



**SOUTH TEXAS  
COLLEGE**

# **Chrome River Travel**

**Training Manual – Expense Report**

**Business Office**

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# Table of Contents

Expense Report – Trips	Pg. 3
Create an Expense Report (Trips)	Pg. 4
Importing a Pre-Approval	Pgs. 5-7
E-Wallet/Cash Advance Application	Pgs. 8-10
Clearing Warnings & Violations	Pg. 11-16
Cash Advance	pg. 11-14
Hotel/Lodging	pg. 14-16
Reconcile Pre-Approval expenses	Pg. 17
Entering Additional Expenses & Incidentals	Pg. 18-28
Ground Transport. Car Rental Fuel	pgs. 18-20
Ground Transport.-Parking	pgs. 21-23
Airfare – Baggage fees	pgs. 23-24
Ground Transport.-taxi/uber/lyft	pg. 25
Membership – Prof. Membership	pg. 26
Registration-Conference/Seminar	pg. 27
Miscellaneous Other	pg. 28
Uploading Attachments	Pg. 29
Submit Expense Report	Pg. 30
Create Expense Report (In District Mileage)	Pg. 31
Importing a Pre-Approval	Pgs. 32-33
Entering Mileage Expenses	Pgs. 34-36
Changing the Report Name	Pgs. 37-38
Uploading Attachments	Pg. 39
Reconcile/Submit Expense Report	Pg. 39
Dean Approval	Pg. 40
Verify Encumbrance Balance	Pg. 41
Opening an Expense Report/PDF	Pgs. 42-45
Tracking an Expense Report	Pgs. 46-47
Recalling an Expense Report	Pgs. 48-49
Returned Expense Report	Pgs. 50-55
Expense Report Email Notification	Pg. 56

## APPROVERS:

Approve an Expense Report	Pgs. 57-58
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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.

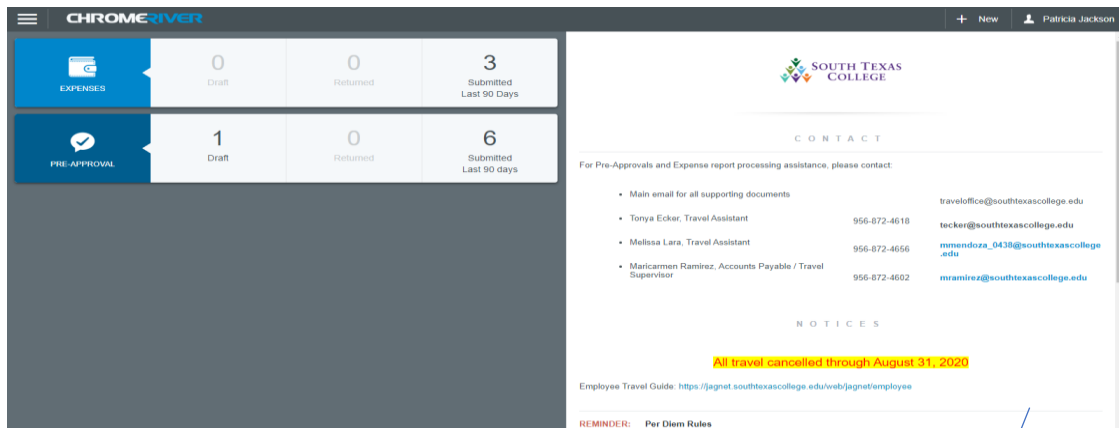
Also – when selecting pre-approvals, if the incorrect travel type was submitted originally, the expense report will not be able to be completed – for example, if you select “In-District Mileage” travel type for a Pre-Approval trip, you will not have access to the expense types you need to reimburse the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

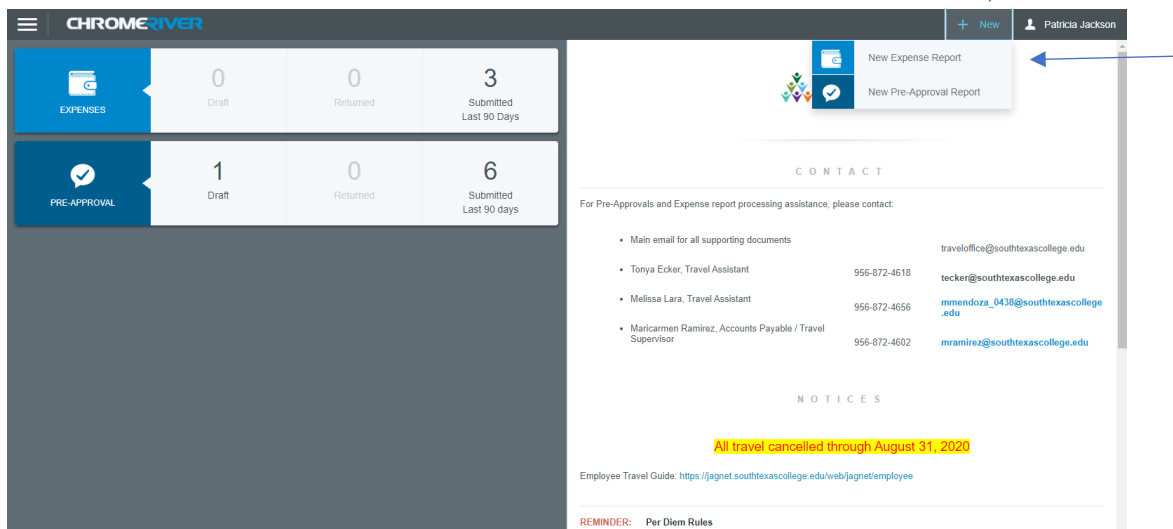
# Create an Expense Report (Trips)

## 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.

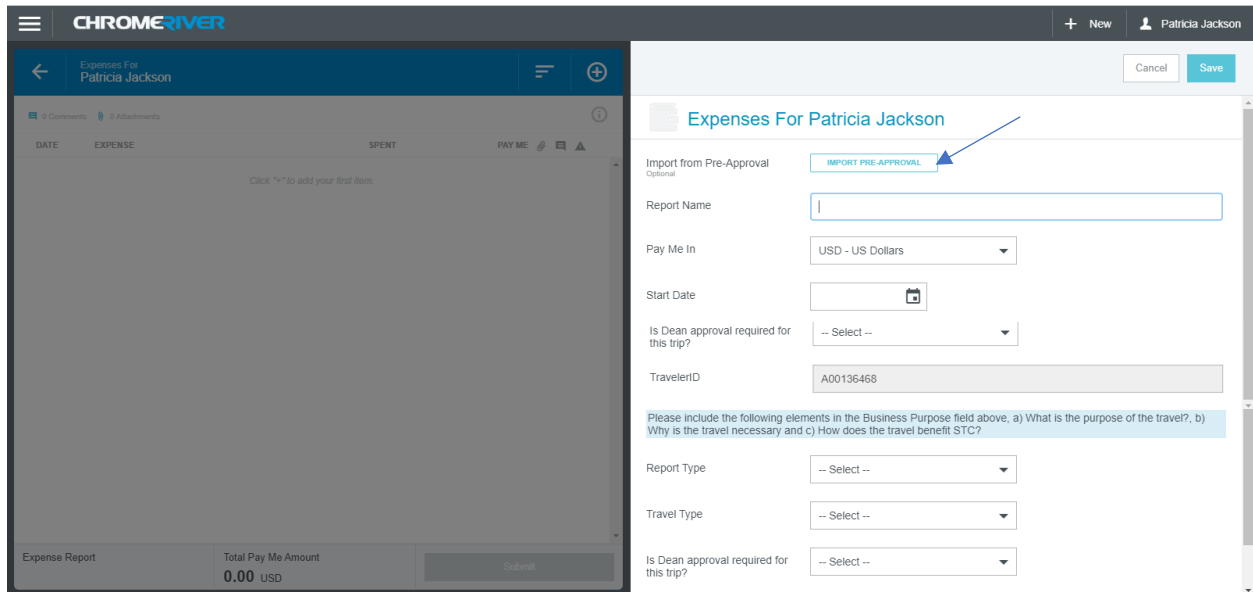


Click the +New button. Select New Expense Report from the drop-down list



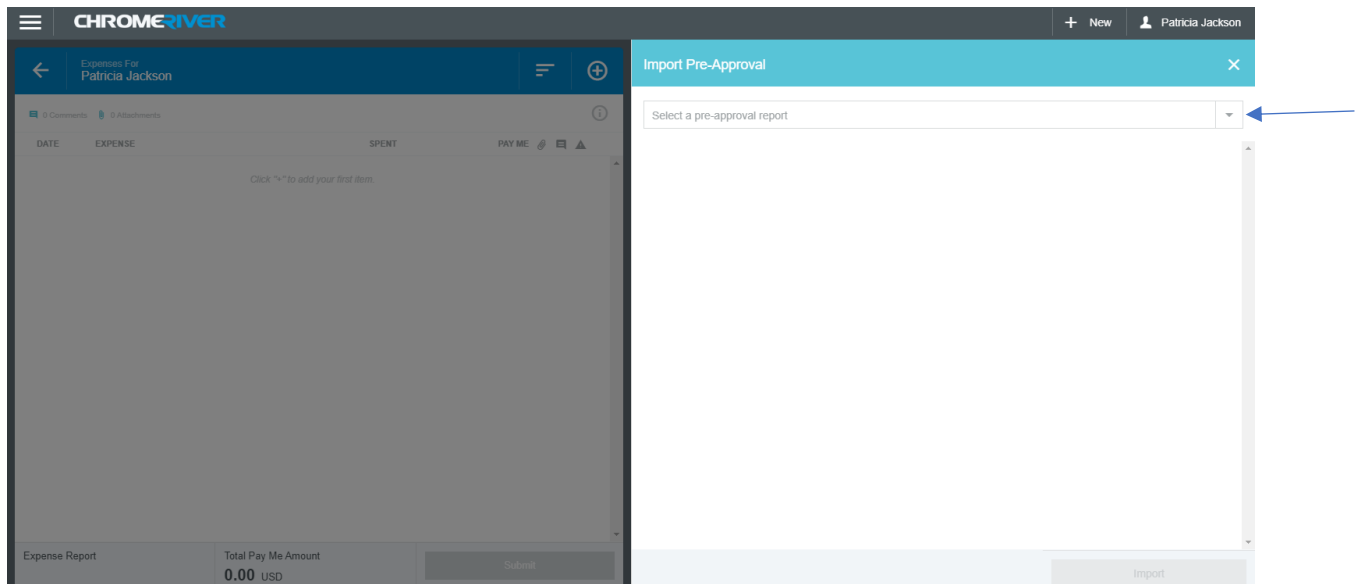
# Importing a Pre-Approval

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 the 'IMPORT PRE-APPROVAL' button in this section. Below this button are several input fields: 'Report Name' (a text box), 'Pay Me In' (a dropdown menu set to 'USD - US Dollars'), 'Start Date' (a date picker), 'Is Dean approval required for this trip?' (a dropdown menu set to '-- Select --'), 'TravelerID' (a text box containing 'A00136468'), 'Report Type' (a dropdown menu set to '-- Select --'), 'Travel Type' (a dropdown menu set to '-- Select --'), and another 'Is Dean approval required for this trip?' (a dropdown menu set to '-- Select --'). A blue box contains instructions: '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?'. At the bottom left, there is a summary section with 'Expense Report', 'Total Pay Me Amount' of '0.00 USD', and 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' modal. At the top, it says 'Import Pre-Approval' with a close button (X). Below this is a dropdown menu labeled 'Select a pre-approval report'. A blue arrow points to the down arrow of this dropdown menu. At the bottom right, there is an 'Import' button. The background shows the same 'Expenses For Patricia Jackson' form as in the previous screenshot.

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.**

The 'Import Pre-Approval' dialog box displays the following data:

REPORT NAME	ORIGINAL AMT	REMAINING
Testing_PJackson_Washington DC_080919	2,737.00USD	2,737.00USD
Testing_PJackson_New York NY_08/09/19	932.35USD	932.35USD
Testing_PJackson_Mileage enc_010119-053119	85.02USD	85.02USD
Testing_PJackson_Mileage Enc_010119-053119	272.50USD	272.50USD
Testing_PJackson_Salamanca Spain_080919	2,682.12USD	2,682.12USD

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 'Import Pre-Approval' dialog box displays 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
P_Jackson_Austin TX_062320	1,767.42USD	1,767.42USD
P_Jackson_Austin TX_061420	1,767.42USD	1,767.42USD

The system will pull up the pre-approval information:

CHROME RIVER

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

CHROME RIVER

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.**

The screenshot displays the Chrome River E-Wallet/Cash Advance Application interface. The left panel shows a list of expenses for Patricia Jackson, with a total pay me amount of 1,466.80 USD. The right panel shows a list of cash advances, with a total pay me amount of 1,256.88 USD. A blue arrow points from the 'Total Pay Me Amount' in the left panel to the 'Total Pay Me Amount' in the right panel.

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	Other	Amount
Cash Advance	Other	-75.00 USD
Cash Advance	Other	-50.00 USD
Cash Advance	Other	-35.00 USD
Cash Advance	Other	-50.00 USD
Cash Advance	Other	-75.00 USD
Cash Advance	Cash Advance	-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.

The screenshot displays the Chrome River E-Wallet/Cash Advance Application interface, showing the 'Add Expenses' screen. The left panel shows a list of expenses for Patricia Jackson, with a total pay me amount of 1,466.80 USD. The right panel shows a list of cash advances, with a total pay me amount of 1,256.88 USD. A blue arrow points from the 'Total Pay Me Amount' in the left panel to the 'Total Pay Me Amount' in the right panel.

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	Other	Amount
Cash Advance	Other	-75.00 USD
Cash Advance	Other	-50.00 USD
Cash Advance	Other	-35.00 USD
Cash Advance	Other	-50.00 USD
Cash Advance	Other	-75.00 USD
Cash Advance	Cash Advance	-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.

**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
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**    Submit

**Add Expenses**

Sort ▾

- ☐ 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 06/14/2020 -125.68 USD

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

**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
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**    Submit

**Add Expenses**

Sort ▾

- ☐ 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 06/14/2020 -125.68 USD

Click Save.

**CHROME RIVER**

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
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**

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

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.

**CHROME RIVER**

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 Total Pay Me Amount

**Expense over 20 days old.** #202

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

Add response

**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.

Add response

**Description Compliance.** #226

The description entered is too short. Please provide more detail.

# 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 lists various expenses including 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 three warnings: #202 'Expense over 20 days old', #222 'Expense Amount Compliance', and #225 'Description Compliance'. A blue arrow points to the text input field for warning #202, which contains the justification: 'Faculty turned in the receipts yesterday 07/12/20'.

DATE	EXPENSE	SPENT	PAY ME
Sun 06/14/2020	Meals - Per Diem	48.80 USD	48.80
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	500.00
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: 1,341.12 USD

**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.  
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.  
Add response

**Description Compliance. #225**  
The description entered is too short. Please provide more detail.  
Business Purpose: P\_Jackson\_Austin TX\_061420

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. However, a response has been entered for warning #222 'Expense Amount Compliance'. The text input field now contains: 'This is a system click so I will proceed.' A blue arrow points to this text field.

DATE	EXPENSE	SPENT	PAY ME
Sun 06/14/2020	Meals - Per Diem	48.80 USD	48.80
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	500.00
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: 1,341.12 USD

**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.  
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.  
This is a system click so I will proceed.

**Description Compliance. #225**  
The description entered is too short. Please provide more detail.  
Business Purpose: P\_Jackson\_Austin TX\_061420

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.

**CHROMERIVER**

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

**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.  
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.  
This is a system glitch so I will proceed.

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

Business Purpose P\_Jackson\_Austin TX\_061420

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

**CHROMERIVER**

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 2 of 10

Click Edit and enter more information.

**CHROMERIVER**

Expenses For Patricia Jackson

P\_Jackson\_Austin TX\_061420

DATE	EXPENSE	SPENT	PAY ME
Sun 06/14/2020	Meals - Per Diem	48.80 USD	48.80
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	500.00
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	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

Previous 2 of 10 Next

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

**CHROMERIVER**

Expenses For Patricia Jackson

P\_Jackson\_Austin TX\_061420

DATE	EXPENSE	SPENT	PAY ME
Sun 06/14/2020	Meals - Per Diem	48.80 USD	48.80
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	500.00
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	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

Cancel Save

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

**CHROME RIVER**

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 09/15/2020	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	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)

**CHROME RIVER**

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 09/15/2020	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	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 s. 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



**CHROME RIVER**

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

Buttons: 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.

**CHROME RIVER**

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

Buttons: 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.



[illegible]

11/06/2020

If you are on this screen click the + sign.

CHROME RIVER
 New Patricia Jackson

---

< Expenses For Patricia Jackson

P\_Jackson\_Austin TX\_061420

0 Comments 10 Attachments

DATE	EXPENSE	SPENT	PAY ME		
Sun 09/14/2020	Cash Advance	-1,29.08 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

Edit

Delete

### Professional Membership Dues

Possible duplicate entry. #205

Please confirm this is not a duplicate entry. Check based on Expense Owner, Expense Type, Date and Amount. Please provide a confirmation.

RESPONSE

asdjkd,ljaskdf,kajsd,fkajslda,sdylf,adff

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

asdfsdafsdafadfadfasdasf

Date

06/17/2020

Spent

125.00 USD

[< Previous](#)
6 of 10
[Next >](#)

**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.

**CHROMERIVER** + New Patricia Jackson

Expenses For Patricia Jackson

P\_Jackson\_Austin TX\_061420

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

**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

Click on Car Rental Fuel

**CHROMERIVER** + New Patricia Jackson

Expenses For Patricia Jackson

P\_Jackson\_Austin TX\_061420

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

**Add Expenses**

Create New

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

eReceipts: Receipt Gallery

AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, MEALS / ENTERTAINMENT, CAR RENTAL, CAR RENTAL FUEL, MILEAGE, PARKING, PUBLIC TRANSIT / TRAIN / RAIL / OTHER, TAXI / CAR SERVICE / UBER / LYFT, TOLLS, MEMBERSHIP, REGISTRATION, MISCELLANEOUS

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.

**CHROME RIVER** + New Patricia Jackson

Expenses For Patricia Jackson

P\_Jackson\_Austin TX\_061420

DATE	EXPENSE	SPENT	PAY ME
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	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
Wed 06/17/2020	Airfare	500.00 USD	0.00

Expense Report 010021025505 Total Pay Me Amount **118.32 USD** Submit

**Car Rental Fuel**

Date: 06/14/2020

Spent: 25.00 USD

Business Purpose: P\_Jackson\_Austin TX\_061420

Description: Optional

Paid by STC: ☐

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

Cancel Save

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.

**CHROME RIVER** + New Patricia Jackson

Expenses For Patricia Jackson

P\_Jackson\_Austin TX\_061420

DATE	EXPENSE	SPENT	PAY ME
Sun 06/14/2020	Cash Advance	-125.68 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

**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: ajdflija,dfijas,dfija,dfija,jdf,ajsfija,sdf

Date: 06/14/2020

Spent: 25.00 USD

Business Purpose: P\_Jackson\_Austin TX\_061420

Description:

Paid by STC: ☐

Allocation:

Previous 3 of 11 Next

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. The right pane shows the details for a 'Car Rental Fuel' expense, which is marked as 'Expense over 20 days old.' The details include a response field, date (06/14/2020), amount (25.00 USD), business purpose (P\_Jackson\_Austin\_TX\_061420), and a description. A blue arrow points from the text above to the plus sign in the top right of the expense list.

DATE	EXPENSE	SPENT	PAY ME
Sun 06/14/2020	Cash Advance	-125.00 USD	-125.00
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 the CHROME RIVER system. The 'GROUND TRANSPORTATION' category is selected, indicated by a blue arrow from the text above. The screen displays various expense categories like AIR TRAVEL, HOTEL, MEALS / ENTERTAINMENT, MEMBERSHIP, REGISTRATION, and MISCELLANEOUS. The left pane shows the same expense list as the previous screenshot.

I will click on Parking

**CHROME RIVER**

Expenses For Patricia Jackson

P\_Jackson\_Austin TX\_061420

DATE	EXPENSE	SPENT	PAY ME
Sun 06/14/2020	Cash Advance	-125.58 USD	-125.58
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

**Add Expenses**

Create New

eWallet

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

eReceipts

Receipt Gallery

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS / ENTERTAINMENT

CAR RENTAL

CAR RENTAL FUEL

MILEAGE

PARKING

PUBLIC TRANSPORT / TRAIN / RAIL / CYCLE

TAXI / CAR SERVICE / UBER / LYFT

TOLLS

MEMBERSHIP

REGISTRATION

MISCELLANEOUS

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.

**CHROME RIVER**

Expenses For Patricia Jackson

P\_Jackson\_Austin TX\_061420

DATE	EXPENSE	SPENT	PAY ME
Sun 06/14/2020	Cash Advance	-125.58 USD	-125.58
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

**Parking**

Date 06/14/2020

Spent 42.00 USD

Business Purpose P\_Jackson\_Austin TX\_061420

Description

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

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	-125.08 USD	-125.08
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

**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**  
kadjfa,ldfajldfja,dfjfa,dfjajdfjadjfj

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**

Create New

eWallet

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

eReceipts

Receipt Gallery

**AIR TRAVEL**

**BAGGAGE FEE**

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.

The screenshot shows the Chrome River 'Add Expenses' interface. The left sidebar lists categories like eWallet, Trips, Offline, Cash Advance, and Recycle Bin. The main area displays a grid of expense types: AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, CAR RENTAL, CAR RENTAL FUEL, MILEAGE, PARKING, PUBLIC TRANSIT / TRAIN / RAIL / OTHER, TAXI / CAR SERVICE / UBER / LYFT (highlighted with a blue arrow), and TOLLS. The top navigation bar shows the user's name, Maricarmen Ramirez, and a 'New' button.

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

The screenshot shows the 'Taxi / Car Service / Uber / Lyft' expense entry form. The form includes the following fields and values:

- Date:** 10/26/2020
- Spent amount:** 50.00 USD (Note: Spent amount should not include tips.)
- Business Purpose:** testing testing expenses for guideline book
- Description:** 4 receipts to and from hotel to convention center, plus 2 receipts to attend networking event that was approved to attend by supervisor to promote STC / network with other colleges for info needed
- Paid by STC:** ☐
- Allocation:** 110000-410013-6300 General Funds Business Office, Bus & Fiscal Management
- Attachments:** (0)

The bottom of the form shows the 'Expense Report' number QA0021605919, the 'Total Pay Me Amount' of 60.00 USD, and a 'Submit' button.

## 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:

**CHROME RIVER**

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
Mon 10/26/2020	Taxi / Car Service ...	50.00 USD	50.00

Expense Report QA0021605919

Total Pay Me Amount **110.00** USD

**Submit**

**Add Expenses**

Create New

eWallet

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

eReceipts

Receipt Gallery

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS / ENTERTAINMENT

MEMBERSHIP

REGISTRATION

LICENSES / PERMITS

PROFESSIONAL MEMBERSHIP DUES

MISCELLANEOUS

CASH ADVANCE

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:

**CHROME RIVER**

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
Mon 10/26/2020	Taxi / Car Service ...	50.00 USD	50.00

Expense Report QA0021605919

Total Pay Me Amount **110.00** USD

**Submit**

**Professional Membership Dues**

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: ☐

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

**Attachments (1)**

## 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:

**CHROME RIVER**

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
Mon 10/26/2020	Taxi / Car Service ...	50.00 USD	50.00
Mon 10/26/2020	Professional Mem...	75.00 USD	75.00

Expense Report QA0021605919

Total Pay Me Amount **185.00** USD

**Submit**

**Add Expenses**

Create New

eWallet

All

Trips

Offline

Cash Advance

Recycle Bin

eReceipts

Receipt Gallery

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS / ENTERTAINMENT

MEMBERSHIP

REGISTRATION

CONFERENCE / SEMINAR / MEETINGS

TRAINING / EDUCATION

MISCELLANEOUS

CASH ADVANCE

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

**CHROME RIVER**

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
Mon 10/26/2020	Taxi / Car Service ...	50.00 USD	50.00
Mon 10/26/2020	Professional Mem...	75.00 USD	75.00

Expense Report QA0021605919

Total Pay Me Amount **185.00** USD

**Submit**

**Conference / Seminar / Meetings**

Date 10/26/2020

Spent 25.00 USD

Business Purpose testing testing expenses for guideline book

Description Optional Extra class opened up at conference for Accounts Payable. I received supervisor/FM approval to be reimbursed upon return with attached itemized receipt.

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 (1)**

## 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.

CHROME RIVER

+ New Patricia Jackson

Expenses For  
Patricia Jackson

P\_Jackson\_Austin TX\_061420

0 Comments
 20 Attachments

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	

Images

Car Rental Fuel

Expense over 20 days old.

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

RESPONSE

ajdfkja,dfjfas,dfjfa,ldfja,dsfja,jdt,ajsd,fjfa,s.dtf

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

Add Attachments

# Submitting an Expense Report

I will click Submit.

The screenshot shows the 'Add Expenses' page in the Chrome River system. On the left, a list of expenses is displayed for Patricia Jackson, including items like Cash Advance, Car Rental Fuel, Parking, Meals - Per Diem, Professional Membership Dues, Conference / Seminar / Training, and Hotel. The total pay me amount is 185.32 USD. A blue arrow points to the 'Submit' button at the bottom right of the expense list.

DATE	EXPENSE	SPENT	PAY ME
Sun 09/14/2020	Cash Advance	-125.00 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 09/15/2020	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
<b>Expense Report</b>		<b>Total Pay Me Amount</b>	<b>185.32 USD</b>

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.

The screenshot shows the 'Submit Confirmation' page in the Chrome River system. It displays a confirmation message stating that the user certifies all expenses listed are true and correct. The page also shows the expense report ID (010021025505) and the business purpose. A 'Submit' button is visible at the bottom right of the confirmation section.

**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

**Financial Summary**

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,720.94	0.00
Less: Company Paid Expense	1,635.62	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 CHROME RIVER dashboard. On the left, there are two main sections: EXPENSES and PRE-APPROVAL. Each section has a grid of buttons for Draft, Returned, and Submitted (Last 90 Days). The EXPENSES section shows 0 Draft, 0 Returned, and 7 Submitted. The PRE-APPROVAL section shows 0 Draft, 0 Returned, and 11 Submitted. On the right, there is a sidebar with the South Texas College logo, a CONTACT section with contact information for travel assistance, and a NOTICES section with a yellow banner stating "All travel cancelled through August 31, 2020". A blue arrow points to the "+ New" button in the top right corner of the dashboard.

Click New Expense Report

This screenshot is similar to the previous one, but the "+ New" button has been clicked, and a dropdown menu is now visible. The dropdown menu contains two options: "New Expense Report" and "New Pre-Approval Report". A blue arrow points to the "New Expense Report" option. The rest of the dashboard, including the left sidebar and the right sidebar with contact information and notices, remains the same.

# Importing the Pre-Approval - Mileage

Click Import the Pre-Approval

The screenshot shows the Chrome River interface for 'Expenses For Patricia Jackson'. The left sidebar contains a table with columns: DATE, EXPENSE, SPENT, and PAY ME. The main form area has a 'Cancel' and 'Save' button at the top right. Below the header, there's a section titled 'Expenses For Patricia Jackson' with a sub-header 'Import from Pre-Approval'. A blue arrow points to the 'IMPORT PRE-APPROVAL' button. Below this, there are fields for 'Report Name', 'Pay Me In' (set to 'USD - US Dollars'), 'Start Date', 'End Date', 'Business Purpose', 'Report Type' (set to '-- Select --'), 'Travel Type' (set to '-- Select --'), and 'Is Dean approval required for this trip?' (set to '-- Select --'). A blue box highlights the 'Business Purpose' field with the text: '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?'. At the bottom left, there's a summary section with 'Expense Report', 'Total Pay Me Amount' (0.00 USD), and a 'Submit' button.

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

The screenshot shows the 'Import Pre-Approval' modal in the Chrome River interface. The modal has a title bar with a close button (X). Below the title bar, there's a dropdown menu labeled 'Select a pre-approval report'. A blue arrow points to the down arrow of this dropdown menu. The modal is currently empty, showing no options.



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

The screenshot shows the 'Import Pre-Approval' modal in the CHROME RIVER system. The modal has a title bar with a close button. Below the title bar is a dropdown menu labeled 'Select a pre-approval report'. A table lists several reports with columns for 'REPORT NAME', 'ORIGINAL AMT', and 'REMAINING'. A blue arrow points to the row 'PJackson\_In District Mileage\_090119-083120'. At the bottom right of the modal is an 'Import' button.

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

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' modal with the 'PJackson\_In District Mileage\_090119-083120' report selected. The modal displays a 'Report Summary' section with 'From Date' (09/01/2019), 'To Date' (08/31/2020), and 'Business Purpose' (I am traveling from Pecan which is my homebase to Mid Valley to teach SOCI-2530. See attached teaching schedule.). Below this is an 'Expense Summary' table showing 'Mileage' with a remaining amount of 1,583.40 and a spent amount of 0.00. The 'Total' row shows a remaining amount of 1,583.40 and a spent amount of 0.00. An 'Allocations' section shows '110000-224005-1070 General Funds' with a remaining amount of 1,740.00. A blue arrow points to the 'Import' button at the bottom right.

Report Summary	
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.

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

Allocations	
110000-224005-1070 General Funds	1,740.00

# 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.

The screenshot shows the CHROMERIVER interface. On the left, a table lists expenses for Patricia Jackson. The first row is highlighted: 

DATE	EXPENSE	SPENT	PAY ME
Tue 06/23/2020	Mileage	1,740.00 USD	1,740.00

. On the right, a sidebar titled 'Mileage' contains two warning sections: 'Mileage Guidelines' and 'Expense over 20 days old'. At the top right of the sidebar, there are buttons for 'Edit' and 'Delete'. A blue arrow points from the text above to the 'Delete' button.

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

The screenshot shows the CHROMERIVER interface for Maricarmen Ramirez. On the left, a table lists expenses. The first row is highlighted: 

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

. On the right, a sidebar titled 'Add Expenses' contains a 'Create New' button and a list of categories: eWallet, All, Trips, Offline, Cash Advance, Recycle Bin, eReceipts, and Receipt Gallery. A red car icon is visible in the background of the sidebar.



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”.

**CHROME RIVER**

Expenses For Maricarmen Ramirez

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

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

Expense Report QA0021605965

Total Pay Me Amount **290.00** USD

Submit

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 [Calculate Mileage](#)

Deduction: None

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

**CHROME RIVER**

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

Expense Report QA0021605965

Total Pay Me Amount **29.00** USD

Submit

Date: 10/13/2020

Spent: 29.00 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: 50.00 [Calculate Mileage](#)

Deduction: None

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

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

# Changing the Report name

Click on the name of the report

CHROME RIVER

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

Expense Report QA0021605965 Total Pay Me Amount 29.00 USD Submit

Mileage

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

Pending information (driver's license, insurance for travel dates) from traveler

Mileage Guidelines. #209

If traveling campus to campus use STC's mileage chart and attach the mileage log. Otherwise, use the Google maps feature.

RESPONSE

STC mileage chart was used and mileage log is being attached.

Date 10/13/2020

Spent 29.00 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 homepage is Dean Hall

1 of 1

Click on "edit"

CHROME RIVER

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

Expense Report QA0021605965 Total Pay Me Amount 29.00 USD Submit

Expenses For Maricarmen Ramirez

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 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

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

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 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 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

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.

**CHROME RIVER** + New Patricia Jackson

Expense Report For Patricia Jackson

P\_Jackson\_Austin TX\_061420

DATE	EXPENSE	SPENT	PAY ME
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
Wed 06/17/2020	Hotel - Lodging	300.62 USD	0.00

Expense Report 010021025505 Total Pay Me Amount 185.32 USD Submit

**Select Approver**

The following allocations require an approver to be selected:

ASSIGN APPROVER

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="text" value="Search for Dean"/>		
<input type="checkbox"/> CASHADV	<b>Cash Advance</b>	-125.68 USD
<input type="text" value="Search for Dean"/>		

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

**CHROME RIVER** + New Maricarmen Ramirez

Submitted Expense Reports

TEST_M Ramirez_In Dist Mile_09012...	11/04/2020	29.00 USD
QA0021605995		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.

CHROMERIVER

+ New

Maricarmen Ramirez

Submitted Expense Reports

TEST_M Ramirez_In Dist Mile_09012...	11/04/2020	29.00 USD	PENDING
TEST_M Ramirez mileage 9/1/20-9/30...	10/16/2020	29.00 USD	APPROVED
Test_M Ramirez trip to Dallas TX 101...	10/16/2020	947.80 USD	APPROVED
TEST_M Ramirez_mileage enc 09/01...	10/15/2020	29.00 USD	APPROVED
TEST_M Ramirez_In dist mile_01152...	10/15/2020	29.00 USD	APPROVED
TEST_M Ramirez_Dallas TX_101320	10/15/2020	1,347.41 USD	APPROVED
TEST_M Ramirez_Austin TX_100620	10/13/2020	1,040.29 USD	APPROVED
Testing expense alone and return lin...	10/09/2020	225.00 USD	APPROVED
to test cash advance return for canc...	09/19/2020	0.00 USD	EXPORTED
test expense report by itself for allo...	09/17/2020	250.00 USD	

Open

Recall

...

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	29.00	29.00
Amount Due Employee	29.00	29.00
Total Expenses For Approval	29.00	29.00

Applied Pre-Approval Report

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

Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Mileage	29.00	29.00
Total	29.00	29.00

Account Summary

	AMOUNT (USD)	APPROVED (USD)
110000-410013-6300 General Funds Business Office, Bus & Fiscal Management	29.00	29.00

# 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, a sidebar contains a hamburger menu icon and two main tiles: 'EXPENSES' and 'PRE-APPROVAL'. The 'EXPENSES' tile shows 0 Draft, 0 Returned, and 7 Submitted (Last 90 Days). The 'PRE-APPROVAL' tile shows 0 Draft, 0 Returned, and 11 Submitted (Last 90 Days). On the right, the main content area displays the 'CONTACT' section for South Texas College, listing contact information for travel assistance. Below this is a 'NOTICES' section with a yellow highlighted message: 'All travel cancelled through August 31, 2020'. A blue arrow points from the hamburger menu icon to the 'EXPENSES' tile, and another blue arrow points from the 'EXPENSES' tile to the 'CONTACT' section.

**CHROME RIVER** + New Patricia Jackson

**EXPENSES** 0 Draft 0 Returned 7 Submitted Last 90 Days

**PRE-APPROVAL** 0 Draft 0 Returned 11 Submitted Last 90 Days

**SOUTH TEXAS COLLEGE**

**C O N T A C T**

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)

**N O T I C E S**

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' table. The table lists various expense reports with columns for report name, date, and amount. The reports are sorted by date, with the most recent at the top. The table includes a search bar and a filter icon. The right side of the dashboard is currently blank.

**CHROME RIVER** + New Patricia Jackson

**Submitted Expense Reports**

P_Jackson_Austin TX_061420 010021028505	07/14/2020	1,720.94 USD [PENDING]
TEST_PJackson_Dallas TX_070620 010021003231	07/08/2020	838.80 USD [EXPORTED]
P_Jackson_Austin TX_061420 010020898899	06/29/2020	1,581.98 USD [EXPORTED]
PJackson_In District Mileage_090119-093019 010020954311	06/26/2020	156.60 USD [EXPORTED]
PJackson_In District Mileage_090119-093019 010020834349	05/28/2020	157.76 USD [APPROVED]
TEST_PJackson_nonstudentmileