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Introduction

Chrome River is an automated travel and expense management system that utilizes technology to streamline the travel process. Radford University travelers utilize Chrome River to request permission to travel, obtain approval, and request reimbursement for travel expenses. Chrome River is configured to ensure compliance with university and state travel policies and procedures. University Travel Policy is located on the Accounting Services website. The system provides user alerts and prompts to help navigate the various requirements. Electronic routing within Chrome River is designed to ensure that the proper approvals are obtained based on the purpose, type and exceptions entered by the traveler. Pre-approvals (PA’s) and Expense reports move electronically from one approver to the next and allow the traveler to know where their requests are in the approval flow. The system allows travelers to assign delegates who can enter requests on their behalf. Approvers can also assign approver delegates to act on their behalf in accordance with delegated authority.

The following page provides additional information regarding the travel process.

The Chrome River Process box displays the process at a very high level.

The Electronic Routing box provides a “road map” of the approval process for Pre-Approval and Expense reports.

Encumbrance Rules is a quick reference of what items are encumbered in Banner and provides a listing of University Paid expenses that are not encumbered but posted at the time of payment.

Business Process Information shows additional information needed to process certain expenses.
**Chrome River Process**

- **Pre-Approval**
  - **Traveler**: Delegate entered - Must be approved by traveler
  - **SPGM**: Fund code begins with F2
  - **Supervisor (Chair)**: Travel less than $500 AND no exceptions
  - **Division Approving Authority (Chair)**: Travel over $500 OR Business Meals OR Alternative Lodging OR 4 or More Travelers OR 150% Rate Requested OR International
  - **Travel Delegate Designee (Dean)**: Lodging exceeds standard AND/OR Business Meals
  - **Vice President (Provost)**: International Travel
  - **Controller**: International Travel
  - **President**: International Travel

- **Expense**
  - **Traveler**: Delegate entered - Must be approved by traveler
  - **Supervisor**: No Fund codes starting with F2 - Not needed if All F2 funds
  - **SPGM**: Fund code begins with F2
  - **Accounts Payable**: Final Approver

**Encumbrance Rules**

- **Reimbursable-Paid By Traveler**: Encumbered
- **University Paid Directly**: Not encumbered
- **Non Reimbursable-Personal Funds**: Not encumbered
- **Foundation Paid**: Not encumbered

**University Paid Expenses**

Enterprise car rentals, Airfare, and Registration

*Posts to Banner Funds at the time of payment*

**Electronic Routing**

**Pre-Approval**

- **Traveler**: Delegate entered - Must be approved by traveler
- **SPGM**: Fund code begins with F2
- **Supervisor (Chair)**: Travel less than $500 AND no exceptions
- **Division Approving Authority (Chair)**: Travel over $500 OR Business Meals OR Alternative Lodging OR 4 or More Travelers OR 150% Rate Requested OR International
- **Travel Delegate Designee (Dean)**: Lodging exceeds standard AND/OR Business Meals
- **Vice President (Provost)**: International Travel
- **Controller**: International Travel
- **President**: International Travel

**Expense**

- **Traveler**: Delegate entered - Must be approved by traveler
- **Supervisor**: No Fund codes starting with F2 - Not needed if All F2 funds
- **SPGM**: Fund code begins with F2
- **Accounts Payable**: Final Approver

**Business Process Information**

- **Reference Pre-approval**: # when booking Airfare and Car Rentals
- **Registrations**: For Direct Payment - Process through eVA and submit paperwork to A/P for processing Paid by SPCC - Reference Pre-approval and attach PDF of Pre-approval to SPCC certification form to verify approvals

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Signing on to Chrome River

Chrome River is available through the employee section of Radford University’s “My RU” portal. From Radford University’s homepage, click on the ‘MyRU’ button and sign in with your RU username and password. From the My RU portal, click on the “Employees” folder. The Chrome River – Travel & Expense link can be found under the Administrative Tools section. The User Guide is located directly below.
Chrome River Dashboard

Shows a summary dashboard of the Approvals that are pending review as well as Expenses (Expense Reports) and Pre-Approvals that are in Draft, Returned, and Submitted status for the employee.

Provides important Contact, Notices, and Help information. Please contact Accounts Payable for Travel policy questions and Technical Support for technical issues.
Getting Started

Navigation Bar

The Navigation Bar remains at the top at all times. Depending on the size of your screen, it may display text or icons.

Home

Click the Chrome River Logo button in the Navigation Bar to return to the Dashboard at any time.

Acting as a Delegate

A listing of those who you have delegate access for will appear under your name in the upper right hand corner of the landing page.

Click on your name:
The menu bar will appear showing travelers for whom you have delegate access:

Select the traveler you wish to enter a report for:

The traveler’s name will now appear in the upper right hand corner instead of your name:
**Terminology Guide**

**Main Menu Tiles** - Expense groupings of the various types of travel expenses incurred.

**Sub Menu Tiles** - Expense items that fall under the Main Menu groupings.
**Fly Out** - Form used to provide details of a specific expense.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>03/02/2017</td>
</tr>
<tr>
<td>Spend</td>
<td>0.06 USD</td>
</tr>
<tr>
<td>Justification</td>
<td>Optional</td>
</tr>
<tr>
<td>Departure Airport</td>
<td>-- Select --</td>
</tr>
<tr>
<td>Arrival Airport</td>
<td>-- Select --</td>
</tr>
<tr>
<td>Airline</td>
<td>-- Select --</td>
</tr>
<tr>
<td>Lawyer Information</td>
<td>Optional</td>
</tr>
<tr>
<td>Receipt Attached</td>
<td>Yes</td>
</tr>
<tr>
<td>University Paid</td>
<td>No</td>
</tr>
<tr>
<td>Allocation</td>
<td></td>
</tr>
</tbody>
</table>
**Wizard**—Calculates either lodging, meals or mileage. Lodging and Meals calculates allowable rates similar to the GSA calculator. Mileage uses Google Maps to calculate distance to and from locations.
Managing Delegates

Depending on the size of your screen, you can click the User icon or your User Name in the right corner of the Navigation Bar to assign a delegate.

To add or modify a delegate click Settings then Delegate Settings.

A Delegate can be assigned to enter a pre-approval or expense report on your behalf.

An Approval Delegate can be assigned to approve a pre-approval or expense report on your behalf for a specified time. The assigned approval delegate will receive all email correspondence for approvals.

To add a delegate click the + icon and type in the name. The approval delegate must have a start and end date for delegation.
Creating a New Pre-Approval or Expense Report

Pre-Approval Report

*Estimates* of the anticipated travel expenses are used to create the Pre-Approval Report. For each trip, a pre-approval and expense report must be completed. Wizards are available for lodging and meals that will provide the rates based on the travel dates as well as the location.

Depending on the size of your screen, you can click the + or + NEW button to create a new Expense Report or Pre-Approval at any time.
**Report Name:** Enter the Location and Dates of Trip.

**Start/End:** Dates of travel

**Business Purpose:** Provide reason for travel

**Report Type:** Select either Domestic or International. Use International for ALL travel outside of the 48 contiguous states.

**Purpose:** Select from the drop down menu. Use Professional Development for all Conferences and Training. (See appendix for additional information)

**Will students be traveling on this trip?** Answer “Yes” when students are part of the trip, even if they are NOT receiving reimbursement.

