

Chrome River

A Traveler's Guide for Viewing Travel

Chrome River Travel and Expense is a comprehensive, automated travel and expense system. This system automates the approval process for travel pre-approvals (authorizations), travel expense and direct pay payments.

There are advantages in using the Chrome River Travel System. The traveler or a delegate (a person authorized to enter travel on the traveler's behalf) are able to enter a Pre-Approval and Expense Reports for University travel.

Information in this document:

How to view your Travel in Chrome River

Submitting receipts and documentation

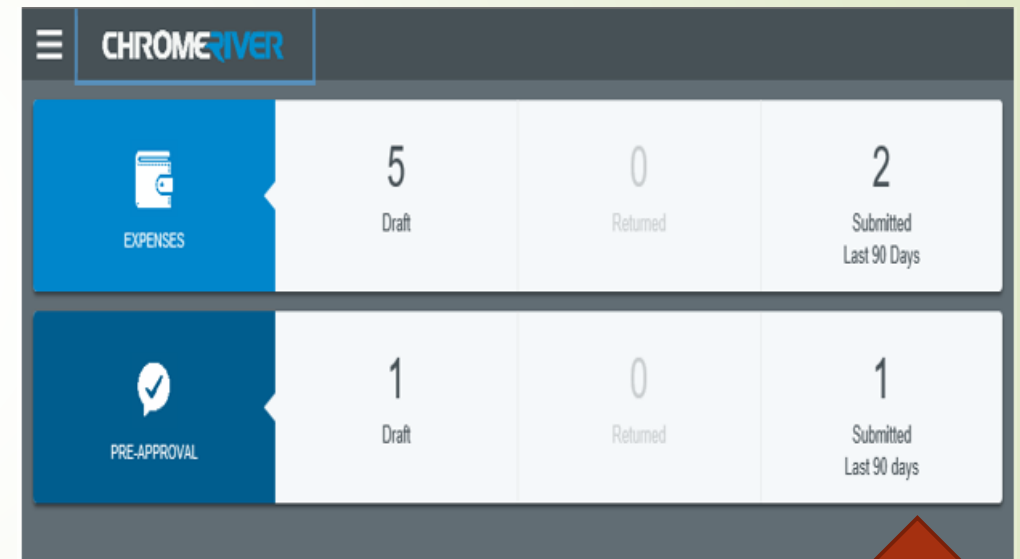


How to view your travel in Chrome River

- Once a Pre-Approval or Expense Report has been created and submitted for approval the traveler is able to review the report at any time.
- Reasons to review reports:
 - Knowing if a Pre-Approval or Expense Report has been approved
 - To view the Tracking of where a report needs approval
 - To verify if you have received reimbursement
 - To review past expenses for particular trips for future planning.

Pre-Approvals

- A Pre-Approval will list all estimated expenses a Traveler expects to spend during an official university business travel.
- A Pre-Approval needs to be completed and approved prior to the beginning day of the travel.
- A Pre-Approval also needs to be approved before any expenses are incurred for a particular travel.
- To view if a Pre-Approval has been approved login to Chrome River.
- The number of Pre-Approvals that have been submitted in the last 90 days will be visible.
- Select Submitted Last 90 days in the Pre-Approval line.

