Chrome River
Travel and AP Check Request
What to Know When Starting

- To access the system you will log into My Seaport and the link will be under the administration tab
  - Username – your full email address
  - Password – domain password

- All Travel and Accounts Payable Check Request should be processed in Chrome River
Home Page
The Navigation Bar remains at the top of the screen no matter where you are in the system.

To return to the home menu at any time click on the CHROMERIVER logo.

The Menu button is on the far left side of the screen which will let you navigate throughout Chrome River and go directly to the desired function in each section.

The menu button will show the items that need approval, access your expense reports, pre-approvals and inquiry reports.
Menu Button

- Approvals – these will appear at the top left
  - Expense Reports – Pending approvals for AP Check Request and Travel Expense Reports will all be under the same expense approval screen.
  - Pre-Approvals – Pending approvals for the pre-authorization for travel
Menu Button

- Expenses – are found below the Approvals section
  - eWallet – contains all the Visa Travel Credit Card transactions that have been automatically imported from the bank
  - eReceipts – contains all the email memo receipt images sent to receipt@chromefile.com as well as any images uploaded directly to the gallery.
  - Draft – any expense reports that have not been submitted yet
  - Returned – any expense reports that have been returned by an approver to be adjusted
  - Recently Submitted – all expense reports that have been completed for you within the last 90 days
Menu Button

- Pre-Approvals
  - Draft – Pre-approvals that you have created but not submitted for approval
  - Returned – Pre-Approvals that have been returned to you for corrections to be made
  - Recently Submitted – Pre-Approvals that have been submitted within the last 90 days
- Inquiry – Allow you and your delegates to perform quick inquiries on all your activity by category.
- To add a new expense report or new pre-approval report click on the + New icon on the right side of the screen.

- Click on your Name in the right hand corner of the Navigation Bar to see or act as a delegate, edit your settings (including your password), access the Chrome River Help Center or log out of the system.
Delegates in Chrome River

- Delegate- Allows you to create an expense report for another person
  - As a delegate you have access to their settings menu, home screen and inquiry reports.
    - When processing travel for someone besides yourself you need to be a delegate of the traveler
    - If entering business entertainment as an AP Check request you will also need to be a delegate of the person ‘Hosting’ the event
  - You will receive copies of any email notifications regarding approval, rejection or adjustments of reports you created for the user
  - However you will not be able to approve expenses that are routed to the user
How to Set Up a Delegate

- Click on your name in the Navigation Bar
- Select settings
- Click on Delegate Settings
- Click Add New Delegates
- Enter Name of person who you want to add as your delegate
How to Work as Another User’s Delegate

- When other users have authorized you to work as their delegate, you will see their name under your name when you tap it in the upper right hand corner.

- Click your name in the navigation bar.
- Then click the person's name you want to work as.
- The numbers on the right of the name show their unused expense transactions and the total number of their unsubmitted reports.
- To switch back to your own account, tap the icon again and select your name.
Approval Delegate

- When an approver is out of the office, they can go into Chrome River and check their out of office and the system will route the approval to the next person listed for that type of approval.
  - Budget Authority
  - For all other approval types the approver can delegate a person to approve on their behalf while they are out of the office but it must be their supervisor

- You will not be able to access the user’s approval screen
  - If you are the second approver it will show up under your approval screen
Creating a Pre-Approval for a Non-Employee

- Before you create a Pre-Approval for a Non-Employee you must complete the Vendor Maintenance Form to add the non-employee to our people file.

- Information needed for form:
  - Non-Employees full name
  - Mailing Address
  - City/State/Zip Code
  - Phone Number
  - Email Address
  - Department Name responsible for processing the travel
  - Person who will be entering the travel into the system on behalf of the traveler

- Once the Non-Employee/Student information section has been completed email it to newvendor@uncw.edu
Creating a Travel Pre-Approval

- Pre-Approvals are only required for Travel Expenses
- Click on the + New icon on right side
- Select New Pre-Approval
- The Pre-Approval Header will appear
- The header information on the Pre-Approval includes the following information:
- Report Name – Enter the name of the conference and the year. If it is not a conference enter the type of trip and year
- Start and End Dates of trip
- Business Purpose – provide detailed information as to what and why you are traveling
The header information on the Pre-Approval includes the following information:

- Start and End Times
- Travel Type – Select the type of travel that this is
  - Employee
  - Non-Employee
  - Student Group
  - Athletic Team Travel
  - Student
  - Student Employee
  - Independent Contractor
The header information on the Pre-Approval includes the following information:

- **Location**
  - In-State
  - Out-of-State
  - International – Includes Alaska and Hawaii
- **Destination City, State**
- **Country**
- **Is this for a future year travel?**
- **Does this trip include personal time?**
Pre-Approval Header

- **Allocation** – This is the funding source for the expense. Enter the fund that you want to charge the expense to.

- If you want to add multiple funds click on the + allocation icon

- If you are finished with the header information click on the save button at the top right corner
Adding Additional Funds to the Pre-Approval

- Click on the + allocation icon
- Two allocation fields will appear, with the first one populated at 100%
- Enter the additional fund in the second line
- By default, the expense will be split evenly among them
- You can adjust the amount or the percentage
- It is best to do this after all allocations have been added
Adding Expenses to the Pre-Approval

- Once you have filled out the basic header information you will be able to add other potential expenses.

- To add an expenses to the Pre-Approval click on the + Button.