**Report Details:** Required only when Four of More Travelers checked. Enter names of other travelers attending conference/meeting.

**Primary Destination:** Enter the location of travel.

**Four or More Travelers** - Check when 4 or more employees are traveling to same destination

**Allocation:** Choose Banner organization code and/or fund.
Pre-Approval Tiles
Tiles are groupings of the various possible travel expenses. These include but aren’t limited to Airfare, Lodging, Ground Transportation, and Miscellaneous.

Airfare
Expenses related to air travel include Airfare, Baggage Fee, Passport Fee, Ticket Change Fee, and Visa Fee.

Airfare/Baggage Fee/Passport Fee/Ticket Change Fee/Visa Fee:
- **Estimated Amount**: Enter the *estimated* expense amount
- **Justification**: Provide additional information if desired to aid in the approval and reimbursement process. (Optional)
- **Paid By**: Select from Drop down menu
**Ground Transportation**

Expenses related to ground transportation include Bus, Car Rental, Car Rental Fuel, Parking/Tolls, Personal Mileage, Public Transit, Rail and Taxi/Shuttle.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Estimated Amount</th>
<th>Justification</th>
<th>Paid By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus/Car Rental/Car Rental Fuel/Parking/Tolls/Public Transit/Rail/Taxi/Shuttle</td>
<td>Enter the estimated expense amount</td>
<td>Provide additional information if desired to aid in the approval and reimbursement process. (Optional)</td>
<td>Select from Drop down menu</td>
</tr>
<tr>
<td>Personal Mileage</td>
<td>Enter the estimated mileage</td>
<td>Provide additional information if desired to aid in the approval and reimbursement process. (Optional)</td>
<td>Select from Drop down menu</td>
</tr>
</tbody>
</table>
### Lodging

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Amount</td>
<td>Enter the estimated expense amount</td>
</tr>
<tr>
<td>Allowable Total</td>
<td></td>
</tr>
<tr>
<td>Paid By</td>
<td>Select from Drop down menu</td>
</tr>
<tr>
<td>Number of Nights</td>
<td>Enter number of nights lodging required</td>
</tr>
<tr>
<td>Nightly Rate</td>
<td>Enter the hotel base rate</td>
</tr>
<tr>
<td>150% Rate Requested</td>
<td>Check if requesting</td>
</tr>
<tr>
<td>Conference Hotel/No Availability/Alternative Hotel/Other</td>
<td>Check if lodging is not a hotel or motel</td>
</tr>
<tr>
<td>Alternative Hotel</td>
<td></td>
</tr>
<tr>
<td>Provide Explanation</td>
<td>If Other box is checked, provide reason.</td>
</tr>
<tr>
<td>Justification</td>
<td>Provide explanation why alternative lodging is cost effective</td>
</tr>
</tbody>
</table>

**Estimated Amount** = \# of Nights x Nightly Rate + Taxes x \# of Rooms

**Nightly Rate** - Base rate (before taxes) charged by hotel

The 150% Rate Requested box must be checked when the Nightly Rate exceeds the Daily Room Rate listed on the Wizard (see next page).

Click on “Calculate” to open wizard (see next page).
Lodging Per Diem Wizard

<table>
<thead>
<tr>
<th>Calculation Allowable Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
</tr>
<tr>
<td>End Date</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Rooms</td>
</tr>
<tr>
<td>Nights</td>
</tr>
<tr>
<td>Daily Room Rate</td>
</tr>
<tr>
<td>Base Total</td>
</tr>
<tr>
<td>Allowable Total</td>
</tr>
</tbody>
</table>

**Lodging Per Diem Wizard**

**Daily Room Rate:** Allowable nightly per diem

**Base Total:** # of Nights x Daily Room Rate x # of Rooms

**Allowable Total:** # of Nights x 150% Allowable Rate x # of Rooms

To calculate the **Nightly 150% rate:** Allowable Total divided by # of Rooms, then divide by # of Nights.

Lodging that exceeds 150% rate will be reimbursed at the 150% rate plus taxes (pro-rated to the 150% rate.) Traveler will be responsible for overage.
Miscellaneous Travel Expenses

Miscellaneous Travel Expenses include Messenger Services, Postal Services, Printing Services, and Supplies when purchased on travel status.
**Non Travel Food and Beverage**

All non-travel Food and Beverage purchases must follow the University’s *Food and Beverage Policy* (FA-PO-1207), which is located on the Office of Policy and Tax Compliance’s webpage: [https://www.radford.edu/content/policies/home/policies.html](https://www.radford.edu/content/policies/home/policies.html).

Prior to committing funds, please carefully review the policy to ensure compliance with University and State policies and procedures regarding the purchase of Food and Beverages. Please note the Policy “applies to ALL departments, offices, organizations, and persons that intend to provide food, beverages and any other related services at University expense.” (Section 2, *Food and Beverage Policy*).

**Enter a Pre-Approval under the requestor’s name (should be Faculty member, Director, Dean, etc.).**

- Provide Chartwell’s the Pre-approval # and requestor’s name to confirm your event. This information is also required for the Chartwell’s billing process.
- Do **NOT** complete an Expense Report after the event. Send the vendor invoice to Accounts Payable for payment.

**Non-Travel Food and Beverage:**

- **Estimated Amount:** Enter the *estimated* expense amount
- **Meal Function:** Select from Drop down menu
- **Vendor:** Select either Chartwells or Other
- **Other Vendor:** Provide name of vendor
- **Paid By:** Select from Drop down menu
- **Expected Number of Attendees:** Enter number of attendees unless University wide function
- **Select Meal Type:** Breakfast, Lunch, Dinner, Refreshments
- **150% Rate Requested:** Check if needed
- **Justification:** Provide explanation for 150% rate request.
- **Dining Services Waiver:** Check if waiver was obtained from Chartwells
### Header Information

#### Pre-Approvals For Jennifer

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>Fall 2018 New Faculty Retreat</td>
</tr>
<tr>
<td>Start Date</td>
<td>09/19/2018</td>
</tr>
<tr>
<td>End Date</td>
<td>09/19/2018</td>
</tr>
<tr>
<td>Number of Days</td>
<td>1</td>
</tr>
<tr>
<td>Pay Me In</td>
<td>USD - US Dollars</td>
</tr>
<tr>
<td>Purpose</td>
<td>New Faculty Retreat to be held on campus 9/19/18, 9:00 am-4:00 pm Lunch will be provided to allow new faculty networking</td>
</tr>
<tr>
<td>Report Type</td>
<td>DOM98C</td>
</tr>
<tr>
<td>Primary Destination</td>
<td>Radford, VA</td>
</tr>
</tbody>
</table>

#### Notes

- **Report Name** should describe event. For Chartwells PA’s please add the Function #.
- **Use event date as Start and End Date**
- **Include purpose, location and time of event in Business Purpose field.**
- **Select Non Travel Business Meal as the Purpose**
- **Primary Destination** - Enter city, state
- **Attach a list of attendees to Pre-approval.**
Item Information

Non-Travel Food and Beverage

- **Meal Function**: Refer to Food & Beverage Policy, Section 5, D.1-5 for definition of function types.
- **Vendor**: Choices are Chartwells and Other
- **Paid By**: University Paid Directly- Invoice to be sent to Accounts Payable for payment
- **# of Attendees**: Number of meals being provided
- **Select Meal Type**: Multiple meals require separate items for each meal. For example, functions for Breakfast and Lunch would require a tile for Breakfast and one for Lunch.
- **150% Rate Requested**: Check if meal rate is over standard. Maximum allowed per meal cannot exceed 150% rate (taxes and other charges included).
- **Justification**: Provide details regarding meal that supports the expenditure.