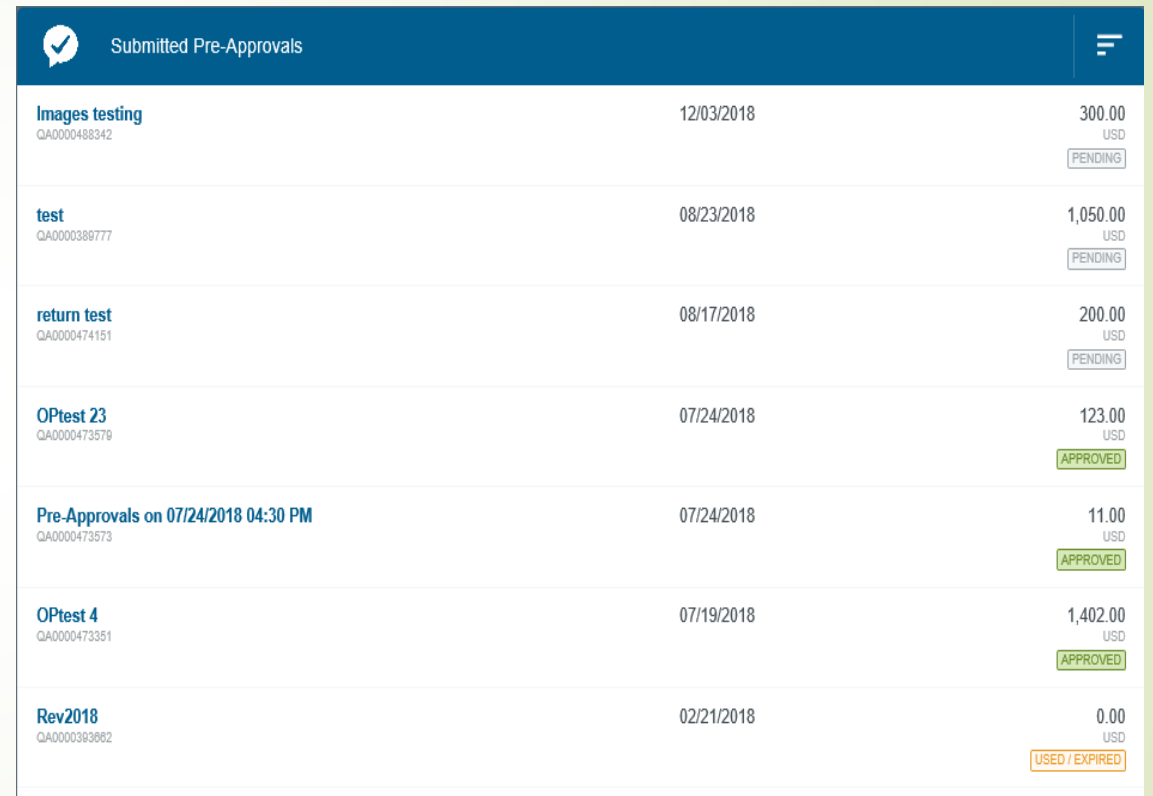


The screenshot shows the Chrome River interface with a dark header containing the logo and a hamburger menu. Below the header are two rows of statistics. The first row is for 'EXPENSES' and the second row is for 'PRE-APPROVAL'. Each row has three columns: Draft, Returned, and Submitted Last 90 days. A red arrow points to the 'Submitted Last 90 days' column of the 'PRE-APPROVAL' row.

	Draft	Returned	Submitted Last 90 days
EXPENSES	5	0	2
PRE-APPROVAL	1	0	1

Pre-Approvals

- All Pre-Approvals that have been submitted for travel are listed from the most recently submitted to the oldest.
- You may sort pre-approval reports by Name, Submit Date, Balance, or Status by clicking the 3 bars just above the total amount of the pre-approval.
- The Pre-Approval Report name, report ID number, date submitted, estimated amount, and status will be visible.
- You are able to verify that the submitted Pre-Approval has been completely approved by verifying the green highlighted field labeled APPROVED located below the total estimated amount.



Submitted Pre-Approvals			
Images testing QA0000488342	12/03/2018	300.00 USD	PENDING
test QA0000389777	08/23/2018	1,050.00 USD	PENDING
return test QA0000474151	08/17/2018	200.00 USD	PENDING
OPtest 23 QA0000473579	07/24/2018	123.00 USD	APPROVED
Pre-Approvals on 07/24/2018 04:30 PM QA0000473573		11.00 USD	APPROVED
OPtest 4 QA0000473351	07/19/2018	1,402.00 USD	APPROVED
Rev2018 QA0000393862	02/21/2018	0.00 USD	USED / EXPIRED

Pre-Approvals

- You are able to view the status of the Pre-Approval report which would be Pending, Approved, or Used/Expired.
 - Pending: approvals are still needed
 - Approved: report has been fully approved and expense are now eligible to be processed for the trip.
 - Used/Expired: expenses have exceeded the amount that was encumbered for this trip. Or the current date is 90 days pass the To Date entered on the Pre-Approval.

Submitted Pre-Approvals		
Images testing QA0000488342	12/03/2018	300.00 USD PENDING
test QA0000388777	08/23/2018	1,050.00 USD PENDING
return test QA0000474151	08/17/2018	200.00 USD PENDING
OPtest 23 QA0000473579	07/24/2018	123.00 USD APPROVED
Pre-Approvals on 07/24/2018 04:30 PM QA0000473573	07/24/2018	11.00 USD APPROVED
OPtest 4 QA0000473351	07/19/2018	1,402.00 USD APPROVED
Rev2018 QA0000393662	02/21/2018	0.00 USD USED / EXPIRED

Pre-Approvals

- To view a Pre-Approval click on the report name and the Header page will open on the right hand side of your screen.
- Information found on the Header Page consist of Report Name, Compliance Warnings, Report Owner, Created by and date, Estimated amount of trip, Report ID, Dates of trip, and Business Purpose.
- Prior Approvers and date approved.

Cascade Conference 2019	
⚠ Excess Lodging Please provide reason for lodging over the perdiem rates.	
Response Conference Hotel	
Report Owner	Jody Leber
Created By	Jody Leber
Create Date	03/06/2019
Pay Me Amount	2,799.60 USD
PA Report ID	010000625249
From Date	09/08/2019
To Date	09/12/2019
Business Purpose	To attend the Cascade Conference
Prior Approvers	
APPROVER	DATE
Susan Suits	03/06/2019

Pre-Approvals

- The Expense Summary will show the type of expense, the amount estimated for the expense, and the amount submitted from an Expense Report for that expense type.
- Account Summary list all funds that were encumbered for this travel.
- Applied Expense Reports will list the date submitted, name of expense report, and amount applied for all expense reports that have been applied to the Pre-Approval.
- Any comments and attachments that were added to the Pre-Approval will be located at the bottom of the page.

Expense Summary		
	AMOUNT (USD)	SUBMITTED (USD)
Airfare	375.00	0.00
Ground Transportation	50.00	0.00
Lodging	1,196.00	0.00
Meals Per Diem	133.60	0.00
Registration	995.00	995.00
Other	50.00	0.00
Total	1,804.60	995.00

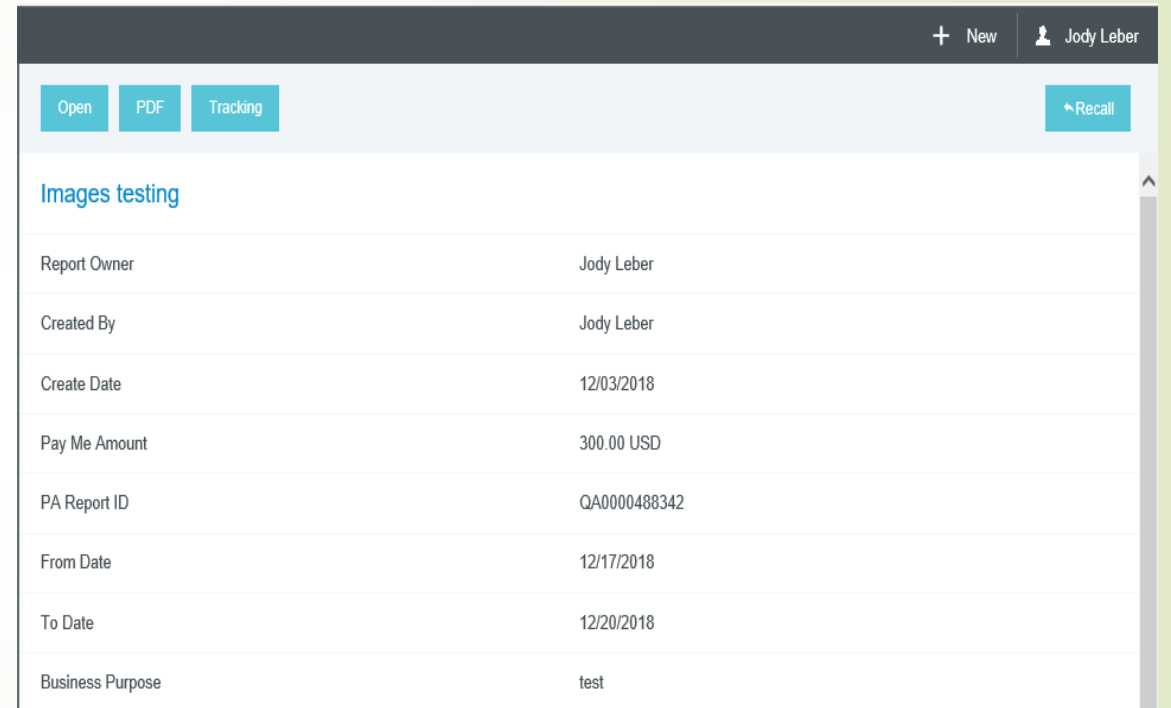
Account Summary		
		AMOUNT (USD)
172320	Financial Systems Financial Systems	2,799.60
Total		2,799.60