- The + Pre-Approval Mosaic Dashboard screen will slide in from the right.
Pre-Approval – The Mosaic for Expense Types

Tapping on an expense type tile takes you to a new screen to add the required information for that expense

Add Pre-Approval Types

- Airfare
- Rental Car
- Ground Transportation
- Other Transportation
- Registration
- Lodging
- Meals
- Other
Airfare

- Airfare can be purchased three ways
  - UNCW Travel Agency – If using the UNCW Travel Agency you must enter the airfare in when you are creating the Pre-Approval in order for UNCW to purchase the airfare directly
  - UNCW Visa Travel Card
    - If you have a UNCW Visa Travel Card you can purchase your airfare directly from anywhere you choose and reconcile the transaction when it posts from the bank
  - Traveler Pay and Get Reimbursed
    - If the traveler chooses to purchase the airfare and get reimbursed after the trip.
Airfare

- Enter estimated amount
  - If UNCW Travel Agency – enter the amount the agency quoted you plus the agency fee
  - If using UNCW Travel Agencies select the one that you are using. If you are not using one of our travel agencies select other

- Paid by
  - Travel Office – if you are using UNCW Travel Agency
  - Travel Card – if you are charging the airfare to your UNCW Visa Travel Card
  - Traveler – If the traveler will pay and get reimbursed after the trip

- Enter the departure date and return date

- Click on Save
UNCW has contracted travel agencies that we use for airfare which is charged to our credit card.

- Select the travel agency
- How the airfare will be paid
  - Travel Office
  - Travel Card
  - Traveler- Reimbursement
- Departure Dates and Times

If Student Group or Team Travel enter the list of travelers in the description field so the agency will have the list of people.
Airfare – UNCW Travel Agencies

- If UNCW Travel Agency has been selected in the Paid By section these additional steps must be completed
  - Travel Agency should have already been contacted and flight selected that you desire.
  - Attach the flight itinerary that the travel agency provided you to the pre-approval
  - Submit the pre-approval for approval quickly as airfare is time sensitive.
  - Once all approvals have been received the travel agency will be given the approval to purchase the flight by the Travel Office
  - After the travel agency charges UNCW the transaction will show up in your eWallet to be reconciled
- If there is personal time or flying out of a different airport than ilm a comparison quote must also be attached to the pre-approval before submitting to the Travel Office
Rental Car

- Enter the estimated amount
- Enter a description
- Select Rental Car Agency
- Paid by
  - Travel Office – if you are using Enterprise
  - Travel Card – if you are charging the rental car to your UNCW Visa Travel Card
  - Traveler – If the traveler will pay and get reimbursed after the trip
- Enter depart and return date
- Click on save
Rental Car – Enterprise Direct Bill

- If you are using Enterprise and selected Travel Office as paid by make sure to go to the Enterprise booking tool on the homepage and reserve the vehicle and enter the pre-approval number.

- When Enterprise bills UNCW for the rental car the transaction will show up in your E-Wallet to be reconciled.
Ground Transportation

- Ground Transportation includes, mileage, taxi, shuttle, fuel, parking

- Estimated Amount can be entered separately for each expense or as a total

- Description – Must be entered to identify which expense it is
  - For Example – Fuel for the rental car
  - This amount is for parking and fuel

- Click on Save
Other Transportation

- Other transportation is boat or ferry
- Enter the estimated amount
- Description – enter in what the expenses is
- Click on Save when finished
Registration

- There are three ways to pay for registration for a trip
  - Registration paid directly by UNCW – Prepare an expense report to pay the registration directly to the conference by UNCW
  - Pay the registration using your UNCW Visa Travel Card
  - Traveler will pay the registration fee and get reimbursed after the trip is over
Registration

- Enter the estimated amount
- Enter a description of what we are paying registration for

- Paid by
  - Travel Office – if you are submitting an expense report for UNCW to pay directly
  - Travel Card – if you are charging the rental car to your UNCW Visa Travel Card
  - Traveler – If the traveler will pay and get reimbursed after the trip

- Payee Name
  - Make sure to select the correct address for the payee as well

- Click on Save
Lodging

- Enter the estimated amount

- Enter a description - If planning on staying somewhere besides a regular hotel enter that here and submit the 3rd party lodging request to Travel Office before the trip

- Enter the number of nights that you will be claiming lodging for

- Approved Rate – is the state per diem rate for lodging that is allowed. Any amount higher than this is considered excess lodging
Lodging

- Excess Lodging - this will be the dollar amount that is over the approved rate
- Paid by
  - Travel Office – if this is for local lodging (Non-Employee Travel)
  - Travel Card – if you are charging the hotel to your UNCW Visa Travel Card
  - Traveler – If the traveler will pay and get reimbursed after the trip
- Hotel Name
- Check In and Check Out dates
- Click on Save
Lodging – Local Hotels for Non-Employees

- Local Hotel arrangement made for Non-Employees or Independent contractors must be entered on the Pre-Authorization in order for them to be paid directly by UNCW

- Steps to complete
  - Contact the hotel from our local hotel list on the website
  - Complete pre-approval with lodging marked as paid by Travel Office
  - Must complete the Hotel Name field on the pre-approval for lodging
  - Once the pre-approval has been approved by everyone the Travel Office will provide the hotel with the approval to direct bill UNCW
  - Once the hotel bills the university the transaction will show up under the travelers eWallet to be reconciled
Meal Per Diem

- Enter the estimated amount for meals
  - At the bottom of the screen per diem by day is listed

- Description – list the meals that you are claiming.
  - For Example – Friday – B, L
    Saturday- B, L, D and
    Sunday - B

- Click on save
Other Expense

- Any travel expenses that do not belong in the other categories should be listed under other expense
- Enter the estimated amount
- Description – should provide detail information on what the expense is
- Click on save
Attaching Images to the Pre-Approval

- You can attach images to a pre-approval while you are creating it or at any stage after it has been created.

- To attach an image to your pre-approval request, tap anywhere in the header of the report to bring up the header preview.

- Scroll down to attachments and tap browse file to attach an image from your computer.
Submitting a Pre-Approval

- When you have reviewed your pre-approval and everything is correct click the green submit button.

- If the pre-approval request is not already open, go to your draft Pre-Approvals screen, tap on the desired request, and tap SUBMIT on the preview screen.

- You will be asked to verify the legitimacy of your pre-approval request on the submit confirmation screen and click submit.
# Pre-Approvals - Summary

## Travel to Lexmark

<table>
<thead>
<tr>
<th>EXPENSE</th>
<th>ESTIMATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>388.35 USD</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>100.00 USD</td>
</tr>
<tr>
<td>Registration</td>
<td>1,600.00 USD</td>
</tr>
<tr>
<td>Lodging</td>
<td>688.75 USD</td>
</tr>
<tr>
<td>Meals</td>
<td>241.80 USD</td>
</tr>
</tbody>
</table>

**PA Report ID**: 010000229849  
**Total Estimated Amount**: 2,998.90 USD
Routing for Pre-Approval

- Traveler
- Supervisor
- Budget Authority
- Grant Officer – if using grant funds
- Vice Chancellor – if international

<table>
<thead>
<tr>
<th>APPROVER</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daniel Masters</td>
<td>09/20/2016</td>
</tr>
<tr>
<td>Cara Cilano</td>
<td>09/20/2016</td>
</tr>
</tbody>
</table>
Tracking Pre-Approval

- To access your submitted pre-approval after submitting it, tap the menu button and then tap Recently submitted in the Pre-Approval section of the drop down menu.

- Find the pre-approval in the list and tap it to display the preview.
Tracking Pre-Approval

- Then tap the icon Tracking

- You may track the pre-approval request’s progress on the Tracking screen, including who it is and who it has been assigned to, the applicable routing rules and its status at each step
Tracking Pre-Approval

- If multiple routing step numbers are displayed, you may tap each one to see all the details for that step
Returned Pre-Approval

- When an approver has returned a pre-approval request to the traveler during the approval process, it will appear in the Returned Pre-Approval list.

- To access a returned Pre-Approval:
  - Tap on Returned in the pre-approval section of the dashboard.
  - Select the pre-approval that you want to edit and the pre-approval will slide in from the right side.
  - Click open.
  - If you need to edit a line item select the line you wish to adjust and tab edit.
Edit Pre – Approval Header

- After you have saved the Pre-Approval if you need to edit the information
  - Click on the report name on the far left side at the top

- Then click on the edit button at the top right side
Deleting a Pre-Approval

- To delete your entire pre-approval request and start over, tap it in the returned Pre-Approval Reports list to open the preview, and then click on the tab DELETE.

- You will then be asked to confirm the deletion.

- The Pre-Approval can only be deleted if it has not been completely approved.
Pre-Approval Encumbrance

- Once the pre-approval has been approved by all required approvers the expense will be encumbered in your fund.

- Encumbrances will post daily.

- Each expense type or “bucket” is encumbered.

- The system will assign the account codes by report type, location and expense type.

- To see the encumbrance go to FGIENCD in Banner.
Pre-Approval Encumbrance Posted In Banner
Hands On Training - Creating your Pre-Approval

- Traveler – yourself
- Use the information from the handout that you were given in class
- Only create the Pre-Approval and then stop
Information to Consider before Creating an Expense Report for Travel

- Expense Reports for travel allow you to group and organize expense quickly. A new expense report can be created for each expense or expenses can be combined into a single report if they are for the same Pre-Approval and Payee.

- Expense Reports must be completed for the following instances:
  - Prepaid Registration
  - Other payments requiring a check to be generated
  - Reimbursements to Travelers
  - Reconciling Travel Card Transactions
How to Create an Expense Report

- From the dashboard, click the + New button in the upper right corner

- Select New Expense Report from the drop down menu

- Once the New Expense Report is selected, the header will vary based on what type of expense report you choose
Expense Header for Travel

- Report Name – This is the name assigned by the expense creator -
  - The format to use should be the name of the conference and then the year
  - If it is not a conference the Name of what you are traveling for and year should be used

- When you select the Report type this will determine which mosaic bar you see – If the expenses are for travel you should select an expense report type that matches the Pre-Approval

- Location this will allow the system to know which group of account codes to automatically assign the expenses to.
Expense Header for Travel

- **Report Type** – Select the type of traveler the trip is for
  - **Athletic Recruiting Travel** – This is for UNCW Coaches going out on recruiting trips
  - **Athletic Team Travel**
  - **Employee Travel**
  - **Independent Contractor Travel** – Use this if you have completed a PUR 140
  - **Non-Employee Travel** – A traveler that is not an employee of UNCW
  - **Student Employee Travel** – Student as a job assignment and is being paid on payroll
  - **Student Group Travel** – This is for a faculty or staff member taking a group of student on a trip and is paying for all expenses. Students will not be reimbursed any expenses
  - **Student Travel** – Any student that does not have a current job assignment in payroll
Expense Header for Travel

- **Start Date** – Date the business trip starts
- **Start Time** – Enter the time you are leaving for the trip.
- **End Date** – Last day of your business trip
- **End Time** – Enter the time you return from business trip
Expense Header for Travel

- **Location**
  - In-State
  - International
  - Out-of-State

- **Is this your final report?**
  - No – If this is not your last expense to be submitted for this trip select no
    - Partially liquidates the encumbrance
  - Yes – if this is the last expense for this trip select yes
    - Applies the expense and fully liquidates the remaining encumbrance from this Pre-Approval
Expense Header – AP Check Request

- Report Name – This is the name assigned by the expense creator -
  - The format to use should be the name of what you are paying for and then the year
  - For Example NCAA Membership for J. Smith 2017

- When you select the Report type this will determine which mosaic bar you see
  - Select AP Check Request – this will be for all non travel expenses
Expense Header – Payment Information

- Payment Due Date – Enter the Wednesday date that you need the check.

- Payee – This is the person(vendor) that the payment will be made to
  - Enter the vendor’s name
  - Select the vendor name and verify the address
  - If the address is not correct you will need to complete the Vendor Maintenance Form and stop till the vendor information is added.
Vendor Added or Address Updated for Payee Information

- If the Vendor Name is not found in the payee section or the address needs to be updated you need to complete this form. Depending on the type of payee you have will depend on what section you need to complete.
  - For Employee information to be added or updated you only need to complete the employee section.
  - For a Non-Employee or a Student you will need to complete the second section of the form.
    - Department Name and the person responsible for entering the travel must be filled in also.
  - For payment to someone besides the employee/non-employee the vendor section must be completed.
- This form is on the home page of Chrome River on the right side of the screen.

This form is for adding new payees to Chrome River. Once processed the payee will be added to the system within 24 hours. Please complete the section for the type of payee to be added and email the form to newmember@uncw.edu.

**Employee:**
- Name: ___________________________ Banner ID: ___________________________
- Campus Box: ______________________ Department: ___________________________

**Non-Employee/Student Traveler:**
- Name: ___________________________
- Street Address: ___________________ Zip: ___________________________
- City/State: ________________________ Zip: ____________________________
- Phone: __________________________
- Email: __________________________
- Department responsible for travel: ____________________________
- Person responsible for entering travel: __________________________

**Vendor:**
- Payee Name: __________________________
- Payment Street Address: _____________________________ Zip: ___________________________
- City/State: ___________________________ Zip: ___________________________
- Phone: ___________________________ Fax: ___________________________
- Email (optional): ___________________________
- W9 Requested: Yes _____ No _____
Expense Header – Payment Information

- Check Handling – Leave blank unless special handling for check is needed
  * If Direct Deposit or regular check leave this field blank

- A- Attachment
- C- Pick Up check
- D- Mail to department
- Wire – if payment needs to be in the form of a wire
- Manual – if using CMCS as a transfer for payment
Expense Header – Payment Information

- **Check is required** – check this box if the payee is on direct deposit and we need a paper check instead. A reason must be provided – should be used limited

- **Single Check Required** – if this is the only invoice that can be on the actual check. A reason must be required
  - Also select if you are asking to pick up the check
Expense Header for Accounts Payable - Check Request

- This section will only show up if Expense Type is AP Check Request

- All questions should be answered
Completing the Expense Report

Header

- Once you have filled out the required fields on the header, tap save.

- Now it is time to add the actual expense to the report. To add an expense click on the + Button to add your first expense to the report.
Mosaic Expense Bar for Travel

- The add Expense screen will slide in from the right.
- It offers you several types of expense based on the expense report you choose.
- Plus, access to deleted items in the Recycle Bin and email memo expenses in your receipt gallery.
The Mosaic for AP Check Request
Where to Find Frequently Used Account Codes for AP Check Request

<table>
<thead>
<tr>
<th>Other Expense</th>
<th>Other Expense - Payroll</th>
<th>Other Expense - Non-Expense</th>
<th>Marketing - Advertising</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Employment</td>
<td>Employee Assistance Program</td>
<td>Orientation Fees</td>
<td>Advertising</td>
</tr>
<tr>
<td>Employee Moving Expense</td>
<td></td>
<td>Refundable Deposits</td>
<td>Promotional Fees</td>
</tr>
<tr>
<td>Electronic Payment Processing Fee</td>
<td></td>
<td>Due To Accounts</td>
<td>Web Advertising</td>
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<td></td>
<td></td>
<td></td>
<td>Newspaper Advertising</td>
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<td></td>
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<td></td>
<td>Misc Advertising</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Promotional Items</td>
</tr>
<tr>
<td>Services</td>
<td>Gifts/Awards</td>
<td>Food</td>
<td>Supplies</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------</td>
<td>-------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Bell South Services</td>
<td>Gifts</td>
<td>Assorted Food Products</td>
<td>Instructional Supplies</td>
</tr>
<tr>
<td>Athletic Game Day Services</td>
<td>Prizes and Awards (Non-Employee)</td>
<td>Post – Game Team Home (Athletics)</td>
<td>Misc Other Supplies</td>
</tr>
<tr>
<td>Athletic Game Officials</td>
<td></td>
<td>Pre-Game Team Home (Athletics)</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>Cable TV</td>
<td></td>
<td>Team Food Supplies</td>
<td>Research Supplies</td>
</tr>
<tr>
<td>Cellular Phones</td>
<td></td>
<td></td>
<td>Repair Supplies</td>
</tr>
<tr>
<td>Contracted Food Services</td>
<td></td>
<td></td>
<td>Safety Shoes, Safety Supplies and Glasses</td>
</tr>
<tr>
<td>Other Contracted Services</td>
<td></td>
<td></td>
<td>Athletic Gear and Supplies</td>
</tr>
</tbody>
</table>
Adding Expenses

- There can be as many expenses added to one expense report as needed as long as it is related to a single pre-approval.
  - Travel Card transaction can be added to the report that is payable to the traveler and can be added with your reimbursement
  - If AP Check request is the expense type then there will be no pre-approval and you can attach as many expense to one report as long as it has the same payee.
    - If there are multiple invoices for a vendor then you will need to enter each invoice on a different expense report.

- There are three types of expenses that you can add to a travel report
  - Direct Expenses – are those you enter manually into your report using Chrome River
  - Travel Agency, Enterprise and Local Hotel Expenses – are items that will automatically be imported into Chrome River which will be in the E-Wallet
  - Visa Travel Credit Card Expense – are items automatically imported into Chrome River which will be in the E-Wallet
  - Receipt Expenses – are the expenses that you have submitted a receipt to the receipt gallery
Adding a Direct Expense

- Click Create New to display the expense category tiles

- Select the type of expense you would like to add and tap the box.
  - Some tiles have additional subcategories that will appear for you to select from
Adding Airfare

- Click on the Air Travel Tile

- A sub group of expenses will appear

- Select the expense
  - Airfare
  - Baggage
  - Change Ticket Fee
  - Agency Service Fee

- The screen will prompt you for information such as date, amount, description and allocation
Adding Airfare

- Date – Enter the date on the receipt
- Spent – amount of the ticket
- Business Purpose – Enter a detailed description of the business purpose of the trip. This will carry over to additional expense on the report
- Class – type of class for the airfare
Adding Airfare

- Origin Airport – airport you are flying out of
- Return Airport – airport you are flying back to
- Depart – enter date of flight
- Return – enter date of return flight
Adding Airfare

- Passenger Name and ticket # – this is optional
  - Will automatically fill in for travel cards and UNCW Travel Agency

- Receipt Attached – check box
  - A receipt is required for all expenses
  - If using UNCW travel agency attach the itinerary from the travel agency which includes the price and ticket number

- Company Paid – If UNCW is directly paying for this check this box
  - On Visa Travel Card
  - Using UNCW Travel Agency
Adding Airfare

- Allocation – Enter the fund that you would like to charge this expense to
- If you want to split the expense between additional funds click on the + add allocation
- Add the receipt or any other supporting documentation needed by click upload attachment or drag and drop the file
- Click on save
Adding Ground Transportation

- Once ground transportation is selected different tiles appear for you to select based on the expense

- Rental Car
- Mileage
- Parking
- Fuel – for rental cars only
- Taxi
- Shuttle
- Toll
- Train
- Bus
- Subway
Adding a Rental Car Expense

- Date – receipt date for renting the car
- Spent – Dollar amount
- Car Rental Agency – Select the agency you rented the car from
- Rental Add-Ons – upgrades and additional options are not allowed
- Depart – Date you started using the car
Adding a Rental Car Expense

- Return – Date the car was returned
- Confirmation # - optional
  - If using Enterprise booking tool (direct bill) this will automatically fill in
- Renters Name – optional
  - If using Enterprise booking tool (direct bill) this will automatically fill in
- Company Paid – If UNCW is directly paying for this check this box
  - On Visa Travel Card
  - Using UNCW Enterprise Booking Tool
Adding Mileage

- **Date** – actual date mileage occurred

- **Business Purpose** – Enter a detailed description of the business purpose of the trip. This will carry over to additional expenses on the report.

- **Description** – where you drove to and from
  - If you choose to click on map and enter your to and from destination the system will enter the description for you.

- **Number of Days** – enter the number of days of your trip.
Adding Mileage

- Miles – Either enter the total miles driven or click on the Map tab and use Google Maps

- Receipt Attached – required
  - If you used the map button the system will attach the map providing the detail information required
  - Otherwise you will need to attach MapQuest or another documentation showing the mileage

- Click on save
Monthly Mileage Logs

- With Chrome River there will not be a blanket authorization.

- For monthly mileage logs you will need to create one pre-approval per fiscal year for only monthly mileage logs.

- There should be a max of 12 expense reports submitted to this Pre-Approval.
  - One expense report per month.

- Deadlines for monthly mileage have not changed.

- When entering the expense the field for days of trip you should only enter the number of days you drove.
Adding Registration

- **Date** – receipt date
- **Spent** – Dollar amount
- **Business Purpose** – Enter a detailed description of the business purpose of the trip. This will carry over to additional expense on the report
- **Description** – Explain what you are paying and if there are any meals included in the Registration list them here
Adding Registration

- Merchant – Name of conference/vendor that we are paying
  - This is optional – if using Visa Travel Card this section will automatically be filled

- Meals are included in the registration - check this box if there are meals included and add a comment stating which ones are included

Company Paid – Check this box if on
  - Visa Travel Card
Registration Information

- There are three ways that a registration can be paid
  - UNCW pay directly with a check
  - Visa Travel Card
  - Traveler pay and get reimbursed after the trip

- Please note for UNCW to pay directly with a check you must enter an expense report for the registration and choosing the payee as vendor
Adding Lodging

- Lodging Expenses have two steps before you can complete it
  - Enter the total cost of lodging
  - Itemize the bill for all the expense – this allows you to itemize a hotel bill into its various expense types

- Enter the Receipt Date, Total Spent on receipt and Merchant Name (optional)

- If the lodging is something other than a normal hotel check this box
  - Then it will ask you if the 3rd party lodging has already been approved. If so attach it to the expense

- Now click save and then itemize
Itemizing Lodging Expenses

- Once you click itemize the following expense should be itemized on your lodging bill
  - Lodging
  - Hotel – taxes
  - Hotel – Parking
  - Hotel – Internet
  - Miscellaneous
    - Hotel Personal Expense – This is an expense that is personal and the university would not pay for. You will need to write a check to UNCW to cover this amount
    - Hotel Other Expense – other charges from the hotel that are business related
Itemizing Lodging Expenses

- Steps to itemize the Hotel Receipt
  - Select the type of expense
  - The screen will prompt you for information such as date, amount, description and allocation
  - Click Save
  - As you add expenses to itemize the remaining amount on the left side will reduce
  - The lodging must be completely itemized with a zero remaining balance before you can continue
Itemizing Lodging

- When itemizing the cost of the room, select lodging.
- There are two options based on your destination:
  - In-State/Out-State
  - International
Adding Meals

- For meals there are two options to select from:
  - Per Diem Wizard – will be used when a traveler is claiming per diems for meals
  - Student Group Meals - will be used when a student group trip is taken and receipts are required
  - Business Entertainment – will be selected when a traveler is taking a group of people out to eat that the traveler paid for.
    - The additional paper form will no longer be required as the form has been built into the system.
Adding Meals - Per Diem Wizard

- **Per Diem Wizard**
  - Enter the start and end dates and times of the trip

- Description – list meals that you are not claiming or any other details that need to be explained

- Location – Enter
  - State and City

- Enter Allocation
- Click on add entry
Adding Per Diem Wizard

- Once you click on the add entry button on the right hand side of the screen a list of each day with the location, and amount of meals will show up.

- To adjust any meal for a day click on the arrow at the far left side of that day.

- Check any meals that should be deducted from the reimbursement.
  - This would include meals that are part of a registration or if you are part of a business entertainment.

- Click add to report.
Adding Business Entertainment Meals

- **Date** – Enter the date on the receipt
- **Spent** – total amount of the meal
- **Business Purpose** – The business purpose of the business entertainment
- **Description** – details about the meal

Business Entertainment Meals

- **Date**: 04/24/2017
- **Spent**: 0.00 USD
- **Business Purpose**: Optional
- **Description**: Optional

*All campus food (catering) and alcohol must be purchased through Aramark.*

*Off-campus food and alcohol must comply with Business Entertainment and Travel Policies.*
Adding Business Entertainment Meals

- University Department – Select the department name that the person “hosting” the meal is from
- Place of Entertainment – enter the name of restaurant
- Type
  - Meal
  - Other

[Image of form fields]
- University Department
- Place of Entertainment
- Type
  - Meal
  - Other
- Receipt Attached
- Company Paid
- Allocation
  - Search for Allocation
Adding Business Entertainment Meals

- Guest Expense Entry – this appears at the bottom of the expense entry screen.
- The expense owner will show up automatically as one of the attendees and you will need to add the additional people.
- There are two types of guest:
  - Internal - UNCW Employees and Students
  - External – all other guest

![Guests Table]

**Guests**

- Internal  
  - Laura Gore  
    - UNC Wilmington

Add Guests
Adding Business Entertainment Meals

- To add an Internal Guest
  - Click + add guest – which will open the guest selection pane
  - Select from the drop down box
    - Internal
    - External
  - As you begin to type a name into the search bar, a list of all guest will appear in the lower half of the screen
  - Tap the desired name to select it
Adding Business Entertainment Meals

- Searching for external guests who are already in the system is the same process described for internal guest.

- If the external guest is not in the system click + add guest.

- Then select add new external guest.

- Multiple fields will appear to enter the guest’s information which include full name, title and company name.

- Click Add.
Other Travel Expenses

- Click on the Other Travel Expenses Tile
- A sub group of expense will appear

Select the expense
- Foreign Transaction Fees
- Other Entertainment
- Passport/Visa Fees
- Tips
- Tours/Tour Guides
- Instructional Memberships
- Individual Memberships
- Other Travel Expenses

- The screen will prompt you for information such as date, amount, description and allocation
Check Boxes on all Expenses

- Company Paid – Check this box if the expense was paid directly by UNCW
  - Visa Travel Card
  - Travel Agency
  - Enterprise Direct Bill

- All expenses (except meal per diem) have to have a receipt attached to the line item before you submit the expense report.
Adding Allocation

- Allocation is what you know as your fund

- When entering an expense on each screen there is an allocation field that you must complete

- Tapping the search for allocation field opens a drop-down list
  - Recently selected allocations will be listed at the top of the list
  - As you begin to enter a number into field the list will automatically scroll to the funds

- Tap the desired allocation to charge the expense for
Split Allocation

- Chrome River gives you the ability to split one expense amount into multiple funds.
- Tap + add allocation.
- Two allocation fields will appear, by default the expense will be split evenly among them.
- You may manually change the fund amounts by changing the percentage or amount next to each fund.
- It is best to do this after all funds have been added.

![Split Allocation Screen](image)
Summary of Allocation Buttons

- Add Allocation – to include more allocations for the split
- Split equally – to distribute the expense equally among all allocations
- Clear Splits – to zero out all but the first allocation, which will be allotted 100% of the expense
- X – on the far left to remove a fund
Preview Expenses Entered

- Expenses can be previewed before submitting on the right half of the screen
  - This displays a summary of the expenses you have added and allow you to add comments or receipts to your expense report

- Within a report – Tap a line item on the left hand side to highlight and preview it
  - To advance to the next item, either click the arrow in the bottom right corner of the preview or tap on it in the list of expense on the left
What you can see on the draft and submitted screens

- Financial Summary – total of expenses

<table>
<thead>
<tr>
<th>Financial Summary</th>
<th>AMOUNT (USD)</th>
<th>APPROVED (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expense Reported</td>
<td>5,401.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Less Cardholder Responsibility</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Less Company Paid Expenses</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Less Company Paid Personal Expenses</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Less Personal Expenses</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Amount Due Employee</td>
<td>5,401.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
What you can see on the draft and submitted screens

- Expense Summary – summary of each line item

<table>
<thead>
<tr>
<th>Expense Summary</th>
<th>AMOUNT (USD)</th>
<th>APPROVED (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>123.10</td>
<td>0.00</td>
</tr>
<tr>
<td>Tips</td>
<td>196.19</td>
<td>0.00</td>
</tr>
<tr>
<td>Totals</td>
<td>319.29</td>
<td>0.00</td>
</tr>
</tbody>
</table>

- Account Summary - funding source for expenses

<table>
<thead>
<tr>
<th>Account Summary</th>
<th>AMOUNT (USD)</th>
<th>APPROVED (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>212020</td>
<td>5,401.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Totals</td>
<td>5,401.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
What you can see on the draft and submitted screens

- Receipts – attached to the expense report and will appear at the bottom of the preview
  - you can tap on the receipts to enlarge them or rotate them
## Reimbursement for IN Training

<table>
<thead>
<tr>
<th>DATE</th>
<th>EXPENSE</th>
<th>SPENT</th>
<th>PAY ME</th>
<th>Approved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 01/22/2017</td>
<td>Per Diem</td>
<td>24.15 USD</td>
<td>24.15</td>
<td>✓</td>
</tr>
<tr>
<td>Sun 01/22/2017</td>
<td>Shuttle</td>
<td>100.00 USD</td>
<td>100.00</td>
<td>✓</td>
</tr>
<tr>
<td>Sun 01/22/2017</td>
<td>Baggage Fee</td>
<td>25.00 USD</td>
<td>25.00</td>
<td>✓</td>
</tr>
<tr>
<td>Mon 01/30/2017</td>
<td>Per Diem</td>
<td>19.20 USD</td>
<td>19.20</td>
<td>✓</td>
</tr>
<tr>
<td>Tue 01/31/2017</td>
<td>Per Diem</td>
<td>19.20 USD</td>
<td>19.20</td>
<td>✓</td>
</tr>
<tr>
<td>Wed 02/01/2017</td>
<td>Per Diem</td>
<td>19.20 USD</td>
<td>19.20</td>
<td>✓</td>
</tr>
<tr>
<td>Thu 02/02/2017</td>
<td>Per Diem</td>
<td>10.20 USD</td>
<td>19.20</td>
<td>✓</td>
</tr>
<tr>
<td>Fri 02/03/2017</td>
<td>Registration</td>
<td>1,800.00 USD</td>
<td>0.00</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Total Pay Me Amount:** 265.35 USD
Adding Comments

- You may provide additional information or explanation during the process by entering a comment on the entire report or on individual line items from within the expense report.

- On submitted expense reports you can also see any comments entered by approvers.

- All comments are displayed in date order.
Adding a Comment to the entire report

- To enter a comment that applies to the entire report tap on the total number of comments under the report name
- Enter your comment in the comments field on the header preview
- Then tap post
Adding a Comment to a Line Item

- To enter a comment on a specific line item, tap on the item to select it.
- Use the comment field at the bottom of the preview screen.
- Click Post.
Attach Images

- You can attach images to an expense while you are creating it or after it has been created.

- Images may be uploaded directly through the application or emailed from the expense owner's email.

- Email memo, scanning files or faxing files may not exceed a total of 100 MB.
Attaching Images within a Report

- Click on the Browse File to Attach section in the lower right hand corner to browse for an image on your device.
- This will attach the receipt to the report header.
- At the bottom of the screen you will see a thumbnail image of each receipt attached and the total number of receipts will be in parentheses.
  - If you uploaded a single PDF containing multiple receipts these will appear individually.
Attaching Images

- Tapping on a thumbnail will bring up a preview on the receipt.
- The three icons above the preview will allow you to reduce, enlarge, and rotate the receipt image.
- The paper clip icon in the upper left corner will allow you to remove the receipt from the report.
Attaching Image Via Email and Receipt Gallery

- **Via Email** - You can use Chrome River email feature to submit receipt images when you are not logged into the application
  - For example, snap a photo of a receipt with your phone and send the photo by your UNCW email to receipt@chromefile.com
  - These can be uploaded directly to a specific expense or placed in the receipt gallery for you to attach to a report later

- **Via Receipt Gallery** - Receipt images uploaded previously or sent by email will appear in the receipt gallery
  - You can drag and drop onto your report
Via Fax or Scanned Copies

- You may also attach receipt images by scanning them and then emailing or faxing them in.
  - If you attach the cover page this will route the receipts to the actual expense report.
    - Note that if you use the cover sheet any image already attached to the report will be overwritten by the images you send in.
  - To access the coversheet:
    - Tap the PDF button in the preview of the expense report that you want to attach image to.
    - Select cover page.
    - The cover page will open and print it or save it.
    - Send the cover page and receipts to Chrome River by fax or by scanning and emailing them to:
      - Fax Number 1-214-540-1162 or
      - Email address receipt@chromefile.com
Attaching Image by Line Item vs Header

- You can attach receipts directly to specific items on your expense report
  - Images that have been submitted by email or scanned/faxed will be attached to the header of your report unless you move them

- You may drag images from the header to a specific line item on the report
  - A blue paper clip on the image thumbnail indicates when an image in the header pane has been attached to a line item

- Line items that have images attached display with a paper clip to the right side of them
Creating an Expense from an Image

- The + button in the preview pane allows you to create an expense item using the image.

- When you tap the image you will be asked to select an expense type.

- Next an expense entry pane will appear.

- The system will use OCR to pre-populate some of the data from the receipt.

- The rest of the filed you will need to enter the details and click save.
Visa Travel Card Transactions

- A green dot next to an expense category in the e-wallet or the receipt gallery indicates that there are unused items or receipts available.

- Items that will show up under credit cards are:
  - Your Visa Travel Card Transactions
  - Enterprise Direct Bill
  - Agency Airfare
  - Local Lodging
Visa Travel Card Transaction

- All visa travel card transactions must be reconciled as an expense report and attached to a Pre-Approval.

- These transactions will show up in your E-Wallet under the credit card icon.
  - When there is a green dot there are transactions that need to be reconciled.
Credit Card Items

- You can access your E-Wallet credit card items by creating a new expense or opening a draft expense:
  - Tap the + button
  - Then tap credit card to see your transactions
Adding a Credit Card Transaction to an Expense Report

- Add a credit card item to your report
  - Tap the check box above the amount
  - Tap the + button in the upper right hand corner
    - The radio button below the + button will display how many items have been selected
  - Tapping that will change it to a check box and will add all the credit card items to your report when you tap the + button
Adding a Credit Card Transaction to an Expense Report

- When an item is added to the report a new expense entry window will open with the date and amount populated.

- If necessary you can change the expense type of the credit card item by tapping the icon and selecting a new expense type.

- You should NEVER delete an item from the credit card list.
Submitting an Expense Report

- When you are done adding an expense to a draft report and ready to submit the report for approval, tap the green submit button.

- Click on the Teal Pre-Approval button and select the Pre-Approval trip that is related to this expense.

- You will be asked to confirm that your expenses are correct and are for official university business purposes.

- The expense report will be routed for approvals if everything is good.

- If there are any compliance warnings or violations, these will pop up here for you to fix before submitting them.
Compliance Warnings and Violations

- **Warning** – a compliance warning indicates that additional information is required before the expense can be submitted for approval and processing.

  - These may show up when saving a line item or when submitting an entire expense report for approval.

  - Respond to the warning by either modifying the data (if there is an error) or replying to the warning.

    If a reply is required tap “Enter a Response” in the response area under the message to activate a text box where you can enter your reply.

- Tap Save to update

---

**Receipts required for all expenses.**

A receipt is required for all expenses. A credit card receipt by itself is not sufficient. Please attach the receipt in the system. If you do not have a receipt please provide an explanation why an exception should be made.

Add Response
Compliance Warnings and Violations

- Violation – indicates that the expense cannot be submitted for approval and payment based on the University and State policies.

- A violation may be seen when saving a line item or submitting and entire expense report for approval.

- If there is an error within the data provided, the submit button will not be green.

- You will be required to make any necessary changes before you can submit the expense.

⚠️ General funds may not be used
The type of expense that you are trying to pay cannot be paid from general funds.
Hands on Exercise – Creating an Expense Report

- Report Name – UNC Finance Conference 2017
- Report Type – Employee
- Start Date – Friday
- End Date – Sunday
- Time  -  10 AM
- Time 2 PM
- Location - Myrtle Beach, SC
- Final Report – No
- Payment Date – Wednesday
- Payee – Traveler

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$500.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>$120.00 per Night</td>
</tr>
<tr>
<td>Meals</td>
<td>All meals except Breakfast on Saturday and Sunday</td>
</tr>
<tr>
<td>Enterprise</td>
<td>Credit Card</td>
</tr>
</tbody>
</table>
Hands On Exercise – Accounts Payable

- Report Name – UNC Finance Conference 2017
- Report Type – Employee
- Payment Date – Wednesday
- Payee – Traveler
- Answer the 4 Questions
- Select Expenses to enter on AP Check Request
Receipt Gallery

- The receipt gallery is accessible from the main menu (under E-Receipt button) which contains all the emailed receipts as well as any images uploaded directly to the gallery
  - Max File Size is 5MB
  - File Format must be
    - JPG
    - PDF
    - PNG
    - TIFF
- To access the receipt gallery
  - Tap the + button from inside any expense report
  - Tap receipt Gallery at the bottom of the list
Receipt Gallery

- A green dot next to the Receipt Gallery indicates that there are unused receipts available.

- A blue label shows the source of the image.

- You can sort the images by date, amount, expense type, transaction source, and merchant.
Uploading a Receipt to the Receipt Gallery

- Upload Image – to add an image to the receipt gallery from within the system
  - Tap the Upload button found in the upper right hand corner of the receipt gallery
  - To delete items - Check the items you would like to delete and click on the trash can icon
Ways to View Images in Receipt Gallery

There are two ways to view the images in the Receipt Gallery:

- **Image View** – is the default view
  - Shows thumbnails images of each receipt

- **List View** – Shows all images in a list
  - To change the setting to list view
    - Click on the icons in the upper left of the gallery to change the view to a list
Email Receipts and Images Directly to an Expense Report

- Draft a new email message
  - Send to receipt@chromefile.com
  - From: your UNCW email account
  - Subject: dollar amount
    - The amount of the expense with no symbols
  - Body - should contain description of expense

- Once received you will be able to view the email receipt in the offline or the receipt gallery section of the E-Wallet

- If you know the Report ID of the expense report to which you would like to attach an image, enter the Report ID (including dashes) into the subject line of an email instead of the currency
  - Remove everything from the body of the email including any email signatures
Tips for Images and OCR to work the best when taking photos of receipts

- Place receipts on a white background when taking pictures
  - Colors and black may lead to poor results

- When photographing multiple receipts place them all in the same direction

- Leave a gap of at least 1.5 inches between receipts

- Photograph hotel receipts separately
Tips for Images and OCR to work the best when take photos of receipts

- Make sure no other objects are visible in the photo
- Do not use flash
  - Be sure there is no glare on the receipt that obscures the data
- During the image attachment process select the size (Small, Medium, Large, Actual Size) that closest to 500 KB
- If a file is larger than 5MB then you will need to fax or email the image
Tracking Expense Reports

- From the submitted expense report tap on the desired expense to preview it.
  
  Tap Tracking in the preview.

- You will see a list of every item on the report and the status.

- Tap an item to see where it is in the approval process, including the approver to whom it is currently assigned, the date, and the rule that triggered the assignment.
Once the expense report has exported to Banner and the check has been processed, the data will be sent back to Chrome River.

The Payment information will be shown under the Payment Data:
- Check #
- Check Date
- Amount
Expense - Liquidation
Approvals

- If you are part of the approval process and have items awaiting your approval you will see a yellow notification bar at the top of the dashboard.

- The approval list displays all expenses waiting your approval.

- Use the sort button in the upper right hand corner to sort the list by date, last name, pay me amount or validated status.
Types of Approvals – Online Approvals

- Approve/Return from the Preview
  - Tap once on an expense report in the list to bring up a preview
  - Scroll up and down to view all the preview information on the report
- PDF – tap to view the cover page, full report, full report with notes and receipts or just the receipts
- Return – returns all line items on the report
  - A note is required to explain why it is being returned
- Approve – approves all line items on the report
The first way to approve an expense report is by an email approval.

- The email will provide you with a summary of the expense and other information.
- To approve the expense click on the green button.
- To return the expense report click on the red button.
Inquiry Dashboard

- The inquiry Dashboard allows you and your delegates to perform quick inquiries on all your activity by category.

- To access inquiry reports:
  - Click on Menu Button in the upper left corner.
  - Then select Inquiry.
  - You will see a list of inquiry reports:
    - My Expense Reports
    - My Expense Items
    - My Delegates
    - My Expense Calendar
    - My Items
    - My Firm Paid Items
New Expenses Allowed on Visa Travel Card

- When Chrome River goes live the following expenses will be allowed on the Visa Travel Card will increase:

<table>
<thead>
<tr>
<th>Baggage</th>
<th>Internet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td>Fuel – for rental car only</td>
</tr>
<tr>
<td>Shuttle</td>
<td>Taxi</td>
</tr>
<tr>
<td>Subway</td>
<td>Bus</td>
</tr>
<tr>
<td>Train</td>
<td></td>
</tr>
</tbody>
</table>

- Visa Travel Card Applications and Maintenance Forms will be on the home page of Chrome River or on Travel’s Website.
Chrome River Lab Times

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>9:00 – 10:00 AM</td>
<td>Hoggard Hall 249</td>
</tr>
<tr>
<td>July 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>2:00 – 3:00 PM</td>
<td>Hoggard Hall 249</td>
</tr>
<tr>
<td>July 7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>9:00 - 10:00 AM</td>
<td>Hoggard Hall 249</td>
</tr>
<tr>
<td>July 10&lt;sup&gt;th&lt;/sup&gt;</td>
<td>9:00 – 10:00 AM</td>
<td>Hoggard Hall 249</td>
</tr>
<tr>
<td>July 10&lt;sup&gt;th&lt;/sup&gt;</td>
<td>2:00 – 3:00 PM</td>
<td>Hoggard Hall 249</td>
</tr>
<tr>
<td>July 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>1:00 - 2:00 PM</td>
<td>Hoggard Hall 249</td>
</tr>
<tr>
<td>July 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>9:00 – 10:00 AM</td>
<td>Hoggard Hall 249</td>
</tr>
</tbody>
</table>
For Questions or Help Contact

- Laura Gore
  Disbursements Manager
  962-3076
  gorel@uncw.edu

- Susan Suits
  Financial Systems
  962-3400
  suitss@uncw.edu