



**SOUTH TEXAS  
COLLEGE**

# **Chrome River Travel**

**Training Manual – Expense Report**

**Business Office**

**[traveloffice@southtexascollege.edu](mailto:traveloffice@southtexascollege.edu)**

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# Expense Report – Trips

## (Travel Voucher expense reimbursements)

Every STC approved Trip requires a Travel Authorization (Pre-Approval) to be on file with the Travel office or in Chrome River. Once travel is complete a Travel Voucher (Expense Report) needs to be completed to close out the file, clear the encumbrance and reimburse the employee. Please refer to Travel Guidelines for deadlines and best practices on submission of travel.

**NOTE:** *\$0 dollar trips (no expenses will be incurred) require paper documents to be filed with the Travel Office.*

**NOTE:** *Registration only expenses, which include online webinars or conferences, (no other expenses such as mileage/per diem) require a purchase requisition through the purchase order system with Purchasing.*

Each expense report should have an imported pre-approval. Contact the Travel Office with questions.

When importing pre-approvals, the traveler or delegate should be careful to select the correct pre-approval or cash advance amount. Incorrect information might result in errors in budget availability for future travel.

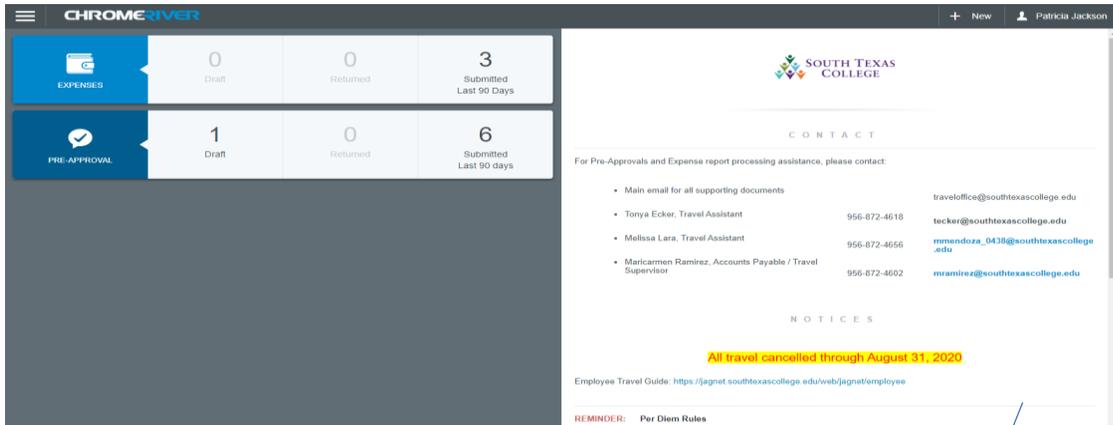
Also – when selecting pre-approvals, if the incorrect travel type was submitted originally, the expense report will not be able to be completed – for example, if you select “In-District Mileage” travel type for a Pre-Approval trip, you will not have access to the expense types you need to reimburse the employee.

When approving an expense report it is also crucial that the financial manager catch and return any reports that should not be funded from their FOAP or errors in balancing.

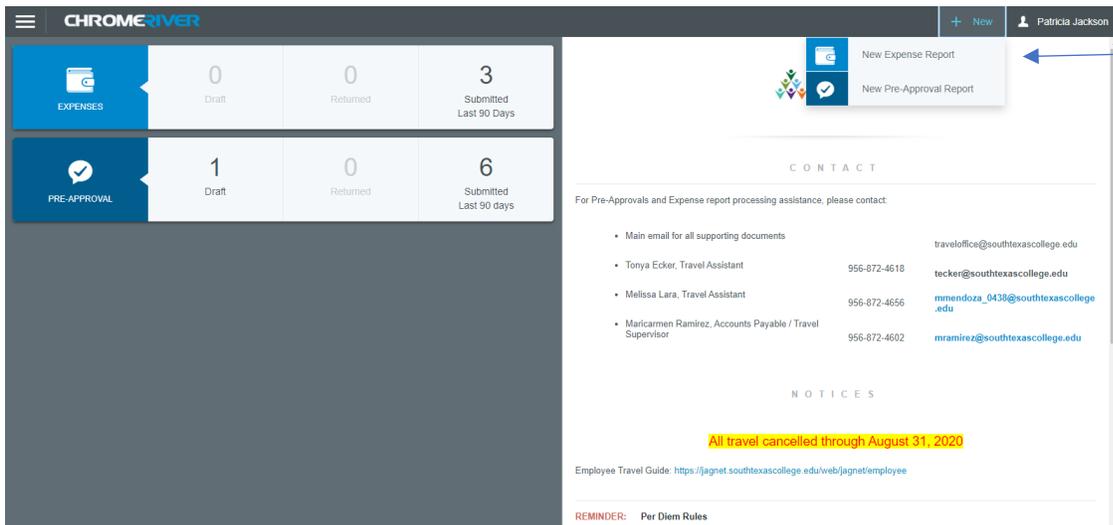
# Create an Expense Report (Trips)

## Previously: Travel Voucher (Trips)

Log into Chrome River via JagNet. Expense Reports are submitted to reimburse expenses incurred while traveling on behalf of South Texas College.



Click the +New button. Select New Expense Report from the drop-down list



# Importing a Pre-Approval

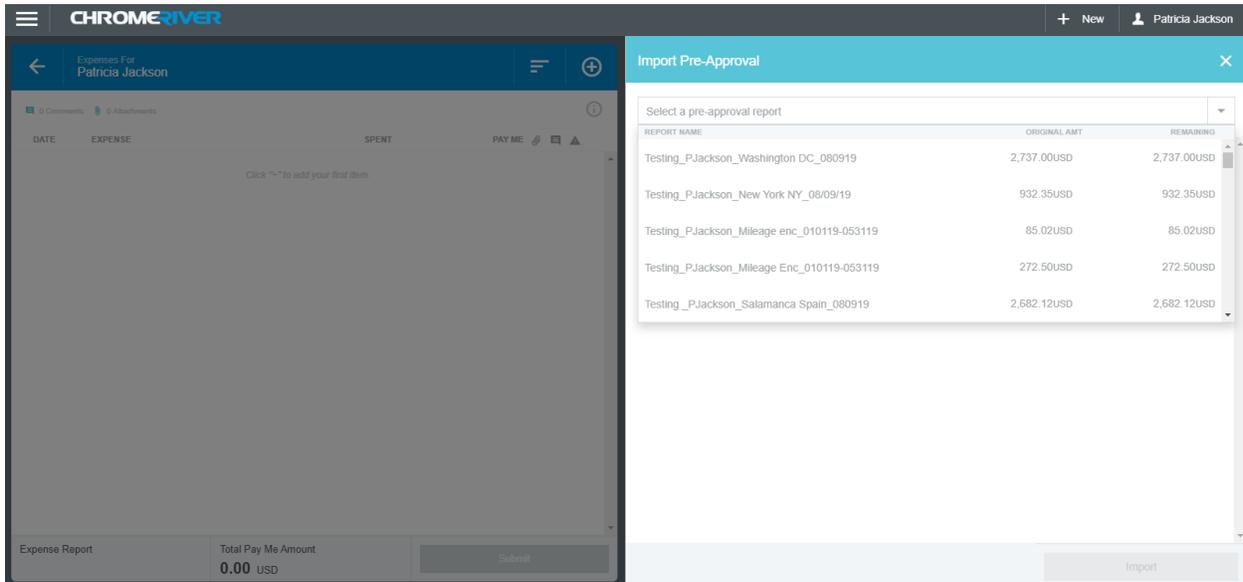
The system will take you to this screen. As with the pre-approval creation this is simply to create your report header. **\*\*\*Note: You must import a pre-approval each time you do an expense report.** Click the Import Pre-Approval button.

The screenshot shows the 'Expenses For Patricia Jackson' form. On the right side, there is a section titled 'Import from Pre-Approval' with a sub-label 'Optional'. A blue arrow points to a button labeled 'IMPORT PRE-APPROVAL'. Below this are several form fields: 'Report Name' (text input), 'Pay Me In' (dropdown menu showing 'USD - US Dollars'), 'Start Date' (calendar icon), 'Is Dean approval required for this trip?' (dropdown menu showing '-- Select --'), 'TravelerID' (text input showing 'A00136468'), 'Report Type' (dropdown menu showing '-- Select --'), 'Travel Type' (dropdown menu showing '-- Select --'), and another 'Is Dean approval required for this trip?' (dropdown menu showing '-- Select --'). At the bottom of the form, there is a 'Please include the following elements in the Business Purpose field above, a) What is the purpose of the travel?, b) Why is the travel necessary and c) How does the travel benefit STC?' instruction. The left side of the screen shows a table with columns 'DATE', 'EXPENSE', 'SPENT', and 'PAY ME'. At the bottom left, it says 'Expense Report' and 'Total Pay Me Amount 0.00 USD'. At the bottom right, there is a 'Submit' button.

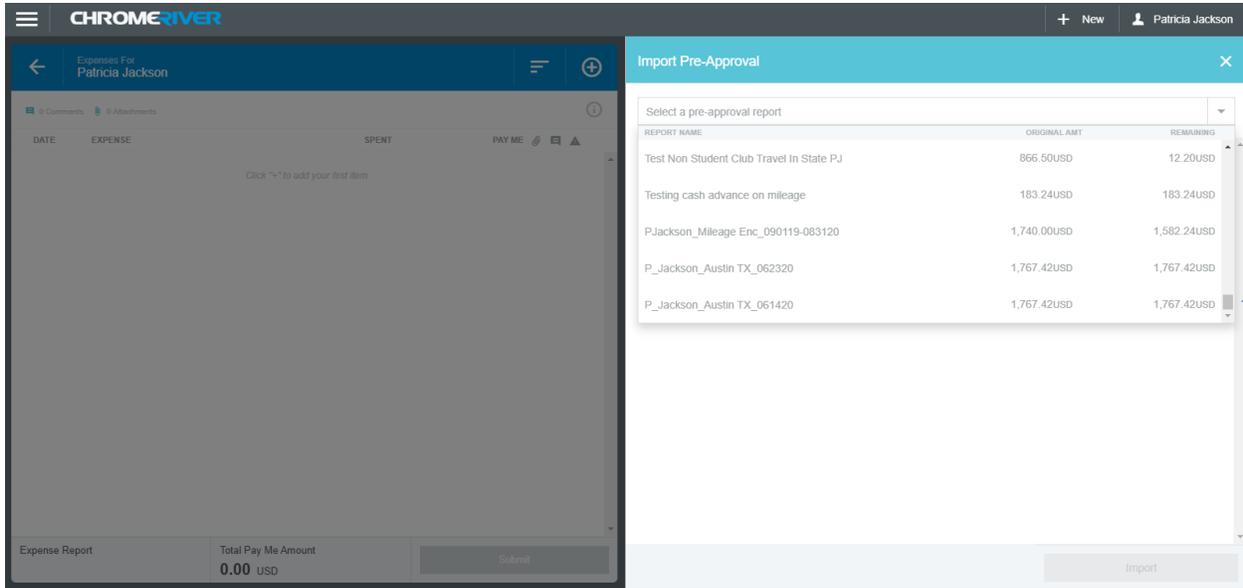
The system will bring you to this screen. Click the down arrow in the select a pre-approval report box.

The screenshot shows the 'Import Pre-Approval' dialog box. At the top, it says 'Import Pre-Approval' with a close button 'X'. Below this is a dropdown menu with the text 'Select a pre-approval report'. A blue arrow points to the down arrow on the right side of the dropdown menu. At the bottom right of the dialog box, there is an 'Import' button. The background shows the same 'Expenses For Patricia Jackson' form as in the previous screenshot, but it is dimmed.

A drop-down list will appear. **\*\*\*Note: The oldest pre-approvals will appear towards the top of the drop-down list. Scroll through them and select the correct pre-approval that you are creating the expense report for.**



I am going to select the pre-approval for my Austin trip that was used in the “create a pre-approval” instance for training purposes.



The system will pull up the pre-approval information:

**Import Pre-Approval**

P\_Jackson\_Austin TX\_061420

**Report Summary**

From Date: 06/14/2020  
To Date: 06/17/2020

Business Purpose: 1. What is the purpose of the travel? To learn of any changes in the Title IV programs. 2. Why is the travel necessary? To educate ourselves in the Title IV changes. 3. How does the travel benefit STC? The college will be in compliance with Title IV regulations.

**Expense Summary**

	REMAINING (USD)	SPENT (USD)
Airfare	500.00	0.00
Car Rental	110.00	0.00
Conference / Seminar	500.00	0.00
Hotel	300.62	0.00

**Import**

Click the green Import button at the bottom

Click Save

**Expenses For Patricia Jackson**

Report Name: P\_Jackson\_Austin TX\_061420

Pay Me In: USD - US Dollars

Start Date: 06/14/2020

End Date: 06/17/2020

Business Purpose: 1. What is the purpose of the travel? To learn of any changes in the Title IV progra

Please include the following elements in the Business Purpose field above, a) What is the purpose of the travel?, b) Why is the travel necessary and c) How does the travel benefit STC?

Report Type: Employee Travel

Travel Type: In State

Is Dean approval required for this trip?: No

TravelerID: A00136468

**Save**

# E-Wallet/Cash Advance Application

The system will bring you to the “expenses screen” with all the information pre-filled from the pre-approval. **\*\*\*Note: Always keep a watch on the Total Pay Me Amount. This is what is owed to the traveler.**

DATE	EXPENSE	SPENT	PAY ME
Sun 09/14/2020	Meals - Per Diem	48.80 USD	48.80
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 09/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Professional Membership Dues	125.00 USD	125.00
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	500.00
Wed 09/17/2020	Hotel	300.62 USD	0.00
Wed 09/17/2020	Car Rental	110.00 USD	110.00
Wed 09/17/2020	Airfare	500.00 USD	500.00

Expense Report: 010021025505  
Total Pay Me Amount: 1,466.80 USD

Cash Advance Requests:

- Cash Advance Other 02/07/2020: -75.00 USD
- Cash Advance Other 02/07/2020: -50.00 USD
- Cash Advance Other 02/07/2020: -35.00 USD
- Cash Advance Other 02/07/2020: -50.00 USD
- Cash Advance Other 02/07/2020: -75.00 USD
- Cash Advance Cash Advance 09/14/2020: -125.68 USD

The first thing I want to do is to apply my cash advance to reduce the 80% per diem. To do this I will look at the middle of the screen that says Add Expenses and I am going to click on the cash advance option with the green dot.

The system will bring you to this screen:  
Make sure to scroll through the cash advances to select the appropriate one.

Cash Advance Requests:

- Cash Advance Other 02/07/2020: -75.00 USD
- Cash Advance Other 02/07/2020: -50.00 USD
- Cash Advance Other 02/07/2020: -35.00 USD
- Cash Advance Other 02/07/2020: -50.00 USD
- Cash Advance Other 02/07/2020: -75.00 USD
- Cash Advance Cash Advance 09/14/2020: -125.68 USD

Next, I am going to check off the box with the cash advance I had requested on the pre-approval. In this case it is the \$125.68 at the end of the list.

DATE	EXPENSE	SPENT	PAY ME
Sun 09/14/2020	Meals - Per Diem	48.80 USD	48.80
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 09/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Professional Membership Dues	125.00 USD	125.00
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	500.00
Wed 09/17/2020	Hotel	300.62 USD	0.00
Wed 09/17/2020	Car Rental	110.00 USD	110.00
Wed 09/17/2020	Airfare	500.00 USD	500.00

Category	Item	Amount	Status
eWallet	Cash Advance Other 02/07/2020	-75.00 USD	<input type="checkbox"/>
Trips	Cash Advance Other 02/07/2020	-50.00 USD	<input type="checkbox"/>
Offline	Cash Advance Other 02/07/2020	-35.00 USD	<input type="checkbox"/>
Receipts	Cash Advance Other 02/07/2020	-50.00 USD	<input type="checkbox"/>
Receipts	Cash Advance Other 02/07/2020	-75.00 USD	<input type="checkbox"/>
Receipts	Cash Advance Cash Advance 06/14/2020	-125.68 USD	<input checked="" type="checkbox"/>

I will now click the Add button at the top right hand of my screen.

DATE	EXPENSE	SPENT	PAY ME
Sun 09/14/2020	Meals - Per Diem	48.80 USD	48.80
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 09/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Professional Membership Dues	125.00 USD	125.00
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	500.00
Wed 09/17/2020	Hotel	300.62 USD	0.00
Wed 09/17/2020	Car Rental	110.00 USD	110.00
Wed 09/17/2020	Airfare	500.00 USD	500.00

Category	Item	Amount	Status
eWallet	Cash Advance Other 02/07/2020	-75.00 USD	<input type="checkbox"/>
Trips	Cash Advance Other 02/07/2020	-50.00 USD	<input type="checkbox"/>
Offline	Cash Advance Other 02/07/2020	-35.00 USD	<input type="checkbox"/>
Receipts	Cash Advance Other 02/07/2020	-50.00 USD	<input type="checkbox"/>
Receipts	Cash Advance Other 02/07/2020	-75.00 USD	<input type="checkbox"/>
Receipts	Cash Advance Cash Advance 06/14/2020	-125.68 USD	<input checked="" type="checkbox"/>

Click Save.

The screenshot shows the Chrome River interface. On the left, there is an expense report for Patricia Jackson, titled "P\_Jackson\_Austin TX\_061420". The report lists several expenses with columns for DATE, EXPENSE, SPENT, and PAY ME. At the bottom of the report, the Total Pay Me Amount is 1,466.80 USD. On the right, a "Cash Advance" form is open. The form includes fields for Business Purpose (P\_Jackson\_Austin TX\_061420), Description (South TX Cash Adv), Date (06/14/2020), and Spent (-125.68 USD). At the top right of the form, there are "Cancel" and "Save" buttons. A blue arrow points to the "Save" button.

In this example I clicked Save and the system gave me two warning messages and a violation. Warning messages are an orange color and Violations are in red. (See references manual for a list of most common warning and violation codes.) Type in responses in the "add response" first and click "post", then Click Edit.

The screenshot shows the Chrome River interface. On the left, the expense report for Patricia Jackson is updated to include the "Cash Advance" entry. On the right, the "Cash Advance" form is open, and it displays three warning messages in orange and red. The first warning is "Expense over 20 days old." with a response field and a "Post" button. The second warning is "Expense Amount Compliance." with a response field and a "Post" button. The third warning is "Description Compliance." with a response field and a "Post" button. At the top right of the form, there are "Edit" and "Delete" buttons. A blue arrow points to the "Edit" button.

# Clearing Warnings and Violations

## Cash Advance

My first Warning message (#202) says “Expense over 20 days old”. You will have to enter a justification as to why the expense is over 20 days old and post it so that it will allow you to move to the next warning. You cannot see the word post on my screen shot but it will be located on the far side of the text box.

The screenshot shows the Chrome River interface. On the left is an expense report for Patricia Jackson, TX\_061420, with a total pay me amount of 1,341.12 USD. The report includes items like Meals - Per Diem, Cash Advance, Professional Membership Dues, Conference / Seminar / Training, Hotel, Car Rental, and Airfare. On the right, a 'Cash Advance' dialog box is open, displaying a warning #202: 'Expense over 20 days old.' The dialog includes a text input field with the text 'Faculty turned in the receipts yesterday 07/12/20' and a 'Save' button. A blue arrow points to the text input field.

The next Warning message (#222) that says “Expense Amount Compliance”. This is a message you will get whenever you are applying a cash advance. Make sure to enter a description. The cash advance is in a negative when posting to reduce the per diem expenses.

This screenshot is similar to the previous one, showing the same expense report and 'Cash Advance' dialog box. However, the response to warning #222 'Expense Amount Compliance.' is now 'This is a system glitch so I will proceed.' A blue arrow points to this text input field.

The third one is a violation (#226) and is saying that the description is too short. All descriptions should be more than 25 characters. If you notice on the left-hand side of the screen all your expenses have a red triangle. This means that each expense has an exception that has to be taken care of before proceeding. Click on each line item and click edit to correct the warning or violation and save.

The screenshot shows the Chrome River interface for an expense report. On the left, a list of expenses is displayed with columns for DATE, EXPENSE, SPENT, and PAY ME. The 'Cash Advance' entry is highlighted. On the right, the 'Cash Advance' form is open, showing three error messages:
 

- Expense over 20 days old.** (#202): Expenses should be submitted in a timely manner. Please provide an explanation why an exception should be made. (Text: Faculty turned in the receipts yesterday 07/12/20)
- Expense Amount Compliance.** (#222): The accounting system can not support a negative dollar amount. Please correct prior to proceeding. If this is a Cash Advance please indicate. (Text: This is a system glitch so I will proceed.)
- Description Compliance.** (#226): The description entered is too short. Please provide more detail. (This is the error highlighted by a blue arrow)

I clicked on the line item for the cash advance and that is where the violation was.

This screenshot shows the 'Description Compliance' error in detail. The error message is: 'The description entered is too short. Please provide more detail.' Below the error, the 'Description' field is populated with 'South TX Cash Adv', which is highlighted by a blue arrow. Other fields include Business Purpose (P\_Jackson\_Austin TX\_061420), Date (06/14/2020), and Spent (-125.68 USD). The 'Allocation' section shows 'CASHADV' for 'Cash Advance'. The 'Downloaded Details' section shows 'Cash Advance' with a right arrow. Navigation buttons for 'Previous' and 'Next' are visible at the bottom.

Click Edit and enter more information.

Expenses For Patricia Jackson

P\_Jackson\_Austin TX\_061420

DATE	EXPENSE	SPENT	PAY ME
Sun 09/14/2020	Meals - Per Diem	48.80 USD	48.80
Sun 09/14/2020	Cash Advance	-125.68 USD	-125.68
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 09/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Professional Membership Dues	125.00 USD	125.00
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	500.00
Wed 09/17/2020	Hotel	300.62 USD	0.00
Wed 09/17/2020	Car Rental	110.00 USD	110.00
Wed 09/17/2020	Airfare	500.00 USD	500.00

Expense Report 010021025505 Total Pay Me Amount 1,341.12 USD

**Description Compliance** #226  
The description entered is too short. Please provide more detail.

Business Purpose: P\_Jackson\_Austin TX\_061420  
Description: South TX Cash Adv  
Date: 06/14/2020  
Spent: -125.68 USD

Allocation: CASHADV Cash Advance

Downloaded Details: Cash Advance

I added "80% per diem to be applied" to the description that was already there and I am going to click Save.

Expenses For Patricia Jackson

P\_Jackson\_Austin TX\_061420

DATE	EXPENSE	SPENT	PAY ME
Sun 09/14/2020	Meals - Per Diem	48.80 USD	48.80
Sun 09/14/2020	Cash Advance	-125.68 USD	-125.68
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 09/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Professional Membership Dues	125.00 USD	125.00
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	500.00
Wed 09/17/2020	Hotel	300.62 USD	0.00
Wed 09/17/2020	Car Rental	110.00 USD	110.00
Wed 09/17/2020	Airfare	500.00 USD	500.00

Expense Report 010021025505 Total Pay Me Amount 1,341.12 USD

**Description Compliance** #226  
The description entered is too short. Please provide more detail.

Business Purpose: P\_Jackson\_Austin TX\_061420  
Description: South TX Cash Adv 80% per diem to be applied.  
Date: 06/14/2020  
Spent: -125.68 USD

Allocation: CASHADV Cash Advance

Buttons: Cancel, Save

The action cleared my violation and placed a green check mark in place of the red triangle.

Expenses For Patricia Jackson

P\_Jackson\_Austin TX\_061420

DATE	EXPENSE	SPENT	PAY ME	
Sun 09/14/2020	Meals - Per Diem	48.80 USD	48.80	▲
Sun 09/14/2020	Cash Advance	-125.68 USD	-125.68	✓
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00	▲
Tue 09/16/2020	Meals - Per Diem	61.00 USD	61.00	▲
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00	▲
Wed 09/17/2020	Professional Membership Dues	125.00 USD	125.00	▲
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	500.00	▲
Wed 09/17/2020	Hotel	300.62 USD	0.00	▲
Wed 09/17/2020	Car Rental	110.00 USD	110.00	▲
Wed 09/17/2020	Airfare	500.00 USD	500.00	▲
Expense Report 010021025505		Total Pay Me Amount	1,341.12 USD	Submit

**Cash Advance**

Expense over 20 days old. #202

Expenses should be submitted in a timely manner. Please provide an explanation why an exception should be made.

RESPONSE  
Traveler just now turned in the receipts for the trip

Expense Amount Compliance. #222

The accounting system can not support a negative dollar amount. Please correct prior to proceeding. If this is a Cash Advance please indicate.

RESPONSE  
This needs to be a negative and will apply properly

Business Purpose P\_Jackson\_Austin TX\_061420

Description South TX Cash Adv 80% per diem to be applied.

Previous 2 of 10 Next

Now I am going to do the same thing for each line item until they are all green check marks. If the expense requires a receipt to be uploaded the system will give you a Warning to remind you to upload it.

## Hotel/Lodging

Click on the hotel expense line item and click Edit. You may update the dollar amount according to the hotel folio (minus in-state taxes and unallowable expenditures like liquor and tips)

Expenses For Patricia Jackson

P\_Jackson\_Austin TX\_061420

DATE	EXPENSE	SPENT	PAY ME	
Sun 09/14/2020	Meals - Per Diem	61.00 USD	61.00	✓
Sun 09/14/2020	Cash Advance	-125.68 USD	-125.68	✓
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00	✓
Tue 09/16/2020	Meals - Per Diem	61.00 USD	61.00	✓
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00	✓
Wed 09/17/2020	Professional Membership Dues	125.00 USD	125.00	✓
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	0.00	✓
Wed 09/17/2020	Hotel	300.62 USD	0.00	▲
Wed 09/17/2020	Car Rental	110.00 USD	110.00	▲
Wed 09/17/2020	Airfare	500.00 USD	500.00	▲
Expense Report 010021025505		Total Pay Me Amount	853.32 USD	Submit

**Hotel**

TOTAL AMOUNT 300.62 REMAINING 300.62

Amount of expense needs to be fully itemized. #HC01

Amount of expense needs to be fully itemized.

Data entry validation. #PX01

This line item could not be processed automatically. Please complete the data entry.

Date 06/17/2020

Spent 300.62 USD

Business Purpose 1. What is the purpose of the travel? To learn of any changes in the Title IV program... 2. Why is the travel necessary? To educate ourselves in the Title IV changes... 3. How does the travel benefit STC? The college will be in compliance with Title IV regulations.

Description A00370286 Embassy Suites Austin Arboretum Room rate is \$250.00 hotel taxes are 8.50% or \$21.25 for city taxes. 6% or \$15.00 f

Previous 8 of 10 Next

Once expense amount is correct or updated, please click Itemize

The screenshot shows the Chrome River interface. On the left, an expense report for Patricia Jackson is displayed, listing various expenses including Meals - Per Diem, Cash Advance, Professional Membership Dues, Conference / Seminar / Training, Hotel, Car Rental, and Airfare. The total pay me amount is 543.94 USD. On the right, the 'Hotel' itemization screen is shown, with a total amount of 300.62 and a remaining amount of 0.00. The date is 06/17/2020, and the amount spent is 300.62 USD. The business purpose is detailed, and the vendor is A00370286 Embassy Suites Austin Arboretum.

The system will bring you to this screen. Click on Hotel-Lodging.

The screenshot shows the 'Add Itemization' screen in the Chrome River system. The left pane shows the expense report with a total pay me amount of 853.32 USD. The right pane shows the 'Hotel' itemization screen with a total amount of 300.62 and a remaining amount of 300.62. Below the 'Hotel' header, there are several category buttons: HOTEL - LODGING, HOTEL - TAXES / FEES, HOTEL - INTERNET / WIFI, HOTEL - PARKING, MEALS, and MISCELLANEOUS. A blue arrow points to the 'HOTEL - LODGING' button.

Enter the full amount of the expense in the Spent line item and click Save. Clear any Warnings or violations that come up.

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Expenses For Patricia Jackson

P\_Jackson\_Austin TX\_061420

DATE	EXPENSE	SPENT	PAY ME
Sun 06/14/2020	Meals - Per Diem	61.00 USD	61.00
Sun 06/14/2020	Cash Advance	-125.68 USD	-125.68
Mon 06/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 06/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 06/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 06/17/2020	Professional Membership Dues	125.00 USD	125.00
Wed 06/17/2020	Conference / Seminar / Training	500.00 USD	0.00
Wed 06/17/2020	Hotel	300.62 USD	0.00
Wed 06/17/2020	Car Rental	110.00 USD	110.00
Wed 06/17/2020	Airfare	500.00 USD	500.00

Expense Report 010021025505 Total Pay Me Amount 853.32 USD

Hotel - Lodging

Date: 06/17/2020

Spent: 300.62 USD

Business Purpose: 1. What is the purpose of the travel? To learn of any changes in the Title IV programs. 2. Why is the travel necessary? To educate ourselves in the Title IV changes. 3. How does the travel benefit STC? The college will be in compliance with Title IV regulations.

Description: [Optional]

Paid by STC:

Allocation: [Please type the FOAP Number/Name you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection]

TOTAL AMOUNT: 300.62 REMAINING: 300.62

Cancel Save

Click Save. When you itemize the hotel, it will give you an additional line item on the left side of the screen where the expenses are listed. This is the way the system works. It will not add it twice or take it out twice from the department's budget.

Chromeriver

Expenses For Patricia Jackson

P\_Jackson\_Austin TX\_061420

DATE	EXPENSE	SPENT	PAY ME
Sun 06/14/2020	Meals - Per Diem	61.00 USD	61.00
Sun 06/14/2020	Cash Advance	-125.68 USD	-125.68
Mon 06/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 06/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 06/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 06/17/2020	Professional Membership Dues	125.00 USD	125.00
Wed 06/17/2020	Conference / Seminar / Training	500.00 USD	0.00
Wed 06/17/2020	Hotel	300.62 USD	300.62
Wed 06/17/2020	Car Rental	110.00 USD	0.00
Wed 06/17/2020	Airfare	500.00 USD	0.00

Expense Report 010021025505 Total Pay Me Amount 543.94 USD

Hotel - Lodging

Date: 06/17/2020

Spent: 0.00 USD

Business Purpose: 1. What is the purpose of the travel? To learn of any changes in the Title IV programs. 2. Why is the travel necessary? To educate ourselves in the Title IV changes. 3. How does the travel benefit STC? The college will be in compliance with Title IV regulations.

Description: [Optional]

Paid by STC:

Allocation: [Please type the FOAP Number/Name you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection]

TOTAL AMOUNT: 300.62 REMAINING: 0.00

Cancel Save

Follow the same process to clear your warnings and violations for all line item expenses that were estimated / processed from your Pre-Approval report. Your end product should look as follows: All green check marks. Now you are ready to reconcile the pre-approval expenses.

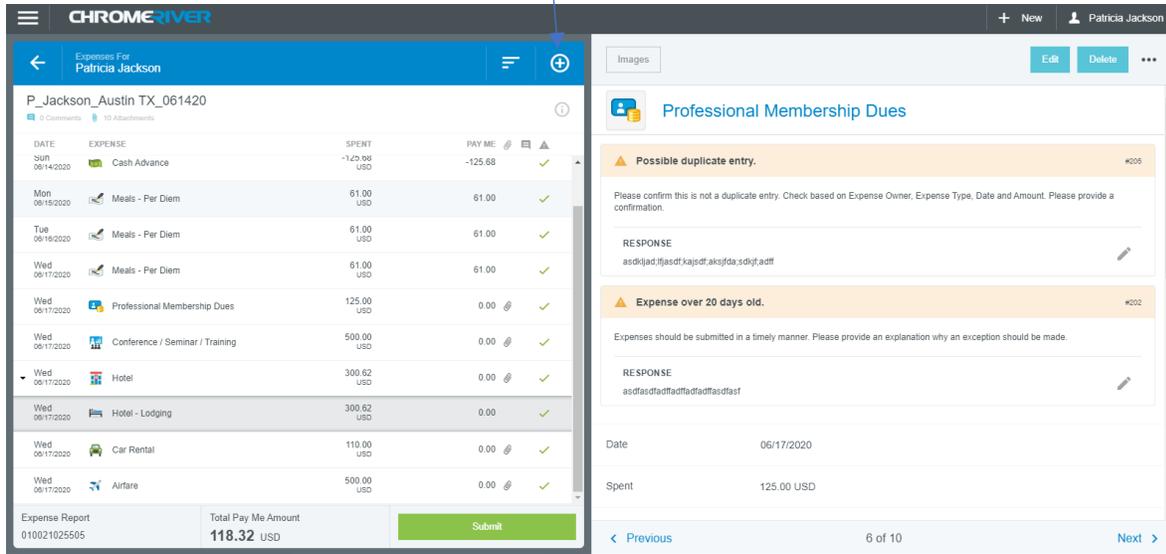
# Reconcile Pre-Approval expenses paid by STC

DATE	EXPENSE	SPENT	PAY ME
SUN 09/14/2020	Cash Advance	-125.68 USD	-125.68
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 09/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Professional Membership Dues	125.00 USD	0.00
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	0.00
Wed 09/17/2020	Hotel	300.62 USD	0.00
Wed 09/17/2020	Hotel - Lodging	300.62 USD	0.00
Wed 09/17/2020	Car Rental	110.00 USD	0.00
Wed 09/17/2020	Airfare	500.00 USD	0.00
Expense Report 010021025505		Total Pay Me Amount	<b>118.32 USD</b>

Verify that the “spent” column has the correct expenditure amount. Then look at the Total Pay Me Amount, this column will be what is reimbursed to the employee. All items that were paid by STC should be cleared from the Total Pay Me Amount column. At this point what is owed to the traveler is the 20% per diem. 100% per diem was \$244.00, we reduce the advance -125.68 which leaves \$118.32. Our Total Pay Me Amount is correct. After all Warnings and violations are cleared and receipts are uploaded you can now enter any other expenses/incidentals.

# Entering Additional Expenses and Incidentals

If you are on this screen click the + sign.



## Incidentals are classified as follows:

1. Air Travel tile has the following subcategories: Air Wi-Fi and Baggage Fee
2. Ground Transportation tile has the following subcategories: Car Rental Fuel, Parking, Public Transit/Train/Rail/Other, Taxi/Car Service/Uber/Lyft, and Tolls
3. Registration tile has the following subcategories: Books/Publications
4. Miscellaneous has the following subcategories: Miscellaneous/Other and Cash Advance Return

## Follow these steps to add the information for all approved expense reimbursement requests:

1. Date should be within Travel dates – you will get a violation otherwise.
2. Fill in the amount of the receipts. Add all receipts for one amount, submit all receipts in attachment with calculator tape, or total amount for review/verification
3. The Business Purpose block here is for TESTING only – the Business Purpose will flow from either your Pre-Approval, or the information you posted on your Expense Report.
4. The description block is not mandatory, however, you may fill in needed information here.
5. “Paid by STC” SHOULD NOT be clicked for reimbursement to Traveler.
6. Select correct Allocation if prompted
7. Upload attachment – should be itemized receipt with payment information included
8. Save

## Ground Transportation – Car rental – Fuel

We had a car rental that needed fuel so click on Ground Transportation.

DATE	EXPENSE	SPENT	PAY ME
Sun 09/14/2020	Cash Advance	-125.08 USD	-125.68
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 09/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Professional Membership Dues	125.00 USD	0.00
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	0.00
Wed 09/17/2020	Hotel	300.62 USD	0.00
Wed 09/17/2020	Hotel - Lodging	300.62 USD	0.00
Wed 09/17/2020	Car Rental	110.00 USD	0.00
Wed 09/17/2020	Airfare	500.00 USD	0.00

Expense Report: 010021025505 | Total Pay Me Amount: 118.32 USD | Submit

Click on Car Rental Fuel

DATE	EXPENSE	SPENT	PAY ME
Sun 09/14/2020	Cash Advance	-125.08 USD	-125.68
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 09/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Professional Membership Dues	125.00 USD	0.00
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	0.00
Wed 09/17/2020	Hotel	300.62 USD	0.00
Wed 09/17/2020	Hotel - Lodging	300.62 USD	0.00
Wed 09/17/2020	Car Rental	110.00 USD	0.00
Wed 09/17/2020	Airfare	500.00 USD	0.00

Expense Report: 010021025505 | Total Pay Me Amount: 118.32 USD | Submit

See steps to add the expenses on Page 19. I have entered \$25.00 in fuel, I have uploaded the receipt, (as directed on Page 30 of this manual) now I am going to Save.

The screenshot shows the CHROME RIVER mobile application interface. On the left, a list of expenses for Patricia Jackson is displayed, including Cash Advance, Meals - Per Diem, Professional Membership Dues, Conference / Seminar / Training, Hotel, Hotel - Lodging, Car Rental, and Airfare. The total pay me amount is 118.32 USD. On the right, the 'Car Rental Fuel' entry form is open, showing the date 06/14/2020, spent amount of 25.00 USD, and business purpose 'P\_Jackson\_Austin TX\_061420'. A blue arrow points to the 'Save' button in the top right corner of the form.

The upload receipt option will always be after you enter the expense towards the bottom

Clear any Warning or Violations messages before continuing. In this example I got a Warning (#202) about the expense being 20 days old. I cleared it and now you can see the gas amount included in the Total Pay Me Amount column.

The screenshot shows the CHROME RIVER mobile application interface. On the left, the expense list is updated to include 'Car Rental Fuel' for 25.00 USD on 06/14/2020. The total pay me amount is now 143.32 USD. A blue arrow points to the 'Car Rental Fuel' entry in the list. On the right, the 'Car Rental Fuel' entry form is open, showing a warning message: 'Expense over 20 days old. #202'. The warning message states: 'Expenses should be submitted in a timely manner. Please provide an explanation why an exception should be made.' Below the warning, there is a 'RESPONSE' field with the text 'ajdflija.difjas.difja.kdfja.jdf.ajsdfja.sdf'. The form also shows the date 06/14/2020, spent amount of 25.00 USD, and business purpose 'P\_Jackson\_Austin TX\_061420'.

To get to the next expense simply click the plus sign

The screenshot shows the Chrome River interface. On the left, a list of expenses for Patricia Jackson is displayed. A blue arrow points to a plus sign icon in the top right of the list header. On the right, the detailed view of a 'Car Rental Fuel' expense is shown, including a warning that it is 'Expense over 20 days old' and a response field.

DATE	EXPENSE	SPENT	PAY ME
Sun 06/14/2020	Cash Advance	-125.00 USD	-125.68
Sun 06/14/2020	Car Rental Fuel	25.00 USD	25.00
Mon 06/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 06/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 06/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 06/17/2020	Professional Membership Dues	125.00 USD	0.00
Wed 06/17/2020	Conference / Seminar / Training	500.00 USD	0.00
Wed 06/17/2020	Hotel	300.62 USD	0.00
Wed 06/17/2020	Hotel - Lodging	300.62 USD	0.00
Wed 06/17/2020	Car Rental	110.00 USD	0.00

Expense Report 010021025505 Total Pay Me Amount 143.32 USD Submit

### Ground Transportation - Parking

I will click on Ground Transportation again to include a parking charge

The screenshot shows the 'Add Expenses' screen in Chrome River. A blue arrow points to the 'GROUND TRANSPORTATION' category icon in the 'Create New' section. The left sidebar shows the expense list from the previous screenshot, and the right panel displays various expense categories.

**Add Expenses**

**Create New**

- AIR TRAVEL
- GROUND TRANSPORTATION**
- HOTEL
- MEALS / ENTERTAINMENT
- MEMBERSHIP
- REGISTRATION
- MISCELLANEOUS

eWallet: All, Trips, Offline, Cash Advance, Recycle Bin

eReceipts: Receipt Gallery

I will click on Parking

The screenshot shows the CHROME RIVER interface. On the left, an expense report for Patricia Jackson is displayed with a table of transactions. On the right, the 'Add Expenses' panel is open, showing a grid of expense categories. The 'Parking' icon, represented by a blue 'P' in a square, is highlighted with a blue arrow pointing to it from the right.

DATE	EXPENSE	SPENT	PAY ME
Sun 06/14/2020	Cash Advance	-125.88 USD	-125.88
Sun 06/14/2020	Car Rental Fuel	25.00 USD	25.00
Mon 06/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 06/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 06/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 06/17/2020	Professional Membership Dues	125.00 USD	0.00
Wed 06/17/2020	Conference / Seminar / Training	500.00 USD	0.00
Wed 06/17/2020	Hotel	300.62 USD	0.00
Wed 06/17/2020	Hotel - Lodging	300.62 USD	0.00
Wed 06/17/2020	Car Rental	110.00 USD	0.00

Expense Report 010021025505 Total Pay Me Amount 143.32 USD

See steps to add the expense on Page 19. I will enter \$42.00 of airport parking and I will upload my attachments and Save.

The screenshot shows the 'Add Expenses' form for 'Parking'. The form fields are filled with the following information:

- Date: 06/14/2020
- Spent: 42.00 USD
- Business Purpose: P\_Jackson\_Austin TX\_061420
- Description: (Optional)
- Paid by STC:
- Allocation: 110000-410013-6300 General Funds Business Office, Bus & Fiscal Management

The 'Save' button is highlighted with a blue arrow pointing to it from the right.

I got a warning (#202) so I cleared it. Please be sure you reconcile the Total Pay Me Amount. I know I am owed \$118.32 for the 20% per diem, \$25.00 for fuel, and \$42.00 for airport parking for a total of \$185.32.

My "Total Pay Me Amount" is correct. I can now submit my Expense Report.

DATE	EXPENSE	SPENT	PAY ME
Sun 09/14/2020	Cash Advance	-120.08 USD	-125.68
Sun 09/14/2020	Car Rental Fuel	25.00 USD	25.00
Sun 09/14/2020	Parking	42.00 USD	42.00
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 09/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Professional Membership Dues	125.00 USD	0.00
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	0.00
Wed 09/17/2020	Hotel	300.62 USD	0.00
Wed 09/17/2020	Hotel - Lodging	300.62 USD	0.00

Expense Report: 010021025505      Total Pay Me Amount: **185.32 USD**      [Submit](#)

**Parking**  
 Expense over 20 days old.  
 Expenses should be submitted in a timely manner. Please provide an explanation why an exception should be made.  
 RESPONSE: kad[fa,ldfajldfja,dfja,dfjadjfadjf]  
 Date: 06/14/2020  
 Spent: 42.00 USD  
 Business Purpose: P\_Jackson\_Austin TX\_061420  
 Description:  
 Paid by STC:   
 Allocation

Other expenses that might need reimbursement:

**Air Travel – Baggage fee**

The system will bring you to the expenses screen. From here you will select the incidental you want paid to the traveler. If you have Baggage fees – select Air Travel – then Baggage fee.

**Add Expenses**

Categories: AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, AIRFARE, AIR WIFI, BAGGAGE FEE, MEALS / ENTERTAINMENT, MEMBERSHIP, REGISTRATION, MISCELLANEOUS, CASH ADVANCE.

Example of information to input for Baggage fees:

**CHROME RIVER** + New Maricarmen Ramirez

Expenses For Maricarmen Ramirez

testing testing expenses for guideline book

DATE EXPENSE SPENT PAY ME

Click "+" to add your first item.

**Baggage Fee**

Date: 10/26/2020

Spent: 60.00 USD

Business Purpose: testing testing expenses for guideline book

Description: Baggage fees paid 1 day prior to travel dates at check in

Paid by STC:

Please type the FOAP Number/Name you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection

**Allocation**

110000-410013-6300 General Funds Business Office, Bus & Fiscal Management

+ Add Allocation

**Attachments (0)**

Expense Report: QA0021605919 Total Pay Me Amount: 0.00 USD Submit

Once you have saved you will see the expense on the left side.

**CHROME RIVER** + New Maricarmen Ramirez

Expenses For Maricarmen Ramirez

testing testing expenses for guideline book

DATE EXPENSE SPENT PAY ME

Mon 10/26/2020	Baggage Fee	60.00 USD	60.00	✓
----------------	-------------	-----------	-------	---

**Add Expenses**

Create New

eWallet

- All
- Trips
- Offline
- Cash Advance
- Recycle Bin

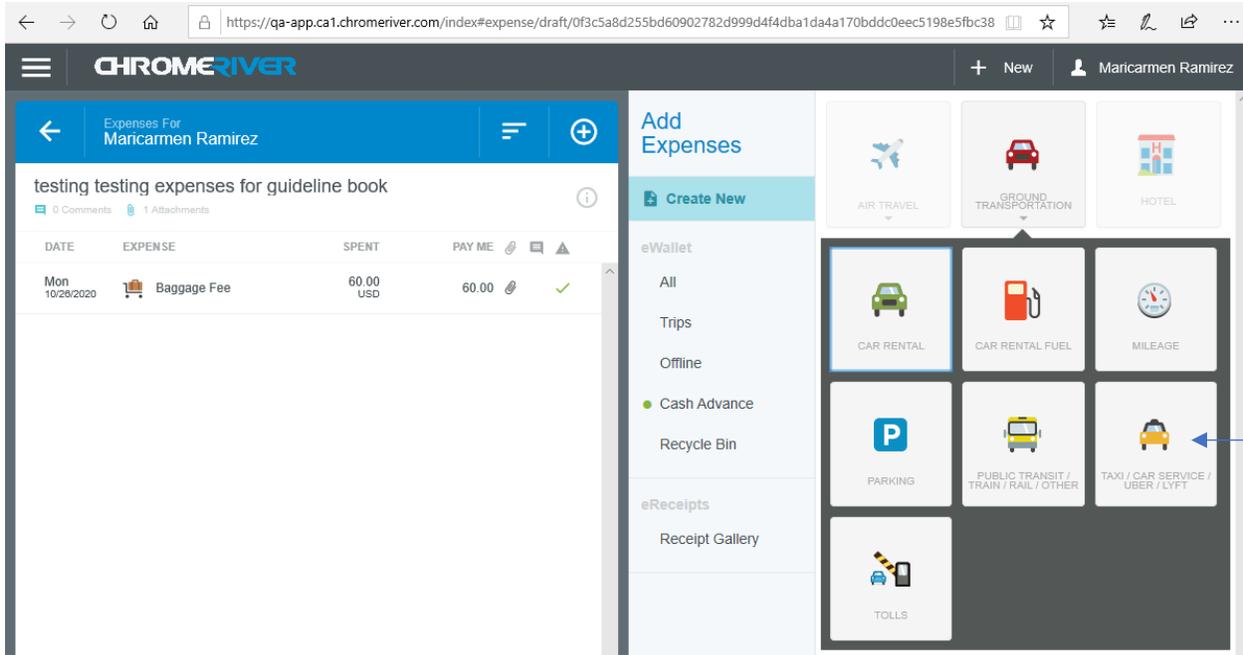
eReceipts

Receipt Gallery

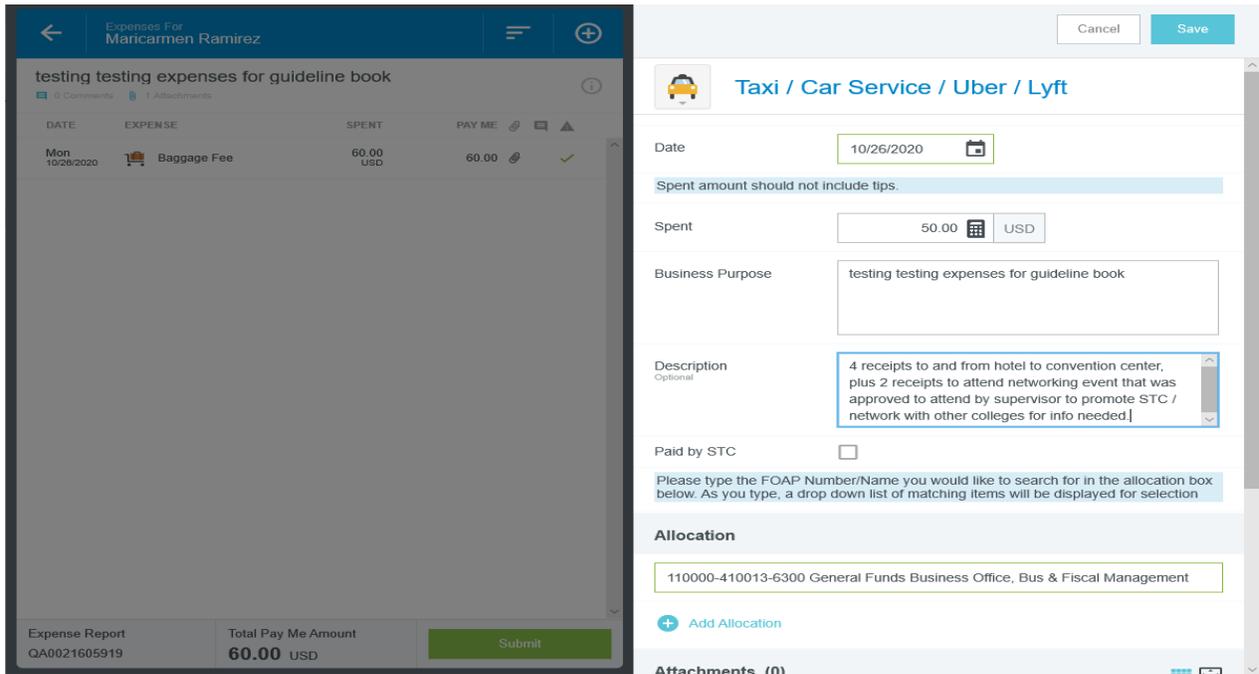
- AIR TRAVEL
- GROUND TRANSPORTATION
- HOTEL
- MEALS / ENTERTAINMENT
- MEMBERSHIP
- REGISTRATION
- MISCELLANEOUS
- CASH ADVANCE

## Ground Transportation – Taxi / Uber / Lyft

Another common expense that is submitted is Taxi, Uber or Lyft receipts. Please remember to remove the Tip/Gratuuity amount when submitting these receipts.



See steps to add the expense on Page 19. Example:



## Membership – Professional Membership Dues

If prior approvals received (some departments require Division VP approval also) to pay Memberships or License/Permit fees out of pocket at the conference:

The screenshot shows the CHROME RIVER mobile application interface. On the left, the 'Expenses For Maricarmen Ramirez' screen displays a table of expenses:

DATE	EXPENSE	SPENT	PAY ME
Mon 10/26/2020	Baggage Fee	60.00 USD	60.00
Mon 10/26/2020	Taxi / Car Service ...	50.00 USD	50.00

At the bottom of this screen, the 'Total Pay Me Amount' is 110.00 USD. On the right, the 'Add Expenses' screen shows a grid of categories: AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, MEALS / ENTERTAINMENT, MEMBERSHIP, REGISTRATION, LICENSES / PERMITS, PROFESSIONAL MEMBERSHIP DUES, MISCELLANEOUS, and CASH ADVANCE. The 'MEMBERSHIP' and 'PROFESSIONAL MEMBERSHIP DUES' categories are highlighted.

See steps to add the expense at top of Page 19. **NOTE:** Membership reimbursement requests REQUIRE the South Texas College Institutional Membership form (BO-8400). You can find that in JagNet with the Accounts Payable forms. Example:

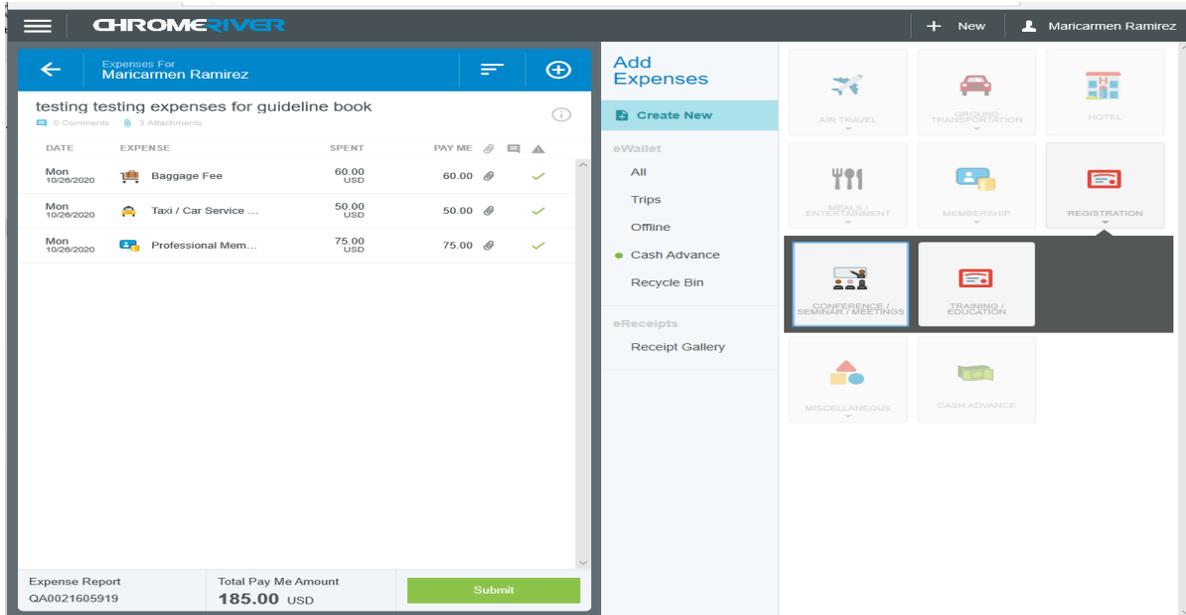
The screenshot shows the 'Professional Membership Dues' form in the CHROME RIVER mobile application. The form fields are as follows:

- Date: 10/26/2020
- Spent: 75.00 USD
- Business Purpose: testing testing expenses for guideline book
- Description: Approved Institutional membership form attached, Prior FM approval received..
- Paid by STC:
- Allocation: 110000-410013-6300 General Funds Business Office, Bus & Fiscal Management

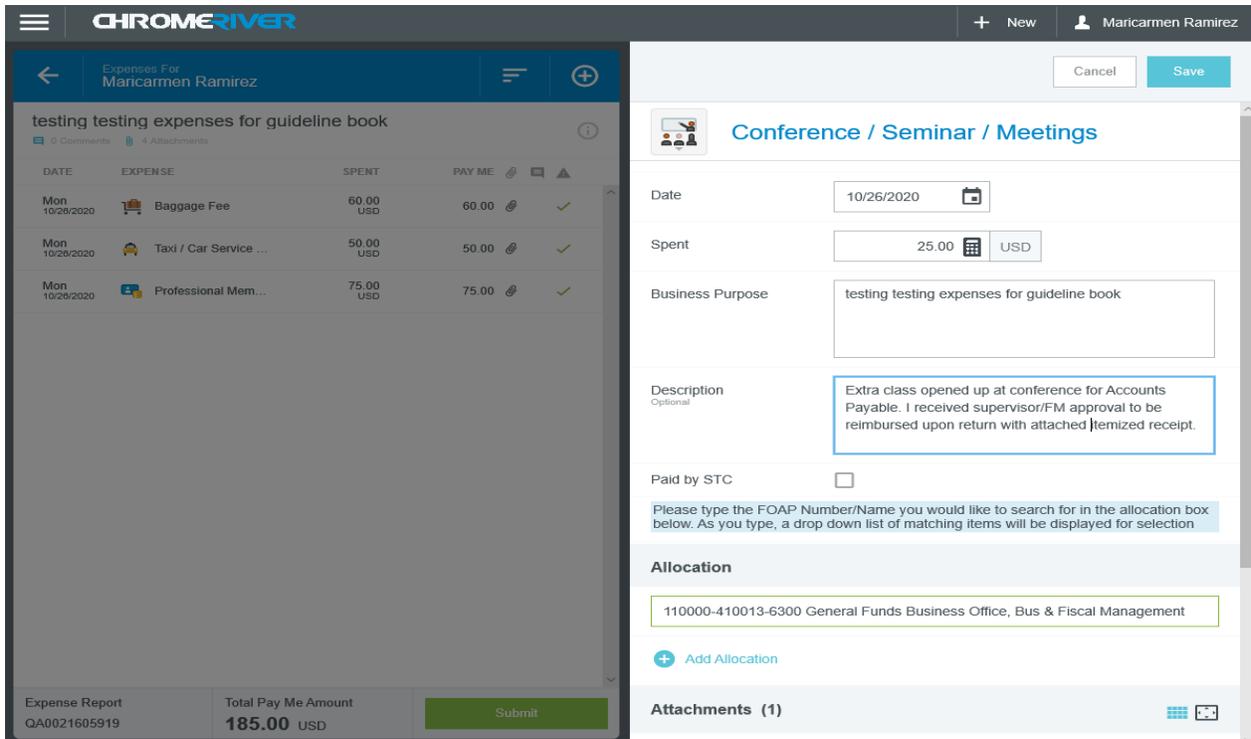
The form also includes a 'Cancel' button, a 'Save' button, and an 'Attachments (1)' section at the bottom.

## Registration – Conference/Seminar/Meetings or Training/Education

If prior approvals received (some departments require Division VP approval also) to pay Registration out of pocket or add classes that require payment at the conference:

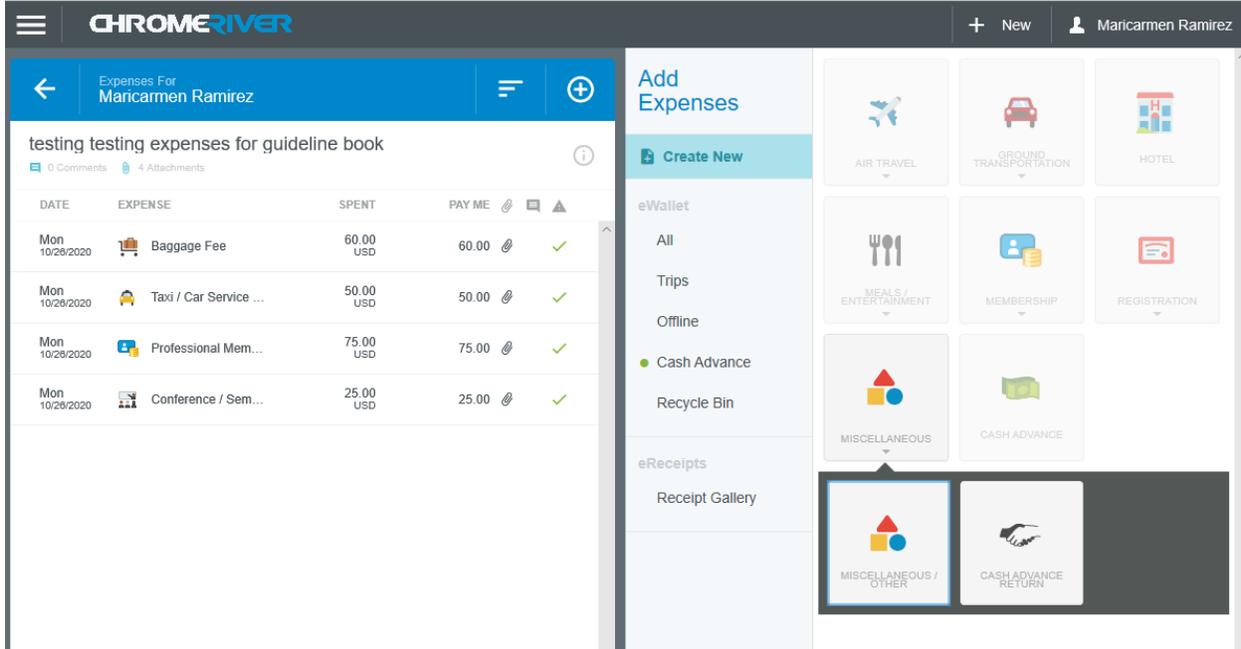


See steps to add the expense on Page 19. Example:

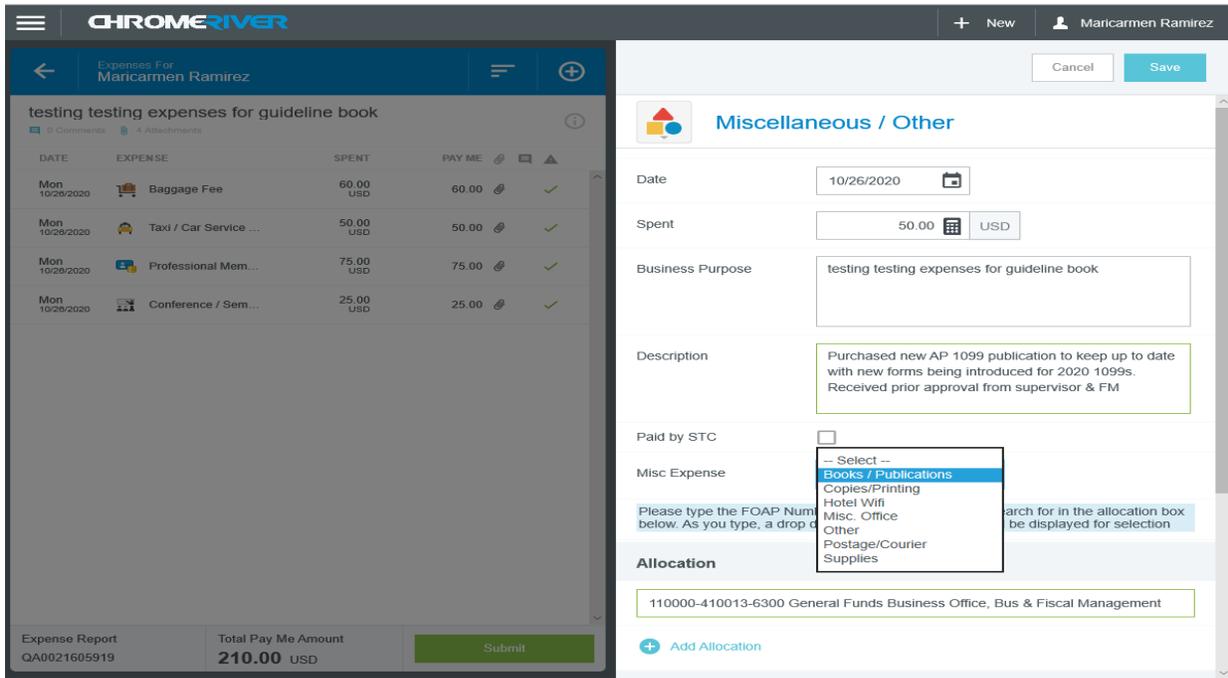


## Miscellaneous – Miscellaneous Other

If prior approvals received (some departments require Division VP approval also) to pay for books/publications, make copies, use Hotel Wi-Fi, send items through mail (postage/courier), purchase supplies or other miscellaneous out of pocket expenses:



See steps to add the expense at top of Page 19. All miscellaneous items require an itemized receipt with payment information. Example:



# Uploading Attachments

Uploading attachments to the expense report is different than the pre-approval because you do not have to click on the report name and click edit to attach a document.

On the expense report it will be at the bottom of the screen once you are done entering the expense and before you click save. Please upload an attachment for each reimbursement amount except per diem and mileage.

The screenshot displays the Chrome River expense report interface. On the left, a list of expenses for Patricia Jackson is shown, including items like 'Meals - Per Diem', 'Cash Advance', 'Car Rental Fuel', 'Parking', and 'Hotel'. The 'Car Rental Fuel' expense is highlighted. On the right, the detailed view for this expense is shown, including a warning that it is 'Expense over 20 days old', a response field, and various metadata fields like Date, Spent, and Business Purpose. At the bottom of the right-hand panel, there is a section for 'Attachments (2)' with a 'Drag image here to upload' area and an 'Add Attachments' button, which is highlighted with a blue arrow.

DATE	EXPENSE	SPENT	PAY ME	
Sun 09/14/2020	Meals - Per Diem	61.00 USD	61.00	✓
Sun 09/14/2020	Cash Advance	-125.68 USD	-125.68	✓
Sun 09/14/2020	Car Rental Fuel	25.00 USD	25.00	✓
Sun 09/14/2020	Parking	42.00 USD	42.00	✓
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00	✓
Tue 09/16/2020	Meals - Per Diem	61.00 USD	61.00	✓
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00	✓
Wed 09/17/2020	Professional Membership Dues	125.00 USD	0.00	✓
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	0.00	✓
Wed 09/17/2020	Hotel	300.62 USD	0.00	✓

**Car Rental Fuel**

Expense over 20 days old. #202

Expenses should be submitted in a timely manner. Please provide an explanation why an exception should be made.

RESPONSE

ajdfkja;dfjas;dfjaj;dfja;dsfja;fdf;ajsdjfa;sdjf

Date: 06/14/2020

Spent: 25.00 USD

Business Purpose: P\_Jackson\_Austin TX\_061420

Description:

Paid by STC:

Allocation:

110000-410013-6300 **General Funds**  
Business Office, Bus & Fiscal Management

Comments (0)

Add Comment  Post

Attachments (2)

Drag image here to upload

# Submitting an Expense Report

I will click Submit.

DATE	EXPENSE	SPENT	PAY ME
Sun 09/14/2020	Cash Advance	-125.88 USD	-125.88
Sun 09/14/2020	Car Rental Fuel	25.00 USD	25.00
Sun 09/14/2020	Parking	42.00 USD	42.00
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 09/15/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Professional Membership Dues	125.00 USD	0.00
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	0.00
Wed 09/17/2020	Hotel	300.62 USD	0.00
Wed 09/17/2020	Hotel - Lodging	300.62 USD	0.00

Expense Report 010021025505 Total Pay Me Amount 185.32 USD Submit

If Dean approval is needed - see page 40. If Dean approval not needed:

I will certify the items are true and correct and click Submit again.

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Pre-Approval Applied: P\_Jackson\_Austin TX\_061420 [Remove]  
Available Balance: 185.44 USD

Cancel Submit

P\_Jackson\_Austin TX\_061420

Report Owner Patricia Jackson Accountant

Expense Report ID 010021025505

Business Purpose 1. What is the purpose of the travel? To learn of any changes in the Title IV programs. 2. Why is the travel necessary? To educate ourselves in the Title IV changes. 3. How does the travel benefit STC? The college will be in compliance with Title IV regulations.  
P\_Jackson\_Austin TX\_061420

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,720.94	0.00
Less Company Paid Expense	1,495.69	0.00

If you get a message in Green saying the report has been submitted successfully you will now be able to see it in your Submitted Expenses Dashboard.

# Create an Expense Report (In District Mileage)

Click the + New button

The screenshot shows the Chromeriver dashboard. On the left, there are two main sections: 'EXPENSES' and 'PRE-APPROVAL'. The 'EXPENSES' section has a blue header and contains a table with columns for Draft (0), Returned (0), and Submitted Last 90 Days (7). The 'PRE-APPROVAL' section has a blue header and contains a table with columns for Draft (0), Returned (0), and Submitted Last 90 Days (11). On the right, there is a 'CONTACT' section with the South Texas College logo and a list of contact information for pre-approvals and expense reports. Below the contact information is a 'NOTICES' section with a yellow highlighted message: 'All travel cancelled through August 31, 2020'. At the bottom, there is a 'REMINDER: Per Diem Rules'.

Click New Expense Report

This screenshot is similar to the first one, but the '+ New' button in the top right corner is clicked, and a dropdown menu is open. The dropdown menu has two options: 'New Expense Report' (with a blue icon) and 'New Pre-Approval Report' (with a blue icon). A blue arrow points to the 'New Expense Report' option. The rest of the dashboard content, including the statistics and contact information, remains the same as in the first screenshot.

# Importing the Pre-Approval - Mileage

Click Import the Pre-Approval

The screenshot shows the 'Expenses For Patricia Jackson' form in the ChromeRiver system. The form is divided into two main sections. The left section is a table for listing expenses, currently empty with a 'Click "+" to add your first item.' prompt. The right section contains form fields for 'Import from Pre-Approval' (with an 'IMPORT PRE-APPROVAL' button), 'Report Name', 'Pay Me In' (set to 'USD - US Dollars'), 'Start Date', 'End Date', 'Business Purpose' (with a detailed instruction box), 'Report Type', 'Travel Type', and 'Is Dean approval required for this trip?'. A blue arrow points to the 'IMPORT PRE-APPROVAL' button.

Click on the down arrow from the box that says select a pre-approval report

The screenshot shows the same 'Expenses For Patricia Jackson' form, but with the 'Import Pre-Approval' modal open. The modal has a title bar and a dropdown menu labeled 'Select a pre-approval report'. A blue arrow points to the down arrow of this dropdown menu.

Click on the pre-approval you wish to import. In my case I am going to click on the pre-approval for district mileage 090119-083120.

The screenshot shows the 'Import Pre-Approval' dialog box in the CHROMERIVER system. The dialog has a title bar with a close button (X) and a search field. Below the search field is a table with the following data:

REPORT NAME	ORIGINAL AMT	REMAINING
Test Non Student Club Travel In State PJ	866.50USD	12.20USD
Testing cash advance on mileage	183.24USD	183.24USD
PJackson_Mileage Enc_090119-083120	1,740.00USD	1,582.24USD
PJackson_In District Mileage_090119-083120	1,740.00USD	1,583.40USD
TEST PJackson Cash Advance	93.80USD	93.80USD

A blue arrow points to the row 'PJackson\_In District Mileage\_090119-083120'. At the bottom of the dialog is an 'Import' button.

Click on Import at the bottom of the page and then click save at top right hand corner

The screenshot shows the 'Import Pre-Approval' dialog box with the 'Report Summary' and 'Expense Summary' sections expanded. The 'Report Summary' section shows the following details:

- From Date: 09/01/2019
- To Date: 08/31/2020
- Business Purpose: I am traveling from Pecan which is my homebase to Mid Valley to teach SOCI-2530. See attached teaching schedule.

The 'Expense Summary' section shows the following data:

	REMAINING (USD)	SPENT (USD)
Mileage	1,583.40	0.00
Total	1,583.40	0.00

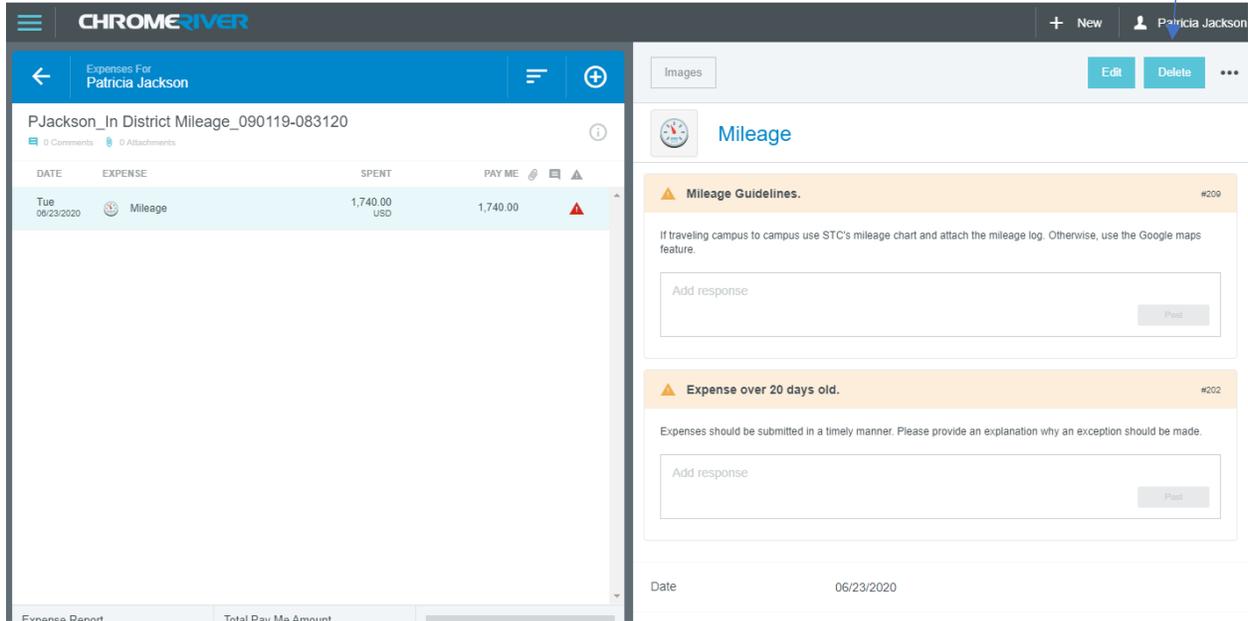
The 'Allocations' section shows the following data:

110000-224005-1070 General Funds Associate Degree Nursing, Health Occup-Associate Degree Nurs	1,740.00
--	----------

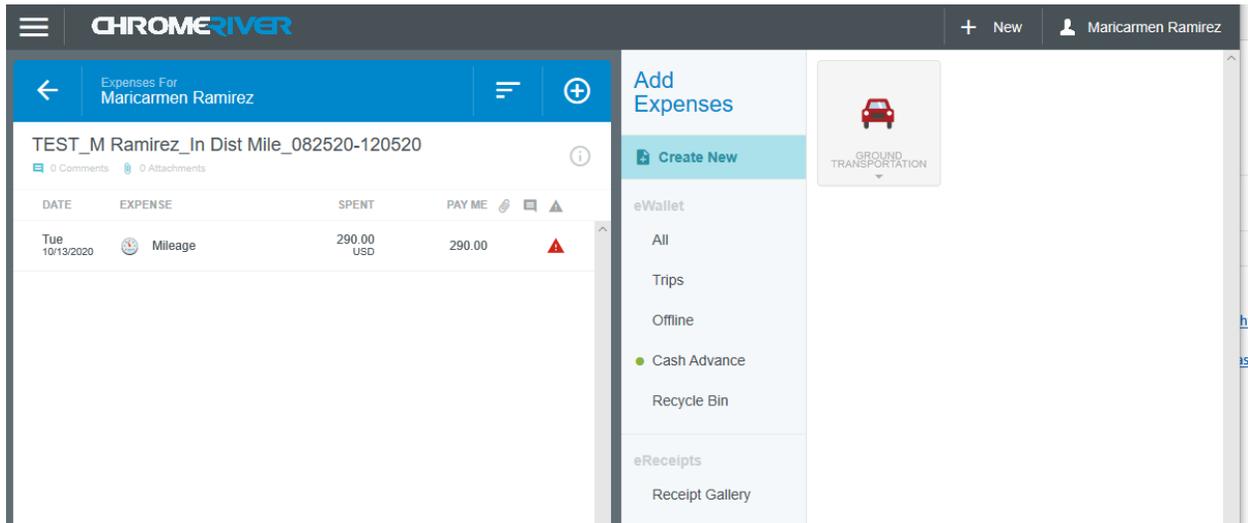
A blue arrow points to the 'Import' button at the bottom right of the dialog.

# Entering Mileage Expenses

We will now click on the expense line on the left side and go over to the delete button on the upper right hand corner to delete the line. This will remove the warnings and violations.



This screen shows up – click on the expense report on the left side



The screenshot shows the Chrome River interface for an expense entry. The left pane displays the expense details for 'TEST\_M Ramirez\_In Dist Mile\_082520-120520' with a table showing a mileage expense of 290.00 USD on 10/13/2020. The right pane shows the 'Mileage' section with two warnings: '#202 Expense over 20 days old' and '#209 Mileage Guidelines'. Both warnings have 'Add response' text boxes and 'Post' buttons. The bottom of the right pane shows the expense details: Date (10/13/2020), Spent (290.00 USD), and Business Purpose (a) What is the purpose of the travel?, b) Why is the travel.

DATE	EXPENSE	SPENT	PAY ME
Tue 10/13/2020	Mileage	290.00 USD	290.00

Expense Report: QA0021605963 | Total Pay Me Amount: 290.00 USD | Submit

First clear the warnings (#209 & #202) by typing justification statements in the “add response boxes” and posting – see example:

The screenshot shows the same Chrome River interface, but the warnings have been cleared. The '#209 Mileage Guidelines' warning now has a response box containing the text 'STC mileage chart was used and mileage log is being attached.' with 'Cancel' and 'Post' buttons. The '#202 Expense over 20 days old' warning now has a response box containing the text 'Pending information (driver's license, insurance for travel dates) from traveler' with 'Cancel' and 'Post' buttons.

Click on Edit and scroll down to miles that were calculated on mileage log.

Notice how the dollar amount spent changes when posting the monthly miles – then click “save”.

The screenshot shows the Chrome River interface for entering an expense. On the left, a table lists the expense:

DATE	EXPENSE	SPENT	PAY ME
Tue 10/13/2020	Mileage	290.00 USD	290.00

At the bottom of the left panel, the 'Total Pay Me Amount' is 290.00 USD. The right panel shows the form details:

- Date: 10/13/2020
- Spent: 290.00 USD
- Business Purpose: a) What is the purpose of the travel?, b) Why is the travel necessary and c) How does the travel benefit STC?
- Description: A00207793 Maricarmen Ramirez homebase is Pecan will be teaching at Mid Valley
- Rate: 0.58
- Miles: 500.00 (with a 'Calculate Mileage' button)
- Deduction: None
- Allocation: 110000-410013-6300 General Funds Business Office, Bus & Fiscal Management

This screenshot is identical to the one above, but with the 'Miles' field set to 50.00. The 'Spent' amount has changed to 29.00 USD. The 'Calculate Mileage' button is highlighted with a blue border.

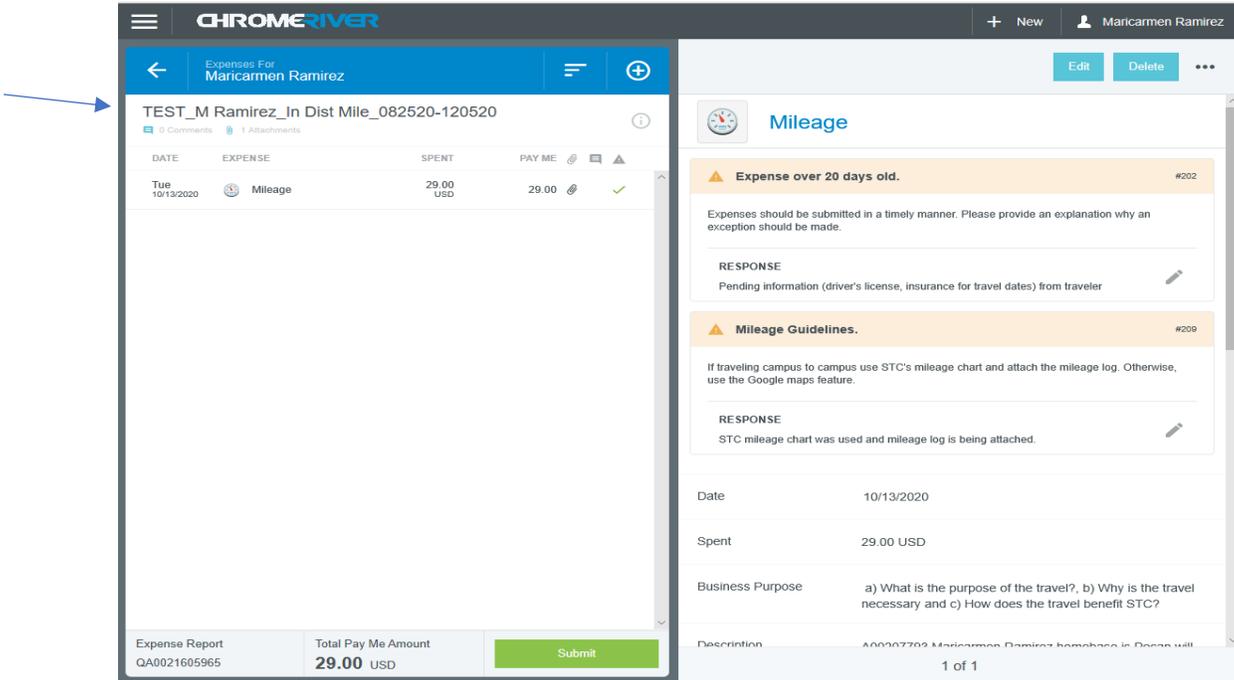
DATE	EXPENSE	SPENT	PAY ME
Tue 10/13/2020	Mileage	29.00 USD	29.00

The 'Total Pay Me Amount' at the bottom left is now 29.00 USD. The 'Miles' field in the right panel is 50.00.

