receipt). Use the “printer friendly” version of the invoice.

Any non-employee travel should be submitted as a non-travel expense report.

Most FedEx charges should be completed on a UI departmental account, which are typically linked to a SEM finance rep’s Pcard. Scan the airbill along with the type of doc being sent (i.e. transcript), last name, and Vandal # of who the package was sent on behalf of and send to your SEM rep. to include in CR.

Research a commodity you have never bought before you purchase/pay for it. Ensure you know what actions need to be taken, forms to fill out, info to be collected, and ask yourself if this commodity is the right fit for the task at hand.

- i.e. giving gifts out (gift cards versus tangible items as the gift).
- If you have any questions or concerns, please reach out to the SEM Finance team before you make the purchase.



# THANK YOU!

## Contact Info:

### SEM Finance Team

[sem-admin@uidaho.edu](mailto:sem-admin@uidaho.edu)

#### SEM oversight/mgmt.

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#### Advising/Academic

Support/Military

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#### Financial Aid/IPO

Valerie Hutchinson

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[vhutchinson@uidaho.edu](mailto:vhutchinson@uidaho.edu)

#### Career Services

OPEN

#### Admissions/Registrar

Jeff Senkevich

208-885-1189

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