




**RECONCILING CREDIT CARD
TRANSACTIONS IN CHROME RIVER**

An Expense Report will need to be created to reconcile any Credit Card charges.
(This includes Travel Cards, Maupin Airfare, Enterprise, Local Hotels & Fellowship Travel)

Start Here  + New Kellie Smith

Then Click Here  New Expense Report
New Pre-Approval Report


UNIVERSITY of NORTH CAROLINA WILMINGTON

C O N T A C T

For Travel & Expense reimbursement and Check Request processing assistance, please contact

Accounts Payable Check Request Support	(910) 962-3159	Email Us
Travel Reimbursements Support	(910) 962-3149	Email Us
Visa Travel Card Support	(910) 962-7086	Email Us
Vendor Set Up	(910) 962-3067	Email Us
Chrome River Supervisor	(910) 962-4217	Email Us

Travel Agency & Rental Car Contact Information for Direct Bill

Enterprise College Road Location	(910) 397-9110	Enterprise Online Booking Tool
Maupin Travel	(800) 786-2738	Maupin Online Booking Tool
Fellowship Travel International	(800) 235-9384	Fellowship Online Booking Tool

N O T I C E S

Click on + New, then New Expense Report

PDF Images Cancel Save

Expenses For ██████████

Report Name: XYZ Conference January 2019 Smith

Pay Me In: USD - US Dollars

Report Type: Employee Travel

Start Date: 01/17/2019

Start Time: 07:30

End Date: 01/21/2019

End Time: 12:00

Location: Out of State

Is this your final report for this trip? Optional: No

Payment Information

Payment Due Date: 12/12/2018

Payee: Smith Kellie R Chrome River CB 5660 Hoggard Hall

Check Handling Optional: -- Select --

Pre-Payments on Travel Cards for future trips are always reconciled as soon as the charge is posted to the eWallet under Credit Card in Chrome River

An Expense Report will need to be created to reconcile any Travel Credit Card charges. (This includes Travel Cards, Maupin Airfare, Enterprise, Local Hotels & Fellowship Travel)

Payment Due Date is always the Wednesday of the following week in which you are creating and submitting the Expense Report.

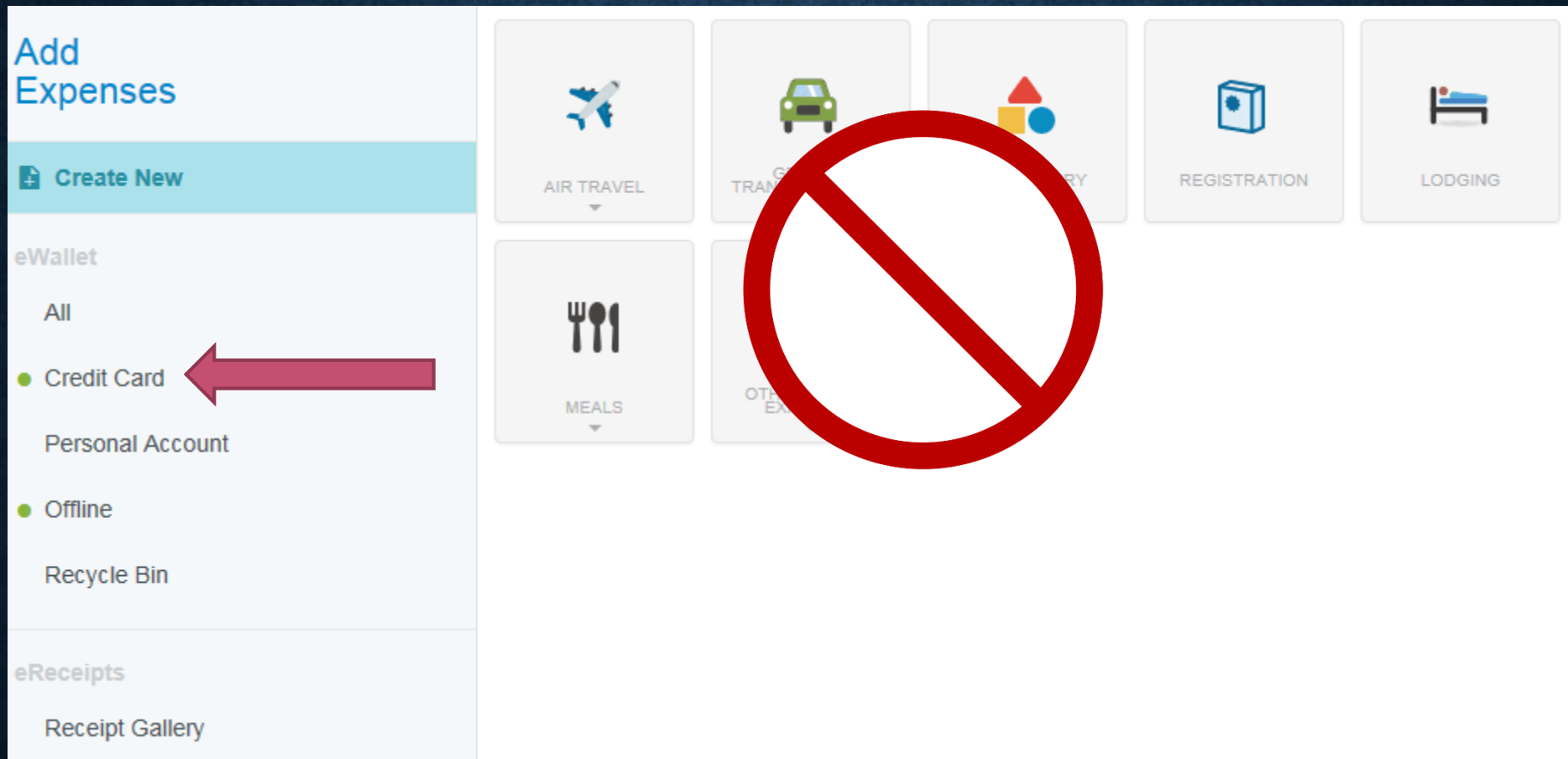
Payee for Credit Card charges is always in the name of the Traveler.

Check Handling (Leave Blank)- DO NOT select Manual or Wire for credit card transactions.

Payment Due Date: 12/12/2018

Payee: Smith Kellie R Chrome River CB 5660 Hoggard Hall

Check Handling Optional: -- Select --



After you save the header page, this screen will appear next.
For Credit Card transactions, DO NOT select the tiles on the right.
Click on "Credit Card" with the green dot beside it.

Add Expenses

Sort

Delete Add

298.86 USD
↔ 256.87 EUR

435.88 USD
↔ 327.32 GBP

2.99 USD

4.36 USD

Create New

eWallet

All

Credit Card

Personal Account

Offline

Recycle Bin

eReceipts

Receipt Gallery

Transaction Description	Date	Amount	Currency
Bank of America Visa Transaction Airfare LUFTHANSA AG2201400242126	06/21/2018	298.86	USD
Bank of America Visa Transaction Lodging HILTON HOTELS	06/21/2018	435.88	USD
Bank of America Visa Transaction Other INTERNATIONAL TRANSACTION	06/22/2018	2.99	USD
Bank of America Visa Transaction Other INTERNATIONAL TRANSACTION	06/25/2018	4.36	USD

Once you click on “Credit Card”, you will see all of the credit card transactions.

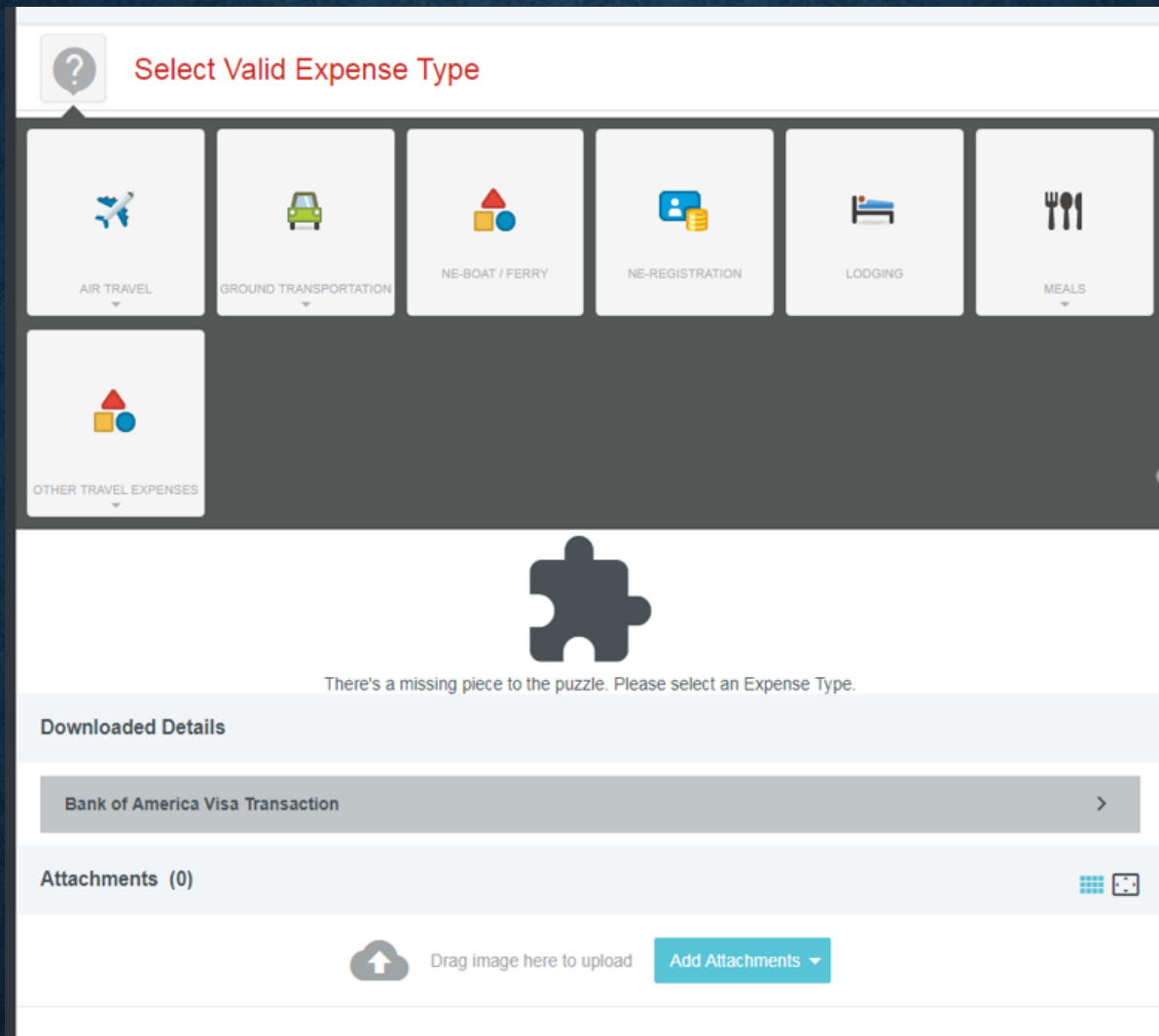
ALL credit card transactions need to be reconciled within 5 days of the transaction date.

**This includes ALL pre-payments for future trips.
(Registration, Airfare, Hotel Deposit, Etc.)**


The screenshot displays the 'Add Expenses' interface. On the left is a sidebar with categories: 'Credit Card' (selected), 'Personal Account', 'Offline', and 'Recycle Bin'. The main area shows a list of transactions from a 'Bank of America Visa Transaction' account. The first transaction is 'Airfare' for 298.86 USD, which is selected with a checked checkbox. The second is 'Lodging' for 435.88 USD, and the third is 'Other' for 2.99 USD. The fourth is another 'Other' transaction for 4.36 USD. At the top right, there are 'Delete' and 'Add' buttons. A 'Sort' dropdown and a '1' indicator are also visible. Red arrows point to the 'Add' button and the checked checkbox.


Transaction Type	Date	Merchant	Amount (USD)	Amount (Other)	Selected
Airfare	06/21/2018	LUFTHANSA AG2201400242126	298.86	258.87 EUR	<input checked="" type="checkbox"/>
Lodging	06/21/2018	HILTON HOTELS	435.88	327.32 GBP	<input type="checkbox"/>
Other	06/22/2018	INTERNATIONAL TRANSACTION	2.99		<input type="checkbox"/>
Other	06/25/2018	INTERNATIONAL TRANSACTION	4.36		<input type="checkbox"/>

Select all credit card transactions needed for the expense report and click on the ADD button. You can either select one transaction at a time or select all of the transactions needed.






The next screen will be the expense type (if the expense type is not already selected).
Select the correct expense type for the transaction.
If this screen does not come up, skip to the next step.

 **Airfare**

Date	06/21/2018	
Spent	256.87	EUR
FX Rate	1.1634679021	298.86 USD
Business Purpose	XYZ Conference	

(A red arrow points from the Business Purpose label to the text 'XYZ Conference'.)

Must fly out of Wilmington Airport

Class <small>Optional</small>	Coach	
Origin Airport <small>Optional</small>	Bremen, Germany (BRE)	
Return Airport <small>Optional</small>	Frankfurt, Germany - International (FRA)	
Depart	06/21/2018	
Return	06/21/2018	

The next screen will have the date and amount.

These fields cannot be changed on credit card transactions.

The Business Purpose field will need to be filled out. This should only state the reason for the trip.

(conference, training, recruiting, candidate interview, etc.)

If airfare, you will need to update the origin & return airport.

You will also need to update the depart and return dates.



Allocation


172000 Controller Accounting Department

+ Add Allocation

Downloaded Details

Bank of America Visa Transaction >

Attachments (0)  

 Drag image here to upload [Add Attachments](#) ▾

Select Allocation & Add Attachment (Receipt and additional Documentation for Conferences).

Receipts are required for ALL Credit Card transactions.

The Bank of America Travel Card Statement CANNOT be used as a receipt.

If you see the Bank of America Visa Transaction under Downloaded Details then you have reconciled the charge correctly.

The screenshot displays an expense report interface. On the left, a table lists expenses for 'XYZ Conference January 2019 Smith'. The table has columns for 'DATE', 'EXPENSE', 'SPENT', and 'PAY ME'. A single entry is shown for 'Thu 06/21/2018' with 'Airfare' as the expense, '256.87 EUR' under 'SPENT', and '0.00' under 'PAY ME'. Red arrows point from the 'SPENT' and 'PAY ME' columns to the right-hand side of the interface.

The right-hand side shows a detailed view of the transaction. It includes a 'Company Paid' section with a checkmark, an 'Allocation' section showing '172000' and 'Controller Accounting Department', and a 'Downloaded Details' section with a button for 'Bank of America Visa Transaction'. Below this is a 'Comments (0)' section with an 'Add Comment' input field and a 'Post' button. At the bottom, there is an 'Attachments (0)' section with a 'Drag image here to upload' area and an 'Add Attachments' button.

If reconciled correctly,
you should see the total amount charged under “Spent” and 0.00 under “Pay Me”.

On the right you should see the Bank of America Visa Transaction.

If any explanations are needed, this will need to be entered in the Comments section.

The screenshot displays a mobile application interface for managing expenses. On the left, a list of transactions is shown for '019 Smith'. The table has columns for 'SPENT' and 'PAY ME'. A red arrow points to a '+' icon in the top right corner of the list, which opens a sidebar menu titled 'Add Expenses'. This menu includes options like 'Create New', 'eWallet', 'All', 'Credit Card' (highlighted with a red arrow), 'Personal Account', 'Offline', and 'Recycle Bin'. The main area on the right shows a list of transactions with details such as 'Bank of America Visa Transaction', 'Lodging', dates, and amounts in USD and GBP.


SPENT	PAY ME
256.87 EUR	0.00


Transaction	Date	Amount
Bank of America Visa Transaction Lodging DOUBLETREE DULLES	06/21/2018	229.23 USD
Bank of America Visa Transaction Lodging HILTON HOTELS	06/21/2018	435.88 USD 327.32 GBP
Bank of America Visa Transaction Other INTERNATIONAL TRANSACTION	06/22/2018	2.99 USD

If any additional credit card charges need to be added to the expense report, click on the + with the circle around it.

Make sure "Credit Card" is selected. Select any other credit card charges which need to be added.

Cancel Save **Itemize**

 **Lodging**

Date 06/21/2018 

Spent 229.23 USD

Business Purpose XYZ Conference

Merchant Optional DOUBLETREE DULLES

Is this lodging for a place other than a regular hotel?

Company Paid

Allocation

172000 Controller Accounting Department

[+ Add Allocation](#)

Downloaded Details


Bank of America Visa Transaction >


If lodging is added, it will need to be fully itemized.


Click on the “Itemize” button.


Add Itemization Done


Lodging TOTAL AMOUNT 229.23 REMAINING 229.23



 LODGING



 HOTEL - TAXES


 HOTEL - PARKING


 HOTEL - INTERNET


 MISC


 HOTEL - LODGING IN STATE / OUT OF STATE


 HOTEL - LODGING INTERNATIONAL

The hotel folio will have the itemized charges.

The charges on this folio are:

Room Charge: \$190.00

Parking: \$ 10.00

Taxes: \$ 29.23

Select Lodging, then either In State/Out of State or International (based on location of hotel)

Cancel Save

Hotel - Lodging In State / Out of State TOTAL AMOUNT 229.23 REMAINING 229.23

Date: 06/21/2018

Spent: 190.00 USD

Business Purpose: XYZ Conference

Check In: 01/17/2019

Check Out: 01/21/2019

Merchant: DOUBLETREE DULLES

Company Paid:

Allocation: 172000 Controller Accounting Department

[+ Add Allocation](#)


Enter the Room Charge amount.


Enter the Check-In & Check-Out Dates.
Click Save.


The Business Purpose DOES NOT need to be changed.


Select Hotel-Taxes


Add Itemization Done


 Hotel - Lodging In State / Out of State

 LODGING

 HOTEL - TAXES


 HOTEL - PARKING


 HOTEL - INTERNET

 MISC

Enter the amount of the Taxes.
Click Save.

Cancel Save

 **TOTAL AMOUNT** 229.23 **REMAINING** 39.23

 Hotel - Taxes

Date

Spent



Business Purpose


Merchant

Company Paid

Allocation


[+ Add Allocation](#)


Attachments (0)  


 Drag image here to upload Add Attachments


Select any remaining expenses on the folio.


Add Itemization Done


 Hotel - Lodging In State / Out of State

 LODGING

 HOTEL - TAXES


 HOTEL - PARKING


 HOTEL - INTERNET

 MISC

Enter the amount of Parking.
Click Save.

Cancel Save

 **TOTAL AMOUNT** 229.23 **REMAINING** 10.00

 Hotel - Parking

Date

Spent

Business Purpose


Merchant


Valet Parking

Company Paid

Allocation

[+ Add Allocation](#)

Attachments (0) 

 Drag image here to upload Add Attachments

XYZ Conference January 2019 Smith

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Thu 06/21/2018	Airfare	256.87 EUR	0.00	✓
Thu 06/21/2018	Lodging	229.23 USD	0.00	✓
Thu 06/21/2018	Hotel - Lodging In State / Out of State	190.00 USD	0.00	✓
Thu 06/21/2018	Hotel - Taxes	29.23 USD	0.00	✓
Thu 06/21/2018	Hotel - Parking	10.00 USD	0.00	✓

Lodging

TOTAL AMOUNT 229.23 REMAINING 0.00

Date 06/21/2018

Spent 229.23 USD

Business Purpose XYZ Conference

Merchant DOUBLETREE DULLES

Is this lodging for a place other than a regular hotel?

Company Paid

Allocation

172000 **Controller**
Accounting Department

Downloaded Details

Bank of America Visa Transaction >

Lodging should be fully itemized.

Room Rate, Taxes, Fees and additional expenses (Parking or Internet) need to be itemized separately.

The remaining balance will show 0.00 if itemized correctly.

Report Name	XYZ Conference January 2019 Smith
Pay Me In	USD - US Dollars
Report Type	Employee Travel
Start Date	01/17/2019
Start Time	07:30
End Date	01/21/2019
End Time	12:00
Location	Out of State
Is this your final report for this trip?	No
Payment Due Date	12/12/2018
Payee	Smith Kellie R Chrome River CB 5660 Hoggard Ha...
Check Handling	-- Select --

Please make sure all of the information designated by the red arrows are filled out correctly.

Once all charges have been added, the expense report will need to be submitted for approval.

For help, please call any of the following:

Travel Office Contacts

Staff	Title	E-mail	Phone	Who to Contact
Sandy Gladden	Travel and Direct Pay Supervisor	gladdens@uncw.edu	24217	<ul style="list-style-type: none"> • All Information
Kellie Smith	Travel Specialist	smithkr@uncw.edu	27086	<ul style="list-style-type: none"> • Chrome River Travel • Visa Travel Cards • Enterprise & Maupin Online Booking Tool Setup • Enterprise, Maupin & Local Hotel Charges
Allison Streuter	Travel Specialist	streutera@uncw.edu	23858	<ul style="list-style-type: none"> • Travel Reimbursements • 3rd Party Lodging
Lesley McCoy	Travel & Direct Pay Specialist	mccoyl@uncw.edu	23149	<ul style="list-style-type: none"> • Maupin & Local Hotel Authorizations • Travel Liquidations • Non-Employee Setup in Chrome River
Marykent McIntyre	Direct Pay Specialist	mcintyrem@uncw.edu	23858	<ul style="list-style-type: none"> • Direct Pay Invoice Requests
Vendor Setup		newvendor@uncw.edu	22940	<ul style="list-style-type: none"> • Vender Setup & Maintenance