If using a vendor other than Chartwells, choose Other for Vendor and enter name in Other Vendor field. Other vendor includes such places as Food Lion, Dominos, and Macado’s.

REMINDER:

To purchase food and beverages from another vendor, a written waiver must be obtained in advance from Dining Services unless one of the following applies:

a. The food and beverage order is $150 or less.

b. The function/event is held more than 30 miles from campus.

c. The function/event is a business function (as defined in Section 5.D.1. of the Food and Beverage Policy) held onsite at a local restaurant with ten (10) participants or less.

Check the Dining Services Waiver box when attaching waiver.
Registration/Admission/Rental Fees
Admission/Entry Fee, Booth Rental Fee, Meeting Room Space Rental, and Registration Fee Expenses.

Admission/Entry Fee/Booth Rental Fee/Meeting Room Space Rental/Registration Fee/Organization Memberships:
- **Estimated Amount**: Enter the *estimated* expense amount
- **Justification**: Provide additional information if desired to aid in the approval and reimbursement process. (Optional)
- **Paid By**: Select from Drop down menu

**Organization Memberships**: Use this tile to enter memberships that are paid with a registration fee. If requesting reimbursement for a membership not associated with registration, process as a *Personal Reimbursement* using the Membership tile.
Additional information relate to Pre-approval entry is available in the Appendix on the following topics:

- Adjusting *Meal Per Diem* to a Lesser Amount
- Entering a Pre-approval that is capped at an allotted amount
- Importing Pre-approval Data into an Expense Report
- Monthly Mileage Reimbursements through Chrome River
- Pre-approval Header Record *Purpose* Field descriptions

**Per Diem Wizard:**
- **Start/End:** Dates of travel
- **Location:** Where traveler will be staying overnight
- **Paid By:** Select from Drop down menu
- **Deductibles:** Check meals provided to reduce daily amount allowed

Need to adjust a meal per diem to a lesser amount?

See Appendix for additional information.
Business Meals

- **Estimated Amount**: Enter the *estimated* expense amount
- **Meal Function**: Select from Drop down menu
- **Vendor Name**: Optional
- **Paid By**: Select from Drop down menu
- **Expected Number of Attendees**: Enter number of attendees
- **Select Meal Type**: Breakfast, Lunch, Dinner, Refreshments
- **150% Rate Requested**: Check if needed
- **Justification**: Provide explanation for 150% rate request.
Day Meals:

- Must be non-overnight, official business employee travel in excess of 90 miles (one-way) from employee’s base point
- May be reimbursed for actual costs incurred for each meal up to a maximum of $50 per day
- Itemized receipts are required

Day meal reimbursements are considered taxable benefits by the IRS and will be reported as gross income on the employee's Form W-2 at year end and taxed quarterly by Payroll.
Expense Report

Expense Header: High Level Overview of Trip

**Report Name:** Free form field to provide relevant information. Recommended to include grant name for external grant funds. This field shows in your listing of drafted, returned or submitted reports.

**Purpose:** Select the most applicable from the drop down menu. **Professional Development should be used for all Conferences and Training.**

**Report Type:** Select either Domestic or International. **International is ALL travel outside of the 48 contiguous states.**

**Report Details:** Provide additional information if desired to aid in the approval and reimbursement process. (Optional)

**Primary Destination:** Enter the location of travel. For trips with multiple locations, enter the main destination or where traveler stays the longest. (Optional)

**Start/End:** Begin and End dates of travel

**Is this the Final Report?:** Multiple expense reports can be submitted against a pre-approval. If Final, select Yes. This will result in any remaining encumbrances to be closed.

Once complete, Click ‘Save’ on the top right corner. To delete expense report, select ‘Cancel’.

Once saved, Click the + icon on the left screen to add an expense type.

Use Import Pre-Approval button to create an expense report from an approval Pre-Approval. For additional details, see *Importing Pre-Approval Data into an Expense Report* in the Appendix.
Expense Tiles: Adding Expense Types

Add Expenses

Create New

E-Wallet
- All
- Offline
- Personal Account
- Recycle Bin

E-Receipts
- Receipt Gallery

Add Expenses:
- **Tiles:** Click on appropriate tile to add expenses.
- **Sub-Menu:** Each tile contains a sub-menu tile that allows for data entry of expense details.

E-Wallet:
- **All:** All Receipts
- **Offline:** Plain text emailed receipts
- **Personal Account:** Not Used
- **Recycle Bin:** Deleted receipts

E-Receipts:
- **Receipt Gallery:** Stores all the emailed receipt images sent to receipt@chromefile.com, as well as any images uploaded directly to the gallery.
Air Travel

Expenses related to air travel include Airfare, Baggage Fee, Passport Fee, Ticket Change Fee, and Visa Fee. All traveler paid expenses requesting reimbursements must have a receipt attached within each applicable fly out.

Airfare:
- **Date**: Departure Date
- **Spent**: Total Amount Incurred for allowable airfare rates (reminder first class airfare and additional insurance purchased is not reimbursable)
- **Justification**: Provide additional information if desired to aid in the approval and reimbursement process. (Optional)
- **Departure Airport/Arrival Airport**: Please include the airport in which you departed and arrived.
- **Airline**: Select airline
- **Layover Information**: Optional, however including layover information will allow for better reporting as the University is required to track and report airline miles traveled.
- **Receipt Attached**: Check box and attach receipt.
- **University Paid**: Check box if University paid directly and expense will not be reimbursed to traveler.

Airfare booked through Christopherson Business Travel requires the “University Paid” box **checked** and the “Receipt Attached” box **unchecked**.

- **Allocation**: Choose Banner organization code and/or fund.

Baggage Fee/Passport Fee/ Visa Fees/Change Ticket Fee:
- **Date**: Departure Date
- **Spent**: Total allowable amount incurred
- **Justification**: (Optional) Provide additional information if desired to aid in the approval and reimbursement process.
- **Allocation**: Choose Banner organization code and/or fund.
- **Passport and Visa Fees**: Only allowable for International Travel.

- **University Paid**: Check box if University paid directly and expense will not be reimbursed to traveler.
Ground Transportation

Expenses related to ground transportation include Bus, Car Rental, Car Rental Fuel, Parking/Tolls, Personal Mileage, Public Transit, Rail and Taxi/Shuttle. All traveler paid expense reimbursements require a receipt attached within each applicable fly out except for Parking/Tolls and Taxi/Shuttle expenses less than $75 per day.

**Car Rental**:
- **Date**: Departure Date
- **Spent**: Total Amount Incurred
- **Justification**: Provide additional information if desired to aid in the approval and reimbursement process. (Optional)
- **Car Agency**: Please include the car rental agency.
- **Receipt Attached**: Check box and attach receipt if expense is being reimbursed to traveler.
- **University Paid**: Check box if University paid directly and expense will not be reimbursed to traveler.

Direct pays through Enterprise require the “University Paid” box **checked** and the “Receipt Attached” box **unchecked**.

**Personal Mileage**:
- **Date**: Departure Date
- **Justification**: If using Google Maps, justification will auto populate with route information. If Google Maps is not used, justification is required.
- **Rate**: Select appropriate rate based on miles traveled
- **Miles**: Click on Map. Select starting address and destination address. Select “Return to Start” to calculate round trip mileage and Save.
  - The map can be used to assist in calculating the preapproval mileage estimate.
- **Allocation**: Choose Banner organization code and/or fund.

**Allocation:** Choose Banner organization code and/or fund.
Hotel

Expenses related to Room, Room Taxes, Fees, Parking, Internet, and Miscellaneous charges (Fax/Phone/Copier/Safe). Itemized receipt showing a zero balance due must be attached for reimbursable expense.

Hotel Header Record:

- **Date:** The first date listed on the hotel bill.
- **Spent:** Total amount of allowable charges on bill
- **Receipt Attached:** Check box and attach receipt if expense is being reimbursed to traveler.
- **University Paid:** Check box if University paid directly and expense will not be reimbursed to traveler.
- **Allocation:** Choose Banner organization code and/or fund.

Select 'Itemize' to allocate the total hotel cost to the categories listed below:

Additional information on how to complete the Hotel Tile can be found in the Appendix section under *Expense Report-Hotel Tile Itemization*
The lodging per diem can be found on the Room fly out:

<table>
<thead>
<tr>
<th>Room</th>
<th>Date</th>
<th>Spent</th>
<th>Allowable Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>08/21/2017</td>
<td>273.00 USD</td>
<td>400.50 USD</td>
</tr>
</tbody>
</table>

**Room:**
- **Date:** The first date listed on the hotel bill.
- **Spent:** Total amount of allowable base room charges on bill (do not include taxes & fees)
- **Allowable Total:** Populates based on wizard, click on ‘Calculate’
  - **Start and End Dates:** Enter the dates of the hotel stay
  - **Location:** Enter the location of hotel
  - **Rooms:** Enter number of rooms and the following populates
    - **Daily Room Rate:** Allowable nightly per diem
    - **Base Total:** # of Rooms x Daily Room Rate
    - **Allowable Total:** # of Rooms x 150% Allowable Rate
- **Allocation:** Choose Banner organization code and/or fund.

**Room Taxes/Fees/Parking/Internet/Miscellaneous:**
- **Spent:** Enter total amount for charges
- **Justification:** Required for internet, fax, phone and copier charges to document business purpose.

*After all items are entered: the Hotel Header Record Total Amount should equal total Hotel expenses and Remaining must be zero.*
Expenses related to Travel Per Diem Meals are only allowable for overnight travel.

**Per Diem Wizard**

- **Start Date and End Date**: Enter the first and last day of travel
- **Business Purpose**: Optional
- **Justification**: Optional
- **Location**: Enter location where traveler is staying overnight.

Select ‘Add Entries’

- **Deductibles**: Adjust each day’s entries as needed for meals that are provided or not needed to be claimed. The errors on right allow you to expand and collapse each day.

Select ‘Add to Report’
Meals - Travel and Non-Travel Business Meals

Expenses related to Travel Business Meals and Non-Travel Business Meals. All traveler paid Business Meals (Travel and Non-Travel) expenses requesting reimbursements must have a receipt attached within each applicable fly out. Travel Business Meals and Non-Travel Business Meals must comply with the University's Food and Beverage Policy.
### Travel and Non-Travel Business Meals:

- **Date**: Date the meal occurred
- **Allowable Food Total**: Select Calculate: (screenprint below)
- **Overage Total**: Populated based on calculator
- **Spent**: Adjust amount spent to equal total spent net overages as shown on ‘Calculate Allowable Total’ fly out
- **Meal Function**: Select from dropdown
- **Meal Type**: Select from dropdown
- **Justification**: Provide additional information if desired to aid in the approval and reimbursement process. (Optional)
- **Open Event**: Check if event is open to University and/or guests.
- **Receipt Attached**: Check box and attach receipt if expense is being reimbursed to traveler.
- **University Paid**: Check box if University paid directly and expense will not be reimbursed to traveler.
- **Allocation**: Choose Banner organization code and/or fund.
- **Guests**: Add internal and external meal participants.
- **Comments**: Optional

### Instructions:

- Click “Calculate" to access the Calculate Allowable Total widget to validate per item.
- Click “Open Event" checkbox if event is open to University and/or guests.
- Click “Receipt Attached" checkbox if expense is being reimbursed to traveler.
- Click “University Paid" checkbox if University paid directly and expense will not be reimbursed to traveler.

### Additional Information:

- **Guests**: Add internal and external meal participants.
- **Comments**: Optional

---

Information on how to add guest names through a CSV upload can be found in the Appendix section under **Business Meal Guests added using a CSV File**.
### Travel and Non-Travel Business Meals:

- **Calculate Allowable Total:**
  - **Location:** Location where meal occurred
  - **Meal Type:** Select appropriate meal (Breakfast, Lunch, Dinner, use Breakfast for Refreshments)
  - **Attendees:** Number of participants
  - **Food:** Total amount paid before taxes and tip
  - **Alcohol:** Enter the amount of any alcohol included on the receipt (Tax/Tip will prorate – Alcohol expenses will not be reimbursed)
  - **Tax/Tip:** Total amount for Tax/Tip

<table>
<thead>
<tr>
<th>Date</th>
<th>07/28/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
<td>United States, Virginia (VA), Richmond-Richmond (city)</td>
</tr>
<tr>
<td><strong>Meal Type</strong></td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
</tr>
<tr>
<td><strong>Attendees</strong></td>
<td>4</td>
</tr>
<tr>
<td>Per Attendee</td>
<td>16.00 USD</td>
</tr>
<tr>
<td>Base Total</td>
<td>64.00 USD</td>
</tr>
<tr>
<td><strong>Allowable Food Total</strong></td>
<td>96.00 USD</td>
</tr>
</tbody>
</table>

### Calculate Overages

<table>
<thead>
<tr>
<th>Item</th>
<th>Spent Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td>75.00 USD</td>
</tr>
<tr>
<td>Alcohol</td>
<td></td>
</tr>
<tr>
<td>Tax/Tip</td>
<td>15.00 USD</td>
</tr>
</tbody>
</table>

**Food** (includes 10.00 USD Tax & Tip)  
**Alcohol** (includes 0.00 USD Tax & Tip)

- **Total Spent** 90.00 USD
- **Total Overages** 0.00 USD
Day meal reimbursements are considered taxable benefits by the IRS and will be reported as gross income on the employee's Form W-2 at year end and taxed quarterly by Payroll.

Day Meals:
- **Date**: Date the meal occurred
- **Spent**: Actual cost of meal(s)
- **Justification**: Provide additional information if desired to aid in the approval and reimbursement process. (Optional)
- **Paid By**: Choose from Drop box
Miscellaneous Travel Expenses

Expenses related to Messenger Services, Postal Services, Printing Services, and Supplies when purchased on travel status. All traveler paid expenses requesting reimbursements must have a receipt attached within each applicable fly out.

**Printing Services**

- **Date:** 08/24/2017
- **Spent:** $0.00 USD
- **Justification:**

**Messenger Services/Postal Services/Printing Services/Supplies:**

- **Date:** Date Services Purchased
- **Spent:** Total Amount
- **Justification:** Required, include business purpose.
- **Allocation:** Choose Banner organization code and/or fund.
- **Receipt Attached:** Check box and attach receipt if expense is being reimbursed to traveler.
- **University Paid:** Check box if University paid directly and expense will not be reimbursed to traveler.
Personal Reimbursement Non-Travel

Personal Reimbursement Non-Travel Expenses include Educational Supplies, Office Supplies, Safety Apparel, and Membership. All employee paid expenses requesting reimbursements must have a receipt attached within each applicable fly out. Personal reimbursement request should be submitted separately. A pre-approval is not required. Non-travel personal reimbursements must comply with the University's Procurement and Contracts Manual.

**Membership**: Use this tile when requesting reimbursement for an organization membership that is NOT associated with a conference registration. Memberships paid as part of a conference registration are reported under Registration/Admission/Rental Fees using the Organization Membership tile.

**Educational Supplies/Office Supplies/Safety Apparel/Membership**:
- **Date**: Date Services Purchased
- **Spent**: Total Amount
- **Justification**: Required, include business purpose and reason for personal reimbursement.
- **Allocation**: Choose Banner organization code and/or fund.
- **Receipt Attached**: Check box and attach receipt.
- **University Paid**: N/A

**Office Supplies**

<table>
<thead>
<tr>
<th>Date</th>
<th>09/24/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spent</td>
<td>$0.00 USD</td>
</tr>
<tr>
<td>Justification</td>
<td></td>
</tr>
</tbody>
</table>

**Receipt Attached**: 

<table>
<thead>
<tr>
<th>Check box and attach receipt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Paid</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

**Allocation**
Registration/Admission/Rental Fees

Expenses related to Admission/Entry Fee, Booth Rental Fee, Meeting Room Space Rental, and Registration Fees. All traveler paid expenses requesting reimbursements must have a receipt attached within each applicable fly out.

Admission/Entry Fee/Booth Rental Fee/Meeting Room Space Rental:
- **Date:** Date Services Procured
- **Spent:** Total Amount Incurred
- **Justification:** Required, please include business purpose for expenses.
- **Allocation:** Choose Banner organization code and/or fund.

Organization Membership: Use this tile when requesting reimbursement for an organization membership that is associated with a conference registration. Memberships not associated with a conference paid by an individual who is requesting reimbursement are reported under Educational Supplies/Office Supplies/Safety Apparel/Membership using the Membership tile.
### Registration Fee

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>08/01/2017</td>
</tr>
<tr>
<td>Spent</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Justification</td>
<td></td>
</tr>
</tbody>
</table>

- **Information Technology Related**: Check box if conference and/or training is IT related.
- **Receipt Attached**: Check box and attach receipt if expense is being reimbursed to traveler.
- **University Paid**: Check box if University paid directly and expense will not be reimbursed to traveler.

- **Justification**: Required, please include business purpose for expenses.
Travel Advance

Travel Advances require an approved Pre-Approval prior to request. The pre-approval should be referenced but not attached to the advance request.

**Cash Advance:**
- **Date:** Date of Request
- **Spent:** Amount of Request
- **Justification:** Optional, Provide additional information if desired to aid in the approval and reimbursement process.
- **Date Advance is Needed:** Please enter a date no more than 10 days prior to travel date.
- **Payment Method:** Select between Direct Deposit or Paper Check (Pick up at Cashier’s Window)
- **Pre-Approval Number:** Enter the number of the related Pre Approval for the trip. *(Pre-Approval must be fully approved prior to Travel Advance request.)*
- **Allocation:** All advances are charged to **F15004-25501** EXCEPT for Study Abroad requests; **Study Abroad** is charged to **F81001-13801**.

**Cash Advance Return:**

*Enter a Return when excess Advance funds are returned to the Cashier’s Office.*
- **Date:** Date of Cashier’s Deposit
- **Spent:** Amount Deposited
- **Justification:** Not required, however additional information can be included to facilitate in the approval and reimbursement process.
- **Allocation:** All advances are charged to **F15004-25501** EXCEPT for Study Abroad requests; these are charged to **F81001-13801**.
- **Attach a copy of Cashier’s Deposit Receipt**

Additional information on how to process Cash Advances and Cash Advance Returns can be found in the Appendix section under Travel Advance Process.
Submitting an Expense Report

Upon completion of adding expenses to an expense report, click BACK ARROW icon in the upper left-hand corner to close the report or click Chrome River. The expense report is automatically saved as a draft.

If the report is ready to be submitted for approval, click the green SUBMIT button.

Prior to submission, a Pre-Approval must be attached for travel expense reports. Click PRE APPROVAL to access listing of available approved pre approval options. Select the appropriate pre approval and click the green APPLY button in the bottom right hand corner. A pre-approval cannot be attached to more than one expense report.

Must confirm that expenses are correct and for legitimate business purposes. Click SUBMIT, to route through approval flow.
Deleting and Modifying

Changes to Expense Items are allowed prior to Submission. The Expense report must be open before selecting the desired item to adjust.

- Click the Chrome River Logo button in the Navigation Bar to return to the Dashboard.
- Click the Expenses Draft button to display Draft Expense Reports.
- Selecting the Expense Report will display report details on the right side of the form.

To Delete the Expense Report: Click Delete on the top Right.

To Modify the Expense Report: Click Open on the top Right.
- Expense Items will display on the left side of the form
- Highlight the item to be modified
- Click Edit on the top right side of form
- Make necessary changes
- Click Save

To Delete an Item:
- Click Delete on the top right side of form
Adding Attachments
You can attach files to an expense report or pre approval while you are creating it or after it has been created. Images may be uploaded directly or emailed from any device. Receipts are stored in the receipt gallery.

Within a Report

![Expense report screenshot]

**From the Expense Header:** Click anywhere in the **Browse File to Attach** section in the lower right-hand corner to browse for an image on your computer.

**From the Expense Item:** Click **Upload Attachments** at the bottom of the fly out to browse for an image on your computer.

By Email

You can use Chrome River’s Receipt feature to submit images from your phone or mobile device.
- Snap a photo of the receipt
- Email image to **receipt@chromefile.com** from your Radford e-mail account
- Receipt will be stored in your **Receipt Gallery**
From the Main Menu: The Receipt Gallery is accessible from the main menu (via the eReceipts button) and from Add Expenses. The gallery contains all the emailed receipt images sent to receipt@chromefile.com from your RU e-mail account.

- **To Upload Images:**
  - Click Upload and locate image from your computer
  - Click Open
  - Image will be added to Receipt Gallery

- **To Delete Images:**
  - Check box of selected image
  - Click Delete
  - Image will be removed from Receipt Gallery
From Inside an Expense Report: Click + icon from inside any expense report, click RECEIPT GALLERY at the bottom of the list.

- Click Receipt and Add
- Select Expense Type for Receipt
- Complete Information on fly out and Save
Approving Transactions by Email

Approvers have the ability to approve Pre-Approval and Expense Reports through email. Below is a sample email from Chrome River:

To APPROVE through email:

- Tap the green Accept button
- This will open a new email (see below)

![Sample email showing Accept button]

To RETURN through email:

- Tap the red Return button
- This will open a new email (same as above)
- Type in reason for return in the body of the email
- Tap “Send”

Approvers must have Outlook 2016 as their email default to use the Approval feature. To set up an email default:

1. Go Settings (Click Windows icon in the lower left and choose Settings)
2. Click on System and then Default apps
3. Click on Email app
4. Choose Outlook 2016
Student/Guest Reimbursement Requests

Student and Guest travel reimbursement requests are processed through Chrome River. Requests to add a student/guest require the completion of the *Chrome River Student/Guest Reimbursement Request Form* that can be found on Accounting Services, Travel webpages. Please follow the instructions on the form to ensure setup is completed in a timely manner.
Errors and Corrections
Chrome River contains many rules to help guide the traveler to process reports in compliance with University and State Travel guidelines. Some of the errors will display as warnings and others as violations. Warnings will allow the traveler to submit the document after adding a response while violations will require the traveler to adjust the item to comply with the constraint.

Approvers should review all documents that contain Warnings as shown below prior to approving.
Adjusting Meal Per Diem to a Lesser Amount

Chrome River can adjust a meal per diem to a lesser amount by utilizing the “Additional Deduction” function. Open the Meal per diem wizard tile under Travel Meals in either the Pre-approval or Expense report. Enter the Start and End dates as well as the Location and Paid By designation and click Add Entries.

Open the day and Click Additional Deduction.

The example below shows a reduction of $21 from the calculated $51 per diem that brings the allowed amount to $30.

Adjust each day as needed.
Business Meal Guests added using a CSV File

Business Meals require a list of attendees prior to payment processing. The Guest Selector appears on the expense flyout for Non-Travel Meals and Travel Business Meals. For large groups of guests, Chrome River’s Guest Loader feature enables users to upload a list of guests directly to the report rather than entering each guest’s information manually. Note that the uploaded file will replace any guest information already present on the expense.

1. Create a .csv file containing internal guest names and any external guest names, including titles and companies.
   - For internal guests (employees) you only need to list the employee’s email address (less the @radford.edu).
   - For students you will need to enter their First and Last Name. In the Title field enter Student and enter Radford University in the Company field.
   - For external guests you will need to complete the First Name, Last Name, Title, and Company fields. (For interview candidates, use Candidate in the Title and Company field.)
   - Optionally, you may specify an expense amount for each guest. If no amounts are given, the expense line-item amount will be divided evenly among all guests.

File names required in Excel spreadsheet:

<table>
<thead>
<tr>
<th>Login Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Company</th>
<th>Amount</th>
</tr>
</thead>
</table>

Be sure to save the file with a .csv extension.

2. Click the UPLOAD CSV button in the Guests area of the expense entry screen (as shown below) and attach the .csv file.
3. You will be asked to confirm that you want to override any guests already entered on the report. Tap UPLOAD.

4. An error message will alert you if the file is invalid or if specific rows need to be corrected.
The system automatically divides the cost equally among each of the guests so that the total amount is 100% allocated. You may manually adjust the per-person percentages or amounts individually to reallocate portions of the expense. The total percentage will be shown in gray at the bottom so you can be sure the adjusted amounts add up to 100%. Note: It is best to do this after file has been added.

<table>
<thead>
<tr>
<th>Guests (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal</td>
</tr>
<tr>
<td>× Jacen Quenberry</td>
</tr>
<tr>
<td>Risk Mgmt/Win System Sec Mgr</td>
</tr>
<tr>
<td>Radford University</td>
</tr>
<tr>
<td>16.66 %</td>
</tr>
<tr>
<td>$3.33</td>
</tr>
<tr>
<td>Internal</td>
</tr>
<tr>
<td>× Stephanie Antinelli</td>
</tr>
<tr>
<td>Assc Vp Finance/Univ Controller</td>
</tr>
<tr>
<td>Radford University</td>
</tr>
<tr>
<td>16.66 %</td>
</tr>
<tr>
<td>$3.33</td>
</tr>
<tr>
<td>Internal</td>
</tr>
<tr>
<td>× Chad Rock</td>
</tr>
<tr>
<td>VP Finances &amp; Admin</td>
</tr>
<tr>
<td>Radford University</td>
</tr>
<tr>
<td>16.66 %</td>
</tr>
<tr>
<td>$3.33</td>
</tr>
<tr>
<td>External</td>
</tr>
<tr>
<td>× Jessie James</td>
</tr>
<tr>
<td>Student</td>
</tr>
<tr>
<td>Radford University</td>
</tr>
<tr>
<td>16.66 %</td>
</tr>
<tr>
<td>$3.33</td>
</tr>
<tr>
<td>External</td>
</tr>
<tr>
<td>× Betsie Ross</td>
</tr>
<tr>
<td>Student</td>
</tr>
<tr>
<td>Radford University</td>
</tr>
<tr>
<td>16.66 %</td>
</tr>
<tr>
<td>$3.33</td>
</tr>
<tr>
<td>External</td>
</tr>
<tr>
<td>× Patrick Henry</td>
</tr>
<tr>
<td>Guest</td>
</tr>
<tr>
<td>ABC Company</td>
</tr>
<tr>
<td>16.66 %</td>
</tr>
<tr>
<td>$3.33</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>100 %</td>
</tr>
<tr>
<td>$2.00</td>
</tr>
</tbody>
</table>

5. Be sure to save the expense item once all information has been completed.
Entering a Pre-Approval for travel that is capped at an allotted amount

**Background:**

It is understood that in some travel situations, the University may not be paying 100% of the total cost of the trip. In these situations, there are two different options with how this can be processed in Chrome River. In accordance with University policy, the total cost of the trip to the University must be recorded on the pre-approval. Chrome River provides the flexibility to allow employees to record particular expenses that will be paid by the employee directly and reimbursement is not being requested. Expenses recorded as ‘paid by traveler’ are not encumbered in Banner and have no financial impact to the University.

The following options are available in Chrome River:

**Example - Traveler allotted $1,400 for trip**

**Option 1**

Pre-Approval created for a specific amount - The pre-approval total should match the amount the department has allotted for that trip. Expense tiles used indicate whether the expense is paid by traveler or university paid directly. A memo can be attached to the pre-approval to provide a comprehensive picture of the trip. Comments fields can also be utilized to provide a breakdown.

![Pre-Approval screenshot](image)

The **Total Amount equals the Expense Summary Amount** (Expenses are entered to total the allotted amount).
**Option 2**

Pre-approval created for the total amount of the trip - All travel expenses are included in the pre-approval to provide a comprehensive picture of the trip. A combination of tiles are used to indicate university paid directly, paid by traveler, and personal funds. The Approver must review the pre-approval and subsequent expense report to ensure the amount paid by the University and reimbursed to the traveler does not exceed what was budgeted.

The Total Amount equals the Expense Summary Amount (Items are entered for all expenses.)

Approver must log into Chrome River to view the breakdown of expenses to be paid and ensure only the amount allocated is marked paid by traveler or university paid.
Expense Report-Hotel Tile Itemization

The Hotel tile provides a way to itemize all charges listed on the lodging bill. Importing a Pre-approval with lodging expenses will create the Hotel header record that includes the estimated amount. It is necessary to itemize the expenses prior to submission.

Example-Hotel bill totals $722.15. Pre-approval amount-$725.00 imported to the Expense Report header.

Hotel bill breakdown

Daily Room Rate-$139.00 (Richmond, VA-Downtown) for 5 nights = $556.00

Daily Tax 1-$15.00

Daily Tax 2-$5.00

Daily Tax 3-$3.23

Daily Tax Total-$23.23 for 5 nights = $116.15

Daily Parking-$10 for 5 nights = $50

For each hotel bill, enter one tile for each itemized expense.
Hotel Header

Step 1 - Adjust header total to actual amount and receipt

Adjust amount to $722.15 (hotel bill total)

Attach hotel receipt
Step 2 - Itemize Spent Amount

Itemization Tiles display

Add Itemization

<table>
<thead>
<tr>
<th>Hotel</th>
<th>TOTAL AMOUNT</th>
<th>REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>722.15</td>
<td>722.15</td>
</tr>
</tbody>
</table>

Daily Room Rate $556
Taxes $116.15
Hotel Parking $50
Lodging Wizard Details - Accessed by clicking on Calculate beside Allowable Total.

<table>
<thead>
<tr>
<th>Calculate Allowable Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date</strong></td>
<td>09/03/2018</td>
</tr>
<tr>
<td><strong>End Date</strong></td>
<td>09/08/2018</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Richmond-Richmond (city), Virginia (VA), United States</td>
</tr>
<tr>
<td><strong>Rooms</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Nights</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Daily Room Rate</strong></td>
<td>$46.00 USD</td>
</tr>
<tr>
<td><strong>Base Total</strong></td>
<td>$730.00 USD</td>
</tr>
<tr>
<td><strong>Allowable Total</strong></td>
<td>$1,095.00 USD</td>
</tr>
</tbody>
</table>

[Options: Cancel, Save]
### Room

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/11/18</td>
<td>566.00 USD</td>
</tr>
</tbody>
</table>

The Remaining Total reduced by the Room Total

### Room Taxes / Fees

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/11/18</td>
<td>116.15 USD</td>
</tr>
</tbody>
</table>

The Remaining Total reduced by the Taxes/Fees

### Parking

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46.00 USD</td>
</tr>
</tbody>
</table>

Parking not billed by Hotel goes under Ground Transportation-Parking/Tolls

Resort Fees are included under Taxes/Fees

**TOTAL AMOUNT** | **REMAINING** |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>722.15 USD</td>
<td>166.15 USD</td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT** | **REMAINING** |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>722.15 USD</td>
<td>50.00 USD</td>
</tr>
</tbody>
</table>
When Remaining amount shows zero, all expenses are fully itemized.
Importing Pre-Approval Data into an Expense Report

Step One

- Select New Expense Report

Step Two

- Select Import Pre Approval

Step Three: Select Pre Approval to Import

Step Four: Select Create

Import Data from Pre Approval:
Step Three

**Import Pre-Approval**

<table>
<thead>
<tr>
<th>REPORT NAME</th>
<th>ORIGINAL AMT</th>
<th>REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>MABUG Conference-10/29/17-10/31/17</td>
<td>172.14 USD</td>
<td>5.38 USD</td>
</tr>
<tr>
<td><strong>Cardinal Workshop-120817</strong></td>
<td>60.00 USD</td>
<td>50.00 USD</td>
</tr>
<tr>
<td>Cardinal Payroll Meeting-April 17, 2018</td>
<td>90.00 USD</td>
<td>5.00 USD</td>
</tr>
</tbody>
</table>

Step Four

[Create]
Monthly Mileage Reimbursements through Chrome River

Several areas within the campus community require employees to travel short distances on a regular bases. For example, to monitor student progress at off campus sites. This guide will provide a step-by-step guide of how to process these types of requests. *All mileage reimbursements containing multiple trips and destinations require a Log Sheet showing date, location and miles traveled for each trip to be attached to the Expense Report.* While any time frame can be used, we suggest processing these types of expenditures on a monthly basis and will use that as our example below.

Step 1-Enter a Pre-approval *monthly estimate* of miles to be traveled.

**Header Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>09/01/2018</td>
</tr>
<tr>
<td>End Date</td>
<td>09/30/2018</td>
</tr>
<tr>
<td>Number of Days</td>
<td>30</td>
</tr>
<tr>
<td>Pay Me In</td>
<td>USD - US Dollars</td>
</tr>
<tr>
<td>Business Purpose</td>
<td>To evaluate and monitor off site student progress</td>
</tr>
<tr>
<td>Report Type</td>
<td>Domestic</td>
</tr>
<tr>
<td>Purpose</td>
<td>Instructional</td>
</tr>
<tr>
<td>Primary Destination</td>
<td>Various</td>
</tr>
</tbody>
</table>

- Use the first and last days of the month as the **Start and End dates**
- Ensure the correct **Purpose** is used. For this example, **Instructional** is the correct choice. Refer to the **Chrome River Purpose Field guide** for more information.
- If traveling to multiple sites, use **Various** as the **Primary Destination**.
Enter the **Estimated Miles** to be traveled. The estimate should be sufficient to cover actual miles traveled.

Ensure proper **Rate** is selected. If daily travel is less than 200 miles, then higher rate should be used.

**Justification** field is Optional.

Do not attach Map Quest/Google Maps printouts.
Step 2 - Enter an Expense Report for reimbursement

Header Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name</td>
<td>Mileage for September, 2018</td>
</tr>
<tr>
<td>Pay Me In</td>
<td>USD - US Dollars</td>
</tr>
<tr>
<td>Purpose</td>
<td>Instructional</td>
</tr>
<tr>
<td>Report Type</td>
<td>Domestic</td>
</tr>
<tr>
<td>Primary Destination</td>
<td>Various</td>
</tr>
<tr>
<td>Start</td>
<td>08/01/2018</td>
</tr>
<tr>
<td>End</td>
<td>09/08/2018</td>
</tr>
</tbody>
</table>

- Is this the Final Report? Yes

Pre-Approval Expense Summary

- Pre-Approval Report Applied
  - Mileage for September, 2018

- Expense Report must be marked as the **Final Report** to ensure remaining encumbrance is liquidated.

- Import Pre-approval into Expense Report
### Personal Mileage

**Response to Warning:** Log sheet attached showing mileage details

<table>
<thead>
<tr>
<th>Date</th>
<th>06/09/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spent</td>
<td>130.03 USD</td>
</tr>
<tr>
<td>Justification</td>
<td>Travel to various spots to monitor student progress</td>
</tr>
<tr>
<td>Rate</td>
<td>IRS Mileage Rate: 54.5</td>
</tr>
<tr>
<td>Mileage</td>
<td>245.00</td>
</tr>
</tbody>
</table>

Reports containing **two different mileage rates** will require using the **personal mileage tile** once for each rate.

Do not attach Map Quest/Google Maps printouts.

Enter total number of **actual miles** traveled. This amount should agree with log sheet total.
Pre-Approval Purpose Field

The Purpose Field is located on the Header Record of both the Pre-Approval and the Expense Report. It is used along with the Business Purpose field to describe the type of travel that is occurring. These fields drive the Chrome River approval workflow and assist the University in gathering data to meet travel reporting requirements.

Advancement - Advancement department use only

Athletic Recruiting - Athletic department use only

Athletic Team - Athletic department use only

Field Trip - Student trips conducted as part of a class

Field Work - Research conducted in the field

Instructional - Faculty travel relating to class work

Interview Candidate - External candidate travel to campus for a job interview

Meeting - Travel to attend meetings, but does NOT involve training

Non-Travel Business Meal - Business meals that are held on or near campus

Other - **DO NOT USE**

Personal Reimbursement - Non-travel personal reimbursements

Professional Development - All conference and training travel

Recruiting - Travel that targets potential students for the University

Site Visits - Travel to off-campus sites to evaluate and observe student academic progress

Study Abroad - Travel as part of a Study Abroad program
Travel Advance Process

Overview

The Travel Advance process within Chrome River provides a way to request an advance prior to travel that will be routed through the approval cue. All advances route to the Controller’s Office for approval prior to payment; Accounts Payable is the final payment approver. Once fully approved, the advance information will migrate to Banner through the daily Expense report feed where it will be processed for payment. There are also rules within Chrome River to ensure the advance is coded properly. Travel advances are granted for student and athletic travel. All other requests must be approved by the Controller.

PRE-TRAVEL

A Pre-approval for all travel estimates must be submitted and approved prior to requesting Travel Advance.

A Travel Advance is requested by entering an Expense Report. The Pre-Approval number must be referenced in the Travel Advance request but not attached.

The Travel Advance is processed through Chrome River as an Expense Report. The report is routed to the Controller’s Office for approval with AP as the Final Approver. Once the check or direct deposit is processed a feed is sent back to Chrome River (noon each day). The “Piggy Bank” will reflect the advance amount on the traveler’s main page.

TRAVEL OCCURS

Once travel occurs, an Expense Report is created with Pre-Approval attached (imported). Chrome River will reduce the amount owed for the Travel Advance from the total due to the traveler. Journal entries will be created by the system to pay back the advance. The traveler will receive reimbursement for the difference between the advance and the “pay me” amount.

Once the Expense Report is processed, the cash advance feed (noon each day) will reduce the “Piggy Bank” to reflect the amount paid back through the Expense Report.

If the Expense Report is less than the travel advance amount, the traveler must return the remaining funds by making a deposit in the Bursar’s Office. A Cash Return expense report must be created with a pdf copy of the deposit slip attached. This will reduce the Travel Advance balance from the traveler’s “Piggy Bank”.

POST-TRAVEL

A Pre-approval for all travel estimates must be submitted and approved prior to requesting Travel Advance.
Travel Advance Process

**Step 1** - Pre-approval: A Pre-approval must be entered, submitted and fully approved prior to requesting a Travel Advance.

**Step 2** - Travel Advance Request: Travel Advances are requested under the traveler’s name through Chrome River as an Expense Report. The report is submitted without attaching a Pre-approval, however, the Cash Advance tile requires the traveler to enter the Pre-approval number associated with the trip.

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**Cash Advance:**
- **Date**: Date of Request
- **Spent**: Amount of Request
- **Justification**: Optional, Provide additional information if desired to aid in the approval and reimbursement process.
- **Date Advance is Needed**: Please enter a date no more than 10 days prior to travel date.
- **Payment Method**: Select between Direct Deposit or Paper Check (Pick up at Cashier’s Window)
- **Pre-Approval Number**: Enter the number of the related Pre Approval for the trip. *(Pre-Approval must be fully approved prior to Travel Advance request.)*
- **Allocation**: All advances are charged to F15004-25501 EXCEPT for Study Abroad requests; Study Abroad is charged to F81001-13801.
Step 3 - Travel occurs

Step 4 - Expense Report is processed with all travel related expenses (transportation, hotel, meals, etc). Chrome River will deduct the Travel Advance amount from the Expense Report “Pay Me” amounts. System generated journal entries will reduce the Travel Advance amount in Banner and effectively pay back the loan. Any remaining “Pay Me” amount to the traveler will be reimbursed to the traveler.

Step 5 - Cash Return if needed. In cases where the “Pay Me” amount is not sufficient to satisfy the Travel Advance amount, the traveler will return the excess Advance amount back to the University by making a deposit in the Bursar’s Office. The traveler will then complete a Cash Advance Return within Chrome River.

Cash Advance Return:
Enter a Return when excess Advance funds are returned to the Bursar’s Office.

- **Date:** Date of Cashier’s Deposit
- **Spent:** Amount Deposited
- **Justification:** Not required, however additional information can be included to facilitate in the approval and reimbursement process.
- **Allocation:** *All advances* are charged to F15004-25501 EXCEPT for *Study Abroad* requests; these are charged to F81001-13801.
- **Attach a copy of Cashier’s Deposit Receipt**
Understanding Chrome River Encumbrances

Chrome River pre-approval items marked as ‘Reimbursable – Paid by Traveler’ encumber funds at the travel pool code (7123) level. Items marked as ‘University Paid Directly’, including Enterprise rental vehicles, transactions on the SPCC and airfare, do not encumber.

In most situations, when an expense report is created and applied to a pre-approval, it should be marked as the ‘Final Report.’ This will close any outstanding encumbrance tied to the pre-approval, even if the expense report is significantly less than the pre-approval.

For example, assume a pre-approval submitted for $29.44, and all items were marked as ‘Reimbursable – Paid by Traveler’. The Chrome River pre-approval # is 0100-0054-9985. The last six digits of the pre-approval are fed into Banner, and the encumbrance appears within the budget as TA549985.

Next an expense report for $28.56 is submitted which is $0.88 less than the pre-approval.

By marking the expense report as the ‘Final Report’, a journal entry is automatically processed to liquidate the remaining $0.88 encumbrance.
Chrome River and Banner
The last six digits are the same in both a Chrome River pre-approval and a Banner encumbrance (0100-0054-9985 -> TA549985).

Matching a Chrome River expense report to Banner is more complex. Although the last six digits are not the same, the Chrome River expense report number can still be found within Banner. To find this information, drill down in Banner, either from the ‘Budget Queries’ or ‘View Document’ menu.

Using the expense report example provided above (TR002912), start by selecting ‘View Document’ in Banner SSB.


![Invoice screenshot]
The vendor invoice # is the full Chrome River expense report #.
Closing Chrome River Encumbrances
As mentioned, when an expense report is marked as the ‘Final Report’, a journal entry is automatically processed to liquidate the remaining encumbrance. If this option is not selected, the remaining encumbrance will not close. Once approved, Chrome River pre-approvals cannot be edited or deleted. If a trip is cancelled and no expense report will be submitted, or if significant changes to a pre-approval are needed, please contact the Accounts Payable staff for assistance.

Monitoring Encumbrances
Each department is responsible for monitoring their respective budget(s) and tracking all open encumbrances. This should be done throughout the year to ensure budgets are accurate and all travel expenses are processed and unnecessary encumbrances deleted prior to the end of the fiscal year.