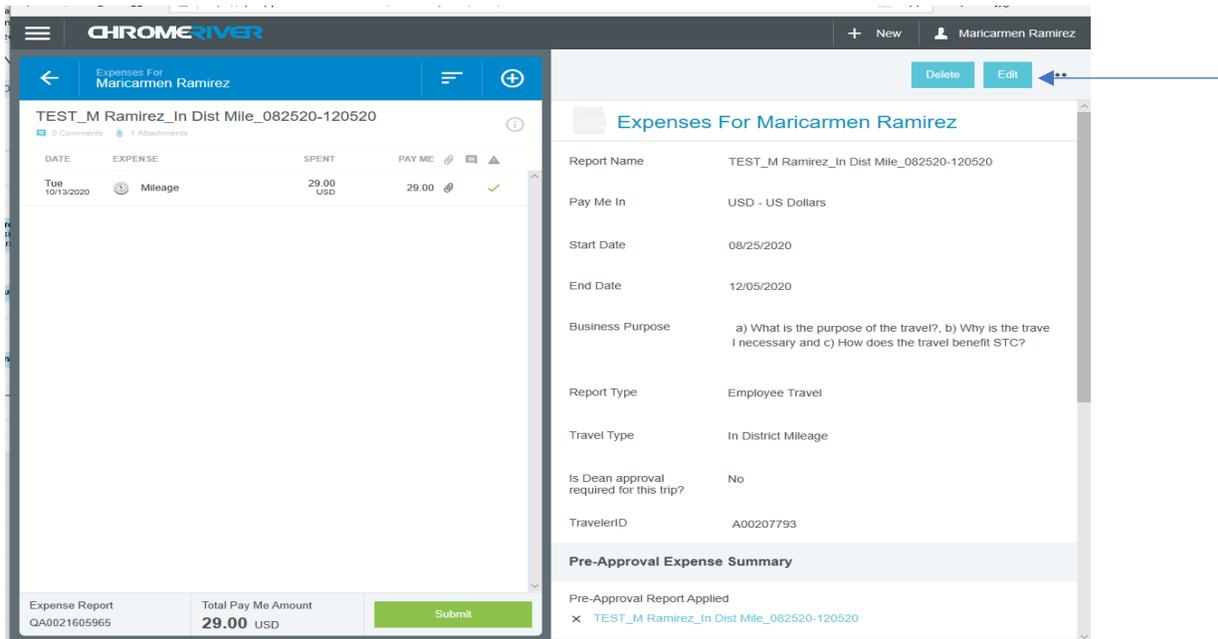
Verify that the “pay me” amount is the correct expenditure. If Okay:

# Changing the Report name

Click on the name of the report



Click on "edit"



Now you can update the report name to the dates of mileage

CHROMERIVER

Expenses For Maricarmen Ramirez

TEST\_M Ramirez\_In Dist Mile\_082520-120520

DATE	EXPENSE	SPENT	PAY ME
Tue 10/13/2020	Mileage	29.00 USD	29.00

Report Name: TEST\_M Ramirez\_In Dist Mile\_082520-120520

Pay Me In: USD - US Dollars

Start Date: 08/25/2020

End Date: 12/05/2020

Business Purpose: a) What is the purpose of the travel?, b) Why is the tra

Please include the following elements in the Business Purpose field above, a) What is the purpose of the travel?, b) Why is the travel necessary and c) How does the travel benefit STC?

CHROMERIVER

Expenses For Maricarmen Ramirez

TEST\_M Ramirez\_In Dist Mile\_090120-093020

DATE	EXPENSE	SPENT	PAY ME
Tue 10/13/2020	Mileage	29.00 USD	29.00

Report Name: TEST\_M Ramirez\_In Dist Mile\_090120-093020

Pay Me In: USD - US Dollars

Start Date: 08/25/2020

End Date: 12/05/2020

Business Purpose: a) What is the purpose of the travel?, b) Why is the tra

Please include the following elements in the Business Purpose field above, a) What is the purpose of the travel?, b) Why is the travel necessary and c) How does the travel benefit STC?

Click on Save

CHROMERIVER

Expenses For Maricarmen Ramirez

TEST\_M Ramirez\_In Dist Mile\_090120-093020

DATE	EXPENSE	SPENT	PAY ME
Tue 10/13/2020	Mileage	29.00 USD	29.00

Report Name: TEST\_M Ramirez\_In Dist Mile\_090120-093020

Pay Me In: USD - US Dollars

Start Date: 08/25/2020

End Date: 12/05/2020

Business Purpose: a) What is the purpose of the travel?, b) Why is the travel necessary and c) How does the travel benefit STC?

Report Type: Employee Travel

Travel Type: In District Mileage

Is Dean approval required for this trip?: No

TravelerID: A00207793

**Pre-Approval Expense Summary**

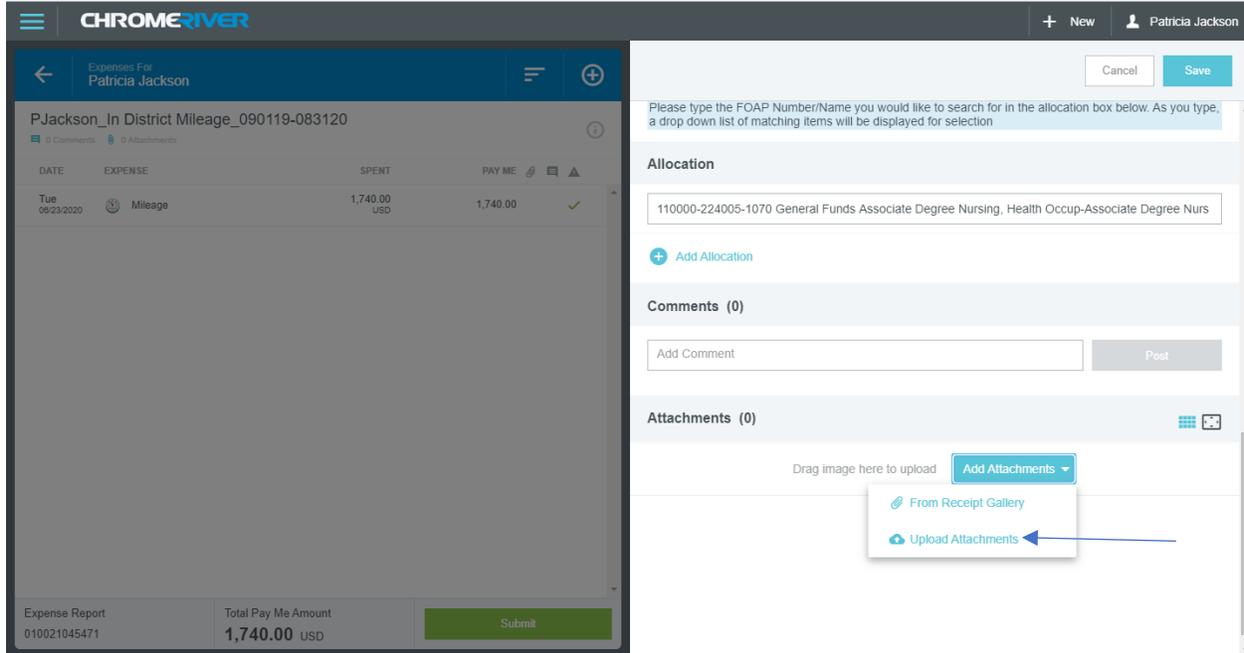
Pre-Approval Report Applied

- TEST\_M Ramirez\_In Dist Mile\_082520-120520

Expense Report QA0021605965 Total Pay Me Amount 29.00 USD Submit

# Uploading Attachments

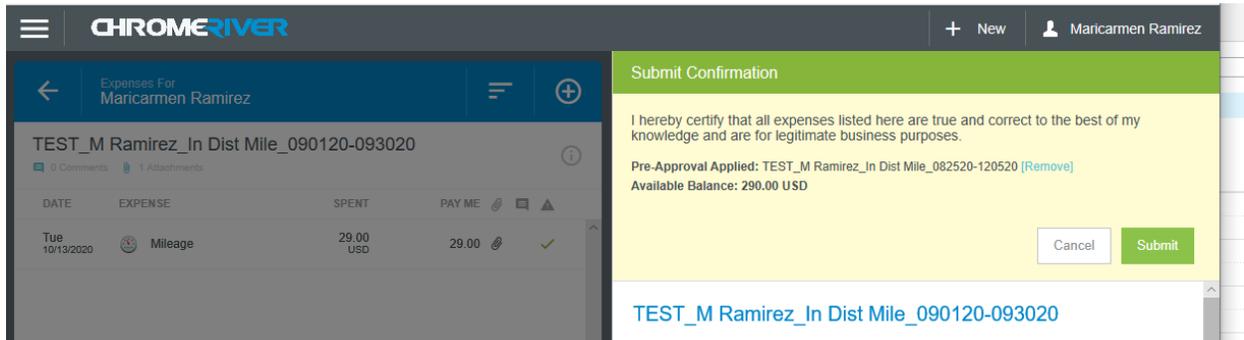
I need to upload my attachment of the mileage log, any teaching schedules, and SMM forms so I am going to scroll to the bottom of the page and click Add Attachments.



I am going to pick upload attachments because I have it saved to the network. Go to where you have your documents saved and select the file(s). Your attachments should show up at the bottom.

## Reconcile / Submit Mileage Expense Report

If everything ready, attachments uploaded, and "Total Pay Me Amount" is correct, then you may click "submit", then "submit" again to certify.



If "Total Pay Me" amount is not correct – contact Travel Office for assistance BEFORE clicking "submit".

# Dean Approval

If you selected Dean approval you will get this screen and have to select the appropriate Dean again.

The screenshot shows the Chrome River interface. On the left, an expense report for Patricia Jackson is displayed with a total pay me amount of 185.32 USD. On the right, a 'Select Approver' dialog box is open, listing two allocation options: 'General Funds' and 'Cash Advance'. A blue arrow points to the 'Submit' button in the top right corner of the dialog box.

DATE	EXPENSE	SPENT	PAY ME
Sun 08/14/2020	Cash Advance	-125.68 USD	-125.68
Sun 08/14/2020	Car Rental Fuel	25.00 USD	25.00
Sun 08/14/2020	Parking	42.00 USD	42.00
Mon 08/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 08/18/2020	Meals - Per Diem	61.00 USD	61.00
Wed 08/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 08/17/2020	Professional Membership Dues	125.00 USD	0.00
Wed 08/17/2020	Conference / Seminar / Training	500.00 USD	0.00
Wed 08/17/2020	Hotel	300.62 USD	0.00
Wed 08/17/2020	Hotel - Lodging	300.62 USD	0.00

CODE	ALLOCATION	PAY ME AMOUNT
<input type="checkbox"/> 110000-410013-6300	<b>General Funds</b> Business Office, Bus & Fiscal Management	1,846.62 USD
<input type="checkbox"/> CASHADV	<b>Cash Advance</b>	-125.68 USD

Click Submit

Your expense report has been removed from your "Draft" expense reports list, and is now in the DashBoard as "Submitted Expenses" with "pending" status

The screenshot shows the 'Submitted Expense Reports' dashboard for Maricarmen Ramirez. A single report is listed with a 'PENDING' status.

Report ID	Date	Amount	Status
TEST_M_Ramirez_In Dist Mile_09012... QA0021905985	11/04/2020	29.00 USD	PENDING

# Verify Encumbrance Balance for Mileage Expense Report

Click on the Mileage Expense report you wish to review from your submitted expense reports. If you remember, the original Pre-Approval encumbrance was \$290.00 – If you scroll down on the right side - now the remaining balance is \$261.00.

The screenshot displays the Chrome River interface. On the left, a list of 'Submitted Expense Reports' is shown. The first report, 'TEST\_M Ramirez\_In Dist Mile\_09012...', is highlighted with a blue arrow. The right pane shows the details for this report, including a 'Financial Summary' table, an 'Applied Pre-Approval Report' table, an 'Expense Summary' table, and an 'Account Summary' table. A blue arrow points to the 'Remaining Balance' of 261.00 in the Applied Pre-Approval Report table.

DATE	REPORT NAME	AMT (USD)
10/13/2020	TEST_M Ramirez_In Dist Mile_082520-120520	29.00
<b>Remaining Balance</b>		<b>261.00</b>

# Opening an Expense Report/PDF

Go to your Dashboard by clicking the hamburger menu. Your screen should look like this.

The screenshot shows the Chrome River dashboard. On the left, there are two main sections: 'EXPENSES' and 'PRE-APPROVAL'. The 'EXPENSES' section shows 0 Draft, 0 Returned, and 7 Submitted (Last 90 Days). The 'PRE-APPROVAL' section shows 0 Draft, 0 Returned, and 11 Submitted (Last 90 Days). On the right, there is a 'CONTACT' section for Pre-Approvals and Expense report processing assistance, listing contact information for Tonya Ecker, Melissa Lara, and Maricarmen Ramirez. Below that is a 'NOTICES' section with a yellow highlighted message: 'All travel cancelled through August 31, 2020'. A blue arrow points from the 'Submitted Last 90 Days' tile in the EXPENSES section to the contact information.

Category	Draft	Returned	Submitted (Last 90 Days)
EXPENSES	0	0	7
PRE-APPROVAL	0	0	11

**CONTACT**

For Pre-Approvals and Expense report processing assistance, please contact:

- Main email for all supporting documents: [traveloffice@southtexascollege.edu](mailto:traveloffice@southtexascollege.edu)
- Tonya Ecker, Travel Assistant: 956-872-4618, [tecker@southtexascollege.edu](mailto:tecker@southtexascollege.edu)
- Melissa Lara, Travel Assistant: 956-872-4656, [mmendoza\\_0438@southtexascollege.edu](mailto:mmendoza_0438@southtexascollege.edu)
- Maricarmen Ramirez, Accounts Payable / Travel Supervisor: 956-872-4602, [mramirez@southtexascollege.edu](mailto:mramirez@southtexascollege.edu)

**NOTICES**

All travel cancelled through August 31, 2020

Employee Travel Guide: <https://jagnet.southtexascollege.edu/web/jagnet/employee>

REMINDER: Per Diem Rules

Click on your submitted expense reports tile. Your screen will look like this.

The screenshot shows the Chrome River dashboard with the 'Submitted Expense Reports' tile selected. The list displays the following reports:

Report Title	Date	Amount (USD)	Status
P_Jackson_Austin TX_061420	07/14/2020	1,720.94	PENDING
TEST_PJackson_Dallas TX_070620	07/08/2020	838.80	EXPORTED
P_Jackson_Austin TX_061420	06/29/2020	1,581.98	EXPORTED
PJackson_In District Mileage_090119-093019	06/26/2020	156.60	EXPORTED
PJackson_In District Mileage_090119-093019	05/28/2020	157.76	APPROVED
TEST PJackson_nonstudentmileage_050120-051020	05/14/2020	140.56	PAID
TEST Packson_Indistrictmileage_040120-043020	05/14/2020	118.32	PAID
Student Club Travel - Out of State	02/28/2020	1,036.60	EXPORTED
Student Club Travel - In State	02/28/2020	1,101.60	

Click on the report you want to open from the list on the left-hand side of the screen.

Click Open.

**Submitted Expense Reports**

Report Name	Date	Amount (USD)	Status
P_Jackson_Austin TX_061420	07/14/2020	1,720.94	PENDING
TEST_PJackson_Dallas TX_070620	07/08/2020	838.80	EXPORTED
P_Jackson_Austin TX_061420	06/29/2020	1,581.98	EXPORTED
PJackson_in District Mileage_090119-093019	06/26/2020	156.60	EXPORTED
PJackson_in District Mileage_090119-093019	05/28/2020	157.76	APPROVED
TEST PJackson_nonstudentmileage_050120-051020	05/14/2020	140.56	PAID
TEST Packson_Indistrictmileage_040120-043020	05/14/2020	118.32	PAID
Student Club Travel - Out of State	02/28/2020	1,036.60	EXPORTED
Student Club Travel - In State	02/28/2020	1,101.60	EXPORTED

**P\_Jackson\_Austin TX\_061420**

Report Owner: Patricia Jackson, Accountant

Submit Date: 07/14/2020

Expense Report ID: 010021025505

Business Purpose: 1. What is the purpose of the travel? To learn of any changes in the Title IV programs. 2. Why is the travel necessary? To educate ourselves in the Title IV changes. 3. How does the travel benefit STC? The college will be in compliance with Title IV regulations.  
P\_Jackson\_Austin TX\_061420

**Tracking Summary**

Pending Approval: 1,720.94 USD

**Financial Summary**

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,720.94	1,720.94

If you do not see the buttons below for “PDF” and “Images” – you may see instead 3 dots right under your name – please go ahead and open up the screen to full page first

Browser address bar: i784168cef5648e6d7b253820e5c4ce32ff520f255d9d53f09a5087f

Navigation: + New | Maricarmen Ramirez

Page Title: Expenses For Maricarmen Ramirez

The system will bring you here. All of your expenses for the trip are listed on the left-hand side of the screen. From here you can choose to open a PDF copy of the report. Click PDF.

DATE	EXPENSE	SPENT	PAY ME
Sun 06/14/2020	Meals - Per Diem	61.00 USD	61.00
Sun 06/14/2020	Cash Advance	-125.68 USD	-125.68
Sun 06/14/2020	Car Rental Fuel	25.00 USD	25.00
Sun 06/14/2020	Parking	42.00 USD	42.00
Mon 06/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 06/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 06/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 06/17/2020	Professional Membership Dues	125.00 USD	0.00
Wed 06/17/2020	Conference / Seminar / Training	500.00 USD	0.00
Wed 06/17/2020	Hotel	300.62 USD	0.00
Expense Report 010021025505		Total Pay Me Amount	185.32 USD

The system will display the following drop-down list.

You can select Cover Page, Full Report, Full Report with Notes and Receipts, Full Report with Receipts, or just View Receipts.

You can also open the PDF report from this screen without opening the actual expense report.

Click on the arrow next to “Expenses for traveler name”, to see your “submitted expense reports”. Then select the report you wish to review.

Then click on PDF to review the report.

**Submitted Expense Reports**

Report Title	Submit Date	Amount (USD)	Status
P_Jackson_Austin TX_061420	07/14/2020	1,720.94	PENDING
TEST_P_Jackson_Dallas TX_070620	07/08/2020	838.80	EXPORTED
P_Jackson_Austin TX_061420	06/29/2020	1,581.98	EXPORTED
P_Jackson_In District Mileage_090119-093019	06/26/2020	156.60	EXPORTED
P_Jackson_In District Mileage_090119-093019	05/28/2020	157.76	APPROVED
TEST P_Jackson_nonstudentmileage_050120-051020	05/14/2020	140.56	PAID
TEST P_Jackson_Indistrictmileage_040120-043020	05/14/2020	118.32	PAID
Student Club Travel - Out of State	02/28/2020	1,036.60	EXPORTED
Student Club Travel - In State	02/28/2020	1,404.60	

**P\_Jackson\_Austin TX\_061420**

Report Owner: Patricia Jackson, Accountant

Submit Date: 07/14/2020

Expense Report ID: 010021025505

Business Purpose: 1. What is the purpose of the travel? To learn of any changes in the Title IV programs. 2. Why is the travel necessary? To educate ourselves in the Title IV changes. 3. How does the travel benefit STC? The college will be in compliance with Title IV regulations.  
P\_Jackson\_Austin TX\_061420

**Tracking Summary**

Pending Approval: 1,720.94 USD

**Financial Summary**

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,720.94	1,720.94

# Tracking an Expense Report

Click on the report you want to view the tracking of the approvals. You will open Tracking on this screen.

The screenshot shows the Chrome River interface. On the left, a table lists submitted expense reports. On the right, the tracking details for the selected report 'P\_Jackson\_Austin TX\_061420' are displayed.

Report ID	Date	Amount (USD)	Status
P_Jackson_Austin TX_061420	07/14/2020	1,720.94	PENDING
TEST_PJackson_Dallas TX_070620	07/08/2020	838.80	EXPORTED
P_Jackson_Austin TX_061420	06/29/2020	1,581.98	EXPORTED
PJackson_In District Mileage_090119-093019	06/26/2020	156.60	EXPORTED
PJackson_In District Mileage_090119-093019	05/28/2020	157.76	APPROVED
TEST PJackson_nonstudentmileage_050120-051020	05/14/2020	140.56	PAID
TEST PJackson_indistrictmileage_040120-043020	05/14/2020	118.32	PAID
Student Club Travel - Out of State	02/28/2020	1,036.60	EXPORTED
Student Club Travel - In State	02/28/2020	1,101.60	EXPORTED

Pending Approval	1,720.94 USD
------------------	--------------

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,720.94	1,720.94

If the report is not fully approved it will display like this. It is only telling you who it is currently assigned to.

The screenshot shows the tracking details for the report 'P\_Jackson\_Austin TX\_061420'. The table below lists the individual expense items.

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Meals - Per Diem	61.00	Pending Approval	Maricarmen Ramirez
Meals - Per Diem	61.00	Pending Approval	Maricarmen Ramirez
Car Rental Fuel	25.00	Pending Approval	Maricarmen Ramirez
Car Rental	110.00	Pending Approval	Maricarmen Ramirez
Airfare	500.00	Pending Approval	Maricarmen Ramirez
Parking	42.00	Pending Approval	Maricarmen Ramirez
Hotel	300.62		
Meals - Per Diem	61.00	Pending Approval	Maricarmen Ramirez
Conference / Semin...	500.00	Pending Approval	Maricarmen Ramirez
Cash Advance	-125.68	Pending Approval	Maricarmen Ramirez
Professional Memb...	125.00	Pending Approval	Maricarmen Ramirez

If the report is fully approved it will show like this. This item went to the Supervisor, The Travel Office, and the financial manager. If you look at the picture it has three check marks so it is fully approved.

The screenshot displays a web interface for tracking pre-approvals. On the left, a table lists various items with their dates, amounts, and approval statuses. On the right, a detailed view for 'P\_Jackson\_Austin TX\_061420' shows its status, estimated amount, and a routing process with three completed steps.

Item Name	Date	Amount (USD)	Status
Testing Non student club cash adva	07/09/2020	124.30	PENDING
TEST P_Jackson Cash Advance	07/09/2020	93.80	APPROVED
TEST P_Jackson_Dallas TX_070620	07/07/2020	0.00	USED / EXPIRED
P_Jackson_in District Mileage_090119-083120	06/23/2020	1,583.40	PARTIALLY APPLIED
P_Jackson_Austin TX_061420	06/18/2020	0.00	USED / EXPIRED
P_Jackson_Austin TX_061420	06/18/2020	1,767.42	USED / EXPIRED
P_Jackson_Austin TX_062020	06/15/2020	1,767.42	USED / EXPIRED
P_Jackson_Mileage Enc_090119-083120	05/21/2020	1,582.24	PARTIALLY APPLIED
tastasttastastastastastastastast	05/20/2020	483.00	

Tracking for P_Jackson_Austin TX_061420	
Status	Used / Expired
Estimated Amount	1,767.42 USD
<b>Routing Steps</b>	
Step Number	1
Approver	Mancarmen Ramirez
Assigned Date	06/18/2020 02:35 PM
Step Status	Re-Assigned
Re-Assigned By	Giovanni Colin
Re-Assigned Date	06/18/2020 03:23 PM
Approver	Giovanni Colin

# Recalling an Expense Report

**\*\*\*Note: Remember that you can only recall an item if it has not been approved.** Click on the report you wish to recall. It should say pending.

Report ID	Report Name	Submit Date	Amount (USD)	Status
010021025505	P_Jackson_Austin TX_061420	07/14/2020	1,720.94	PENDING
010021003231	TEST_PJackson_Dallas TX_070620	07/08/2020	838.80	EXPORTED
010020958895	P_Jackson_Austin TX_061420	06/29/2020	1,581.98	EXPORTED
010020854311	PJackson_In District Mileage_090119-093019	06/26/2020	156.60	EXPORTED
010020834349	PJackson_In District Mileage_090119-093019	05/28/2020	157.76	APPROVED
010020790332	TEST_PJackson_nonstudentmileage_050120-051020	05/14/2020	140.56	PAID
010020790253	TEST_Packson_indistrictmileage_040120-043020	05/14/2020	118.32	PAID
010020454324	Student Club Travel - Out of State	02/28/2020	1,036.60	EXPORTED
010020454324	Student Club Travel - In State	02/28/2020	1,101.60	EXPORTED

Click the Recall button

Report ID	Report Name	Submit Date	Amount (USD)	Status
010021025505	P_Jackson_Austin TX_061420	07/14/2020	1,720.94	PENDING
010021003231	TEST_PJackson_Dallas TX_070620	07/08/2020	838.80	EXPORTED
010020958895	P_Jackson_Austin TX_061420	06/29/2020	1,581.98	EXPORTED
010020854311	PJackson_In District Mileage_090119-093019	06/26/2020	156.60	EXPORTED
010020834349	PJackson_In District Mileage_090119-093019	05/28/2020	157.76	APPROVED
010020790332	TEST_PJackson_nonstudentmileage_050120-051020	05/14/2020	140.56	PAID
010020790253	TEST_Packson_indistrictmileage_040120-043020	05/14/2020	118.32	PAID
010020454324	Student Club Travel - Out of State	02/28/2020	1,036.60	EXPORTED
010020454324	Student Club Travel - In State	02/28/2020	1,101.60	EXPORTED

Tracking Summary	
Pending Approval	1,720.94 USD

Financial Summary		
	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,720.94	1,720.94

**NOTE:**

**If the "recall" button is used by the department, all items including the report name, can be updated/edited.**

**Should an item be "returned" to the department, the report name cannot be updated. In order to update the report name, the item would have to be deleted and the delegate or traveler would have to start the report from the beginning.**

The system will take you to this screen and your expense report is now on the drafts Dashboard.

Report ID	Date	Amount (USD)	Status
TEST_PJackson_Dallas TX_070620 01002103231	07/08/2020	838.80	EXPORTED
P_Jackson_Austin TX_061420 01002089888	06/29/2020	1,581.98	EXPORTED
PJackson_In District Mileage_090119-093019 010020894311	06/26/2020	156.60	EXPORTED
PJackson_In District Mileage_090119-093019 010020894349	05/28/2020	157.76	APPROVED
TEST_PJackson_nonstudentmileage_050120-051020 01002079032	05/14/2020	140.56	PAID
TEST_Packson_Indistrictmileage_040120-043020 010020790253	05/14/2020	118.32	PAID
Student Club Travel - Out of State 010020494324	02/28/2020	1,036.60	EXPORTED
Student Club Travel - In State 010020494009	02/28/2020	1,101.60	EXPORTED
Employee Out of State	02/28/2020	1,020.00	

Click the hamburger menu and select Dashboard. You can see your expense report is in the draft section.

**EXPENSES**

1	0	6
Draft	Returned	Submitted Last 90 Days

**PRE-APPROVAL**

0	0	11
Draft	Returned	Submitted Last 90 Days

**SOUTH TEXAS COLLEGE**

**CONTACT**

For Pre-Approvals and Expense report processing assistance, please contact:

- Main email for all supporting documents: [traveloffice@southtexascollege.edu](mailto:traveloffice@southtexascollege.edu)
- Tonya Ecker, Travel Assistant: 956-872-4618 | [tecker@southtexascollege.edu](mailto:tecker@southtexascollege.edu)
- Melissa Lara, Travel Assistant: 956-872-4656 | [mmendoza\\_0438@southtexascollege.edu](mailto:mmendoza_0438@southtexascollege.edu)
- Maricarmen Ramirez, Accounts Payable / Travel Supervisor: 956-872-4602 | [mr Ramirez@southtexascollege.edu](mailto:mr Ramirez@southtexascollege.edu)

**NOTICES**

All travel cancelled through August 31, 2020

Employee Travel Guide: <https://jagnet.southtexascollege.edu/web/jagnet/employee>

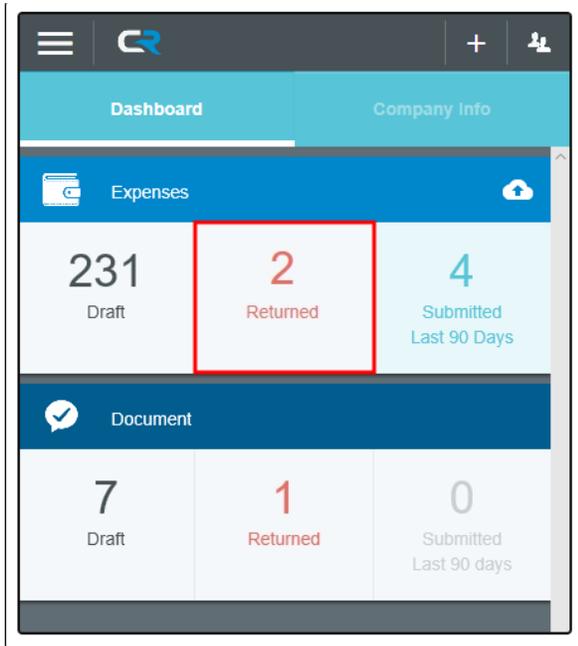
**REMINDER:** Per Diem Rules

You can now open your report and make any changes by clicking on the line item, then edit, then save. You will have to resubmit the item.

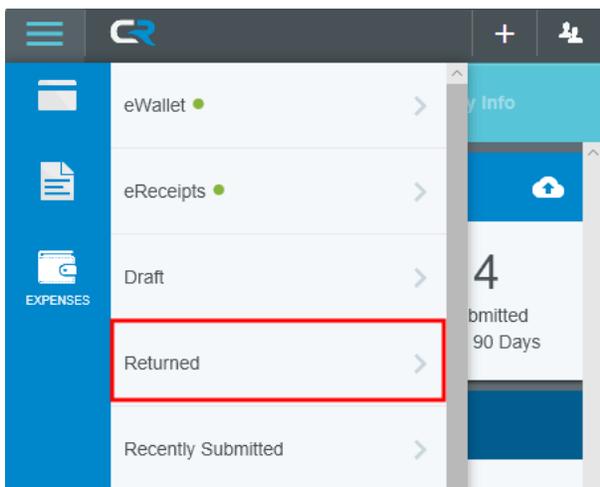
# Returned Expense Report

It is preferred that the entire expense report be returned instead of line by line, however, the system is capable of allowing approvers to return 1 line item. Please contact the travel office to discuss PRIOR to returning only 1 line item.

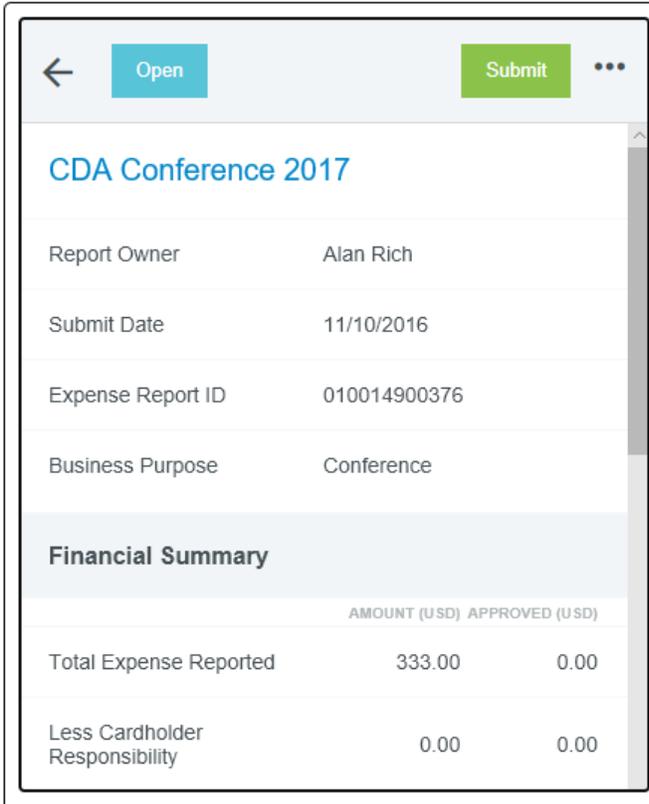
View Returned Expenses and Notes - You may access the Returned Expense Reports Grid directly from the Dashboard by tapping on the number of returned expenses.



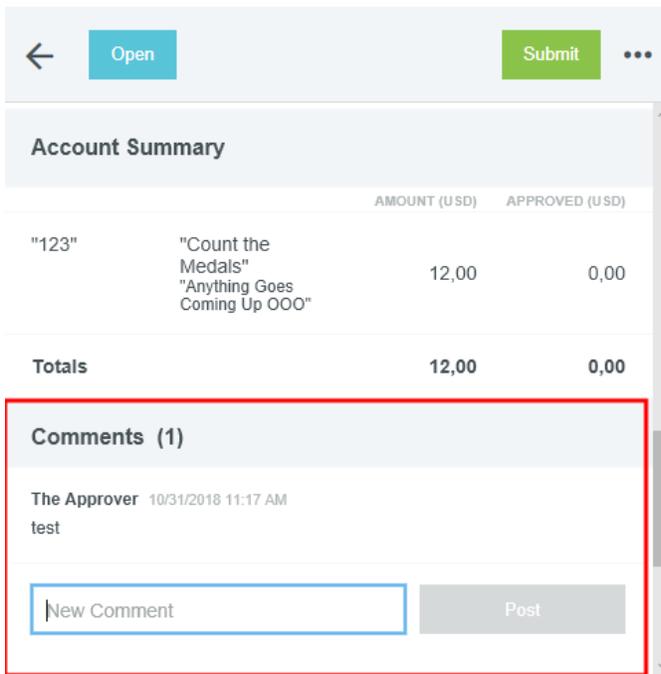
Alternatively, you may access the **Returned Expense Reports** grid via the left navigation Menu, by tapping **Returned** in the Expense section.



Single-tap the desired report in the grid to see its preview.

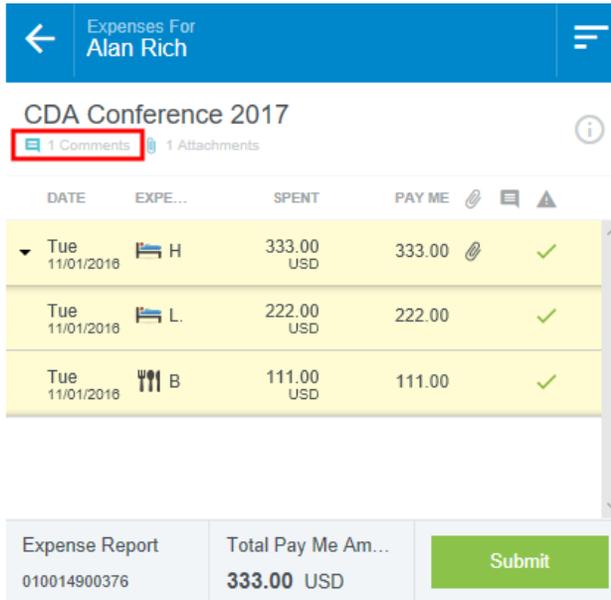


View and Reply to Comments - You may view and reply to header-level comments directly from the Expense Preview.

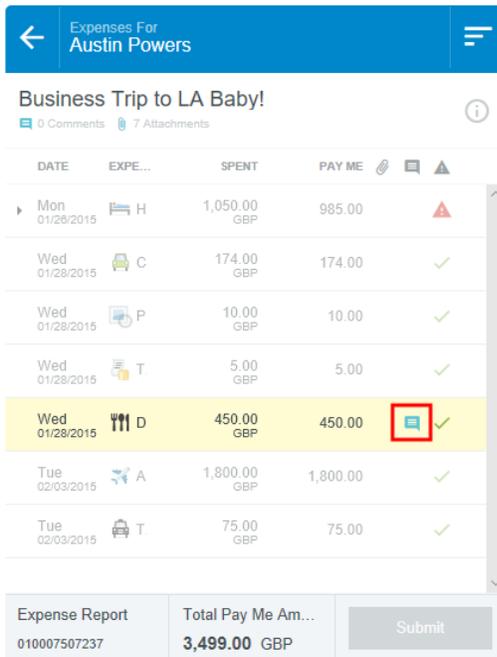


Header-level comments may also be viewed from within the report. Double-tap the desired report in the grid to open it.

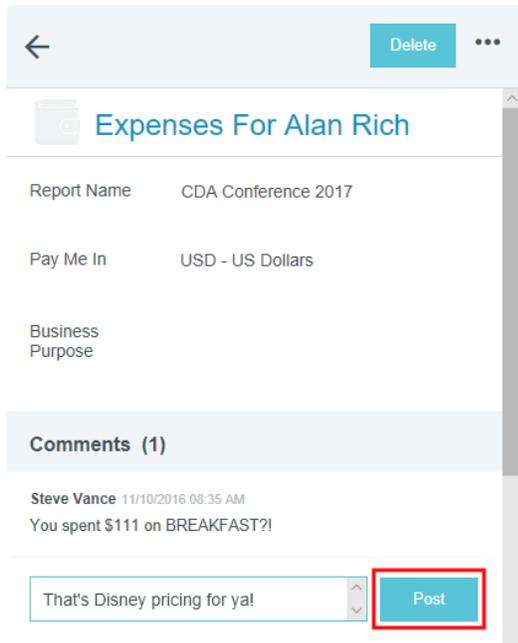
The returned line item(s) will be highlighted in yellow. Any header-level approver notes that apply to the entire report can be accessed by tapping the Comments link in the header.



If the approver left a note on a specific line item, tap the blue note icon to read it.

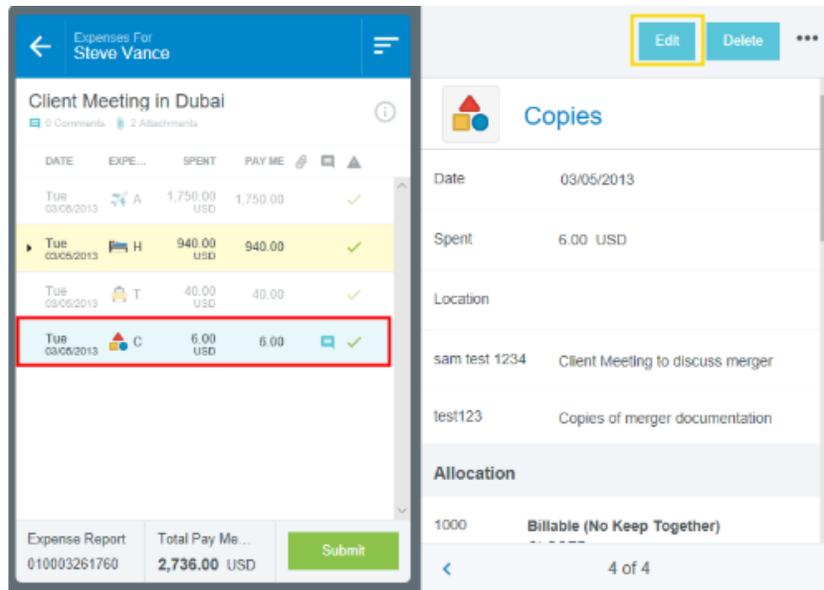


You may reply to notes via the box in the **Comments** section. Tap **POST** to add it to the report.

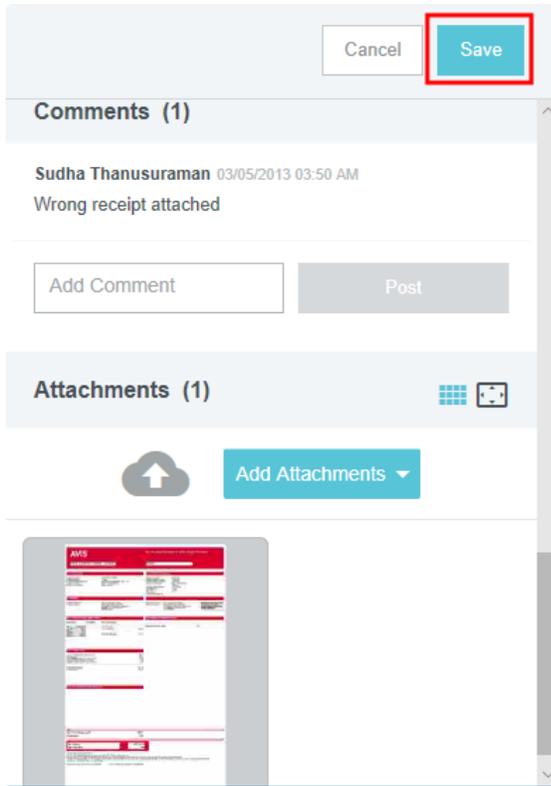


Edit Returned Lines - Only returned line items can be edited. For example, if your expense has four line items and only two are returned, only those two are editable.

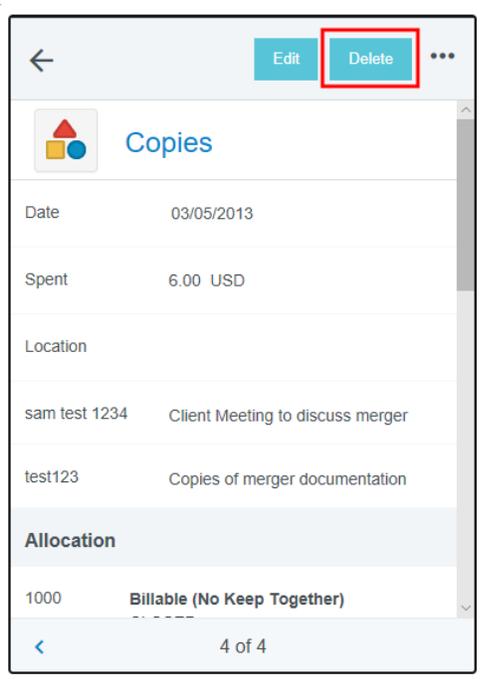
Tap on the returned line item and then tap **EDIT** in the preview.



Make the necessary changes to the line item and tap **SAVE**.



Delete Returned Line Items - If you choose to delete the line item all together then tap **DELETE** in the line-item's preview or inside the line item to remove it from the report. **\*\*\*Note: Because new line items cannot be added to returned reports, once a line item has been deleted, it cannot be restored. However, itemizations (such as the "child" expenses listed on a "parent" expense like a Hotel line-item) may be added to a returned report, as long as the parent expense is still present.**



Resubmit returned line items - When all the changes have been made, tap **SUBMIT** to resubmit the line item(s) for approval.

Expenses For Steve Vance

### Client Meeting in Dubai

0 Comments 3 Attachments

DATE	EXPE...	SPENT	PAY ME	
Tue 03/05/2013	A	1,750.00 USD	1,750.00	✓
Tue 03/05/2013	H	940.00 USD	940.00	✓
Tue 03/05/2013	T	40.00 USD	40.00	✓
Tue 03/05/2013	C	6.00 USD	6.00	✓

Expense Report 010003261760

Total Pay Me Am... **2,736.00 USD**

**Submit**

In the Submit Confirmation pop-up window, tap **SUBMIT**.

### Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

**Submit**

Pre-Approval

Cancel

### Client Meeting in Dubai

Report Owner	Steve Vance
Submit Date	03/05/2013
Expense Report ID	010003261760
Business Purpose	Client Meeting to discuss merger

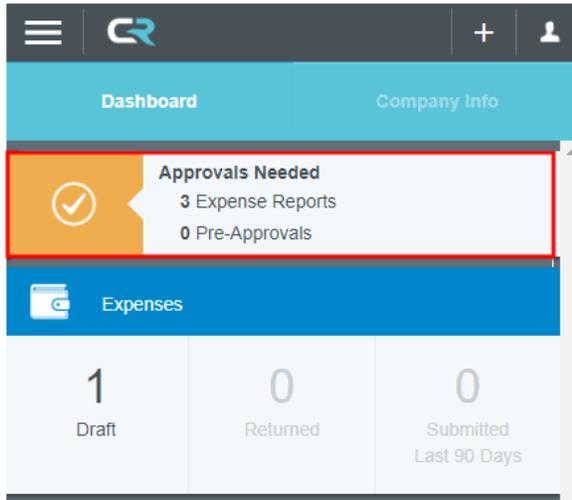
# Expense Report Email Notification

ACTION REQUIRED		Chrome River
Expense Report for	<b>Patricia Jackson [Accountant]</b>	
Report Name	<b>PJackson_In District Mileage_090119-093019</b>	
Submit Date	<b>05/28/2020</b>	
Expense Dates	<b>05/21/2020 - 05/21/2020</b>	
Total Expenses	<b>157.76 USD</b>	
Prior Approvers	<b>Giovanni Colin [05/28/2020 GMT]</b>	
<b>Account Summary</b>		
		Amount
		(USD)
110000-410013-6300	General Funds	Business Office, Bus & Fiscal Management
		157.76
<b>Pre-Approval Summary</b>		
		Estimated (USD)
		Submitted
Mileage		1,740.00
Totals		157.76
<b>Expense Details</b>		
05/21/2020	Mileage	Business Office, Bus & Fiscal Management
		157.76
		USD
	110000-410013-6300	General Funds
Business Purpose	In district mileage for FY20 traveling from my homebase in Pecan to teach at the Midvalley Campus	
Description	In district mileage for FY20 traveling from my homebase in Pecan to teach at the Midvalley Campus	
Miles/km	272.00	
Calculated Miles/Km	0.00	
Deduction Type	deductionDefault	
Units	Miles	
Rate	0.580	
Reason Assigned	All Reports route to Travel Office	
Receipts	<a href="#">View</a>	
<b>!! Compliance Warning !!</b>		
Mileage	Mileage Guidelines.	
Response	I have used the STC mileage chart	
<b>Financial Summary</b>		
		Amount (USD)
Total Expense Report	157.76	
Less Company Paid	0.00	
Amount Due Employee	157.76	
<b>Expense Summary</b>		
		Amount (USD)
Mileage	157.76	
<div style="display: inline-block; background-color: #76b82a; color: white; padding: 10px 20px; margin-right: 20px;">ACCEPT</div> <div style="display: inline-block; background-color: #c00000; color: white; padding: 10px 20px;">RETURN</div>		

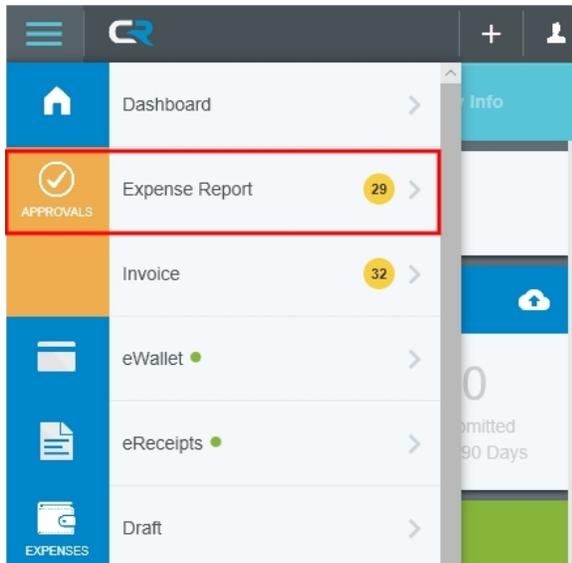
# Approve an Expense Report

To approve an expense report via email, click the Accept button at the displayed on the previous page.

To approve via the app go to the dashboard and click on the approvals needed section.



You may also access your approvals by tapping the **MENU** button in the upper left corner. The yellow circle shows the number of approvals waiting for you.



The **Approvals Needed** list displays all the expenses awaiting your approval, including the Expense Owner, Report Name and Report ID, along with the Amount and its Currency Code.

Approvals Needed			
Expense Reports			
<b>Rich, Alan</b> Trip to Spain 010014875078	11/04/2016	188.00 USD	⚠️
<b>Rich, Alan</b> Travel to France 010014874865	11/04/2016	75.00 USD	⚠️
<b>Rich, Alan</b> Travel to France 010014874450	11/04/2016	75.00 USD	⚠️
<b>Le Masurier, Ian</b> Trip to London 010008197965	04/27/2015	40.00 GBP	⚠️
<b>Rich, Alan</b> Demo for FishNet Security 01000698433	11/21/2014	114.75 USD	⚠️
<b>Terry, Dave</b> Travel to Mountains 01000385281	07/01/2013	2,093.59 USD	⚠️

To open a report, double tap on it in the Approvals Needed list, single tap its name in the preview, or tap **OPEN** under the three dots menu item in the upper left-hand corner of the preview. Click approve.

Approvals Needed			
Expense Reports			
<b>CFA, Chrome River</b>	10/27/2016	1,000.00 EUR	✓
<b>Becknell, Anne</b> Jay's Trip to Vegas	10/21/2016	2,140.00 USD	⚠️

Return
Approve
⋮

Open

Tracking

PDF ▾

on the pre-approval request. Please provide an explanation why the matter allocations are different.