Applied Expense Reports		
DATE	REPORT NAME	AMOUNT (USD)
03/12/2019	Cascade Conference Reg. 2019	995.00

Remaining Balance		1,804.60
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To View Pre-Approval Tracking

- If a Pre-Approval is still Pending you may view the Tracking of the report to locate who's approval is needed.
- Select the pending Pre-Approval report to view.
- At the top of the header page click on Tracking.




The screenshot shows a software interface with a dark header bar containing a '+ New' button and a user profile 'Jody Leber'. Below the header is a light blue navigation bar with three buttons: 'Open', 'PDF', and 'Tracking' (which is selected). A 'Recall' button is also visible on the right. The main content area displays the title 'Images testing' and a table of report details.

Report Owner	Jody Leber
Created By	Jody Leber
Create Date	12/03/2018
Pay Me Amount	300.00 USD
PA Report ID	QA0000488342
From Date	12/17/2018
To Date	12/20/2018
Business Purpose	test

To View Pre-Approval Tracking

- The Tracking will show the routing steps of the Pre-Approval.
- The highlighted blue number is the approval step the Pre-Approval is currently at.
- Information includes the Pre-Approval status, estimated amount, approvers name it is assigned to, assigned date and time, and status of the approval step.
- You may click on any number in the approval steps to verify who the approval will route to next.
- The Step Status will inform you if the report is assigned or has been approved by the approver on that particular step.

Tracking for Images testing	
Status	Pending Approval
Estimated Amount	300.00 USD
Routing Steps	
	
Step Number	1
Assigned To	Jody Leber
Assigned To	Jody Leber
Assigned Date	12/06/2018 07:47 PM
Step Status	Assigned
Routing Rule	0 -

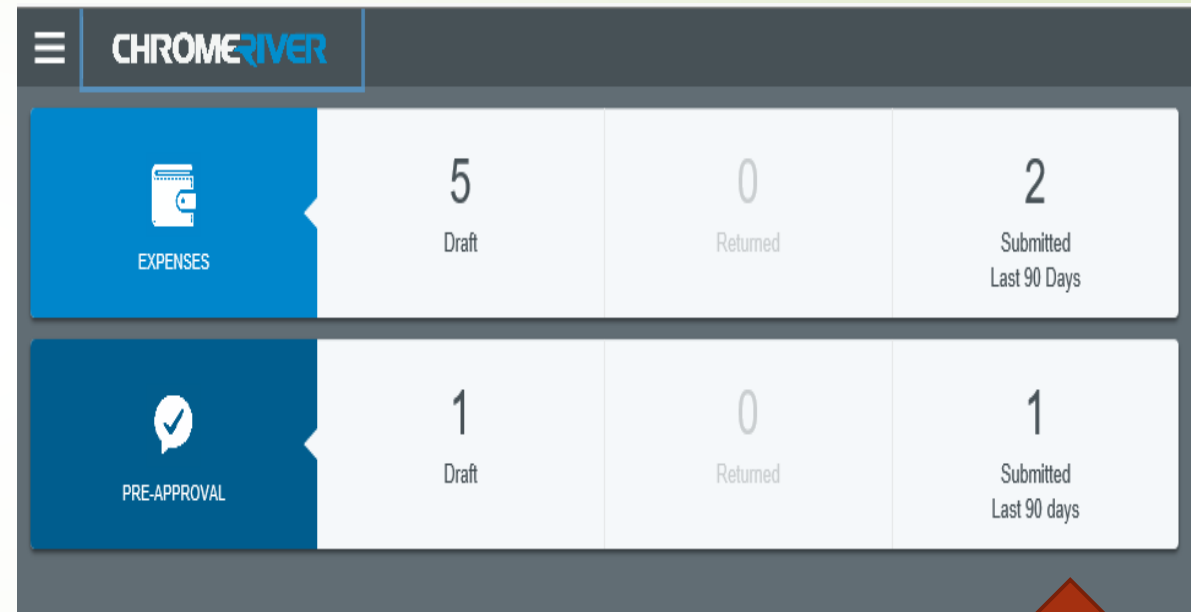


Expense Reports

- Reasons to create an Expense Report:
 - To generate payment for a Registration by the Travel Office.
 - To reconcile Travel Card, Maupin, Enterprise and Local Lodging credit card transactions.
 - To receive reimbursement for expense after the travel has been completed
- Expense reports have to be applied to an approved Pre-Approval before you are able to submit the report.
- All Expense reports route through an approval process

Expense Reports

- To view a submitted Expense Report, login to Chrome River.
- The number of Expense Reports that have been submitted in the last 90 days will be visible.
- Select Submitted Last 90 day in the Expenses line.




The screenshot shows the Chrome River dashboard with a header bar containing a menu icon and the 'CHROME RIVER' logo. Below the header, there are two main sections: 'EXPENSES' and 'PRE-APPROVAL'. Each section displays a grid of statistics for Draft, Returned, and Submitted (Last 90 Days) reports.

Category	Draft	Returned	Submitted Last 90 Days
EXPENSES	5	0	2
PRE-APPROVAL	1	0	1

A red arrow points to the 'Submitted Last 90 days' column in the 'EXPENSES' row.

Expense Reports

- All expense reports that have been submitted for travel or AP Check Request are listed from the most recently submitted to the oldest.
- You may sort the Expense Reports from oldest to recently submitted by clicking on the 3 lines located just above the amount of the reports.
- The Expense Report name, report ID, date submitted, amount of report, and status will be visible.
- You are able to view the status of the Expense report which would be Pending, Approved, Paid, or Exported
 - Pending: approvals are still needed
 - Approved: report has been fully approved and will export to Banner that evening.
 - Paid: reimbursement has been received by direct deposit or check
 - Exported: expenses have exported from Chrome River to Banner.



The screenshot shows a table titled "Submitted Expense Reports" with three rows of data. Each row includes the report name, report ID, date submitted, amount, and status. The status is indicated by a colored button: "PENDING" (grey), "EXPORTED" (green), and "PAID" (blue).

Expense Report Name	Report ID	Date Submitted	Amount	Status
Cascade Conference Reg. 2019	010031684105	03/12/2019	995.00 USD	PENDING
Reg. UNC Systems Conference 2019	010030808200	02/07/2019	135.00 USD	EXPORTED
Jaggaer2018	010024806788	05/03/2018	750.24 USD	PAID

Expense Reports

- To view a submitted Expense Report click on the Report name and the Header Page will open on the right hand side of your screen.
- Information found on the Expense Header Page consist of Report name, Report Owner, Submit Date, Report ID number, and Business Purpose.
- Prior Approvers list the approvers name and date that the report was approved.
- Tracking Summary shows if the report was Paid (received a reimbursement), Exported or Pending Approval and the total amount of the expense report.
- Payment Data list the date, check number, and amount receive via check or direct deposit if Tracking Summary was marked Paid

Open	PDF	Tracking	
Jaggaer2018			
Report Owner	Jody Leber		
Submit Date	05/03/2018		
Expense Report ID	010024609798		
Business Purpose	Jaggaer Conference		
Prior Approvers			
APPROVER	DATE		
Stefanie Powell	05/09/2018		
Rebecca Hayes	05/10/2018		
Kellie Smith	05/10/2018		
Tracking Summary			
Paid	750.24 USD		
Payment Data			
DATE	BANK ID	CHECK #	AMOUNT (USD)
05/16/2018		#10099659	159.43

Expense Reports

- Financial Summary shows a breakdown of the Total Expense Reported, amount of Company Paid Expense, Amount Due to Employee, and Total Expenses For Approval.
- Applied Pre-Approval Report list The Report name, date created and the amount of the Pre-Approval that this expense report was applied to. It will also show the remaining balance for that Pre-Approval.

Financial Summary		
	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	750.24	750.24
Less Cardholder Responsibility	0.00	0.00
Less Company Paid Expenses	590.81	590.81
Less Company Paid Personal Expenses	0.00	0.00
Less Personal Expenses	0.00	0.00
Amount Due Employee	159.43	159.43
Total Expenses For Approval	750.24	750.24
Applied Pre-Approval Report		
DATE	REPORT NAME	AMT (USD)
02/16/2018	Rev2018	2,421.52
	PDF	
Remaining Balance		0.00

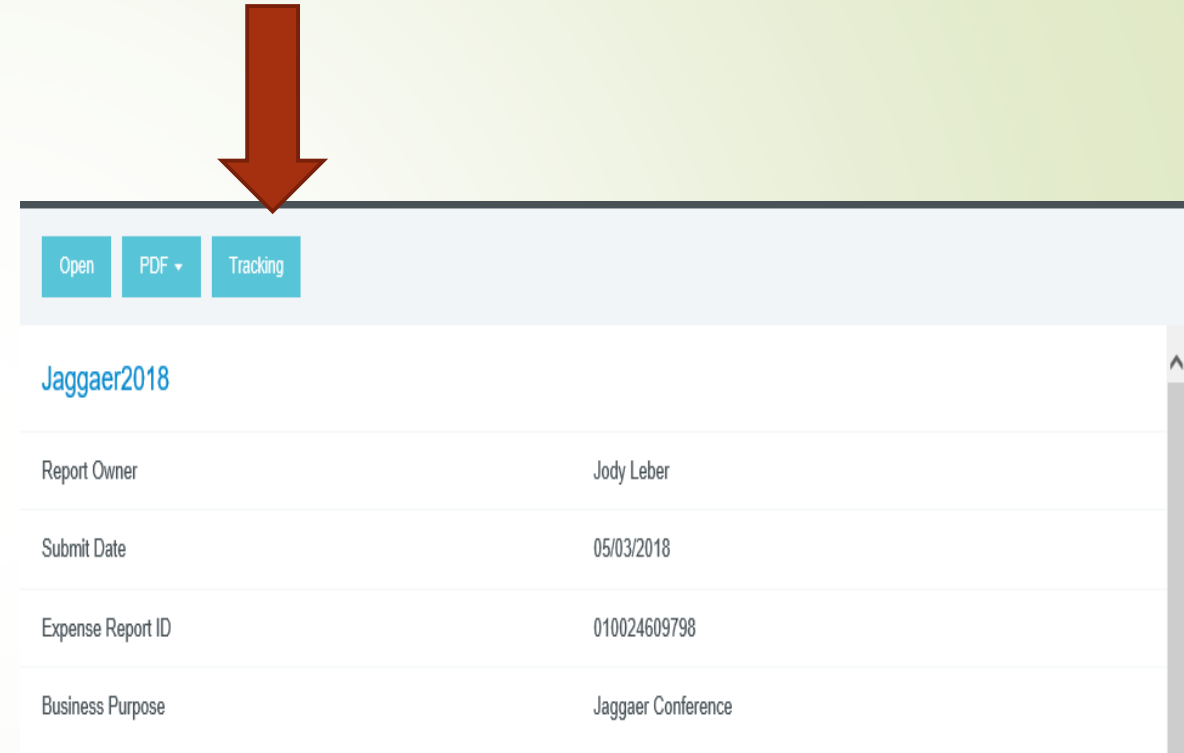
Expense Reports

- Expense Summary list expense line items by description, the amount claimed on the line item, and the amount approved. (If an amount is adjusted by the travel office this will reflect in the Financial Summary also)
- Account Summary list the Allocations (funds) and total amount applied to the fund that were used for the expense. If multiple allocations were used each one would be listed in this section.

Expense Summary		
	AMOUNT (USD)	APPROVED (USD)
Baggage Fee	50.00	50.00
Hotel - Lodging In State / Out of State	477.00	477.00
Hotel - Taxes	63.81	63.81
Mileage	14.27	14.27
Per Diem	116.80	116.80
Taxi	28.36	28.36
Total	750.24	750.24
Account Summary		
	AMOUNT (USD)	APPROVED (USD)
172000 Controller Accounting Department	750.24	750.24
Totals	750.24	750.24
Attachments (9)		
Drag image here to upload		Add Attachments

To View Expense Report Tracking

- Pending expense reports are still in the approval process.
- You may view the Tracking of the report to view the approval step that is still pending.
- Select the pending Expense Report to view.
- At the top of the header page click Tracking.














The screenshot shows a user interface for viewing an expense report. At the top, there are three buttons: 'Open', 'PDF', and 'Tracking'. A large red arrow points to the 'Tracking' button. Below the buttons, the report title 'Jaggaer2018' is displayed. A table below the title shows the following details:

Report Owner	Jody Leber
Submit Date	05/03/2018
Expense Report ID	010024609798
Business Purpose	Jaggaer Conference


To View Expense Report Tracking

- Expense tracking will list the Expense type, amount, status, and currently assigned.
- The status will show each expense line item that is Pending approval and the approver it is currently assigned to.
- To view the status of all lodging line items click on the arrow to the left of that line.

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
 Foreign Transaction Fees	0.96	Pending Approval	TravelCards:Firmwide
 Foreign Transaction Fees	0.97	Pending Approval	TravelCards:Firmwide
▶  Lodging	946.70		
 Train	163.06	Pending Approval	TravelCards:Firmwide
▼  Lodging	127.68		
 Hotel - Lodging International	119.33	Pending Approval	TravelCards:Firmwide
 Hotel - Taxes	8.35	Pending Approval	TravelCards:Firmwide
▶  Lodging	184.63		
 Train	96.11	Pending Approval	TravelCards:Firmwide
 Train	97.31	Pending Approval	TravelCards:Firmwide
 Foreign Transaction Fees	1.63	Pending Approval	TravelCards:Firmwide

To View Expense Report Tracking

- By selecting a line item expense you are able to view the approval steps of that line.
- The routing steps are listed in order.
- The current approval step will be highlighted in blue. Who the report is assigned to and the date/time assigned. The Routing Rule describes what type of approval is needed.
- A check mark shows approval steps that have been approved. By clicking on the checked step you may view who the approver was and the date/time the Expense Report was approved.
- A numbered step represents the future approvals that are needed. By clicking on a future approval step you may view the approver.

Taxi	
Spent Converted	19.58 USD
Amount Spent	15.18 GBP
Routing Status	Pending
Routing Steps	
	
Step Number	4
Assigned To	TravelCards: Firmwide
Assigned Date	01/22/2019 12:14 PM
Step Status	Assigned
Routing Rule	105350 - Travel Card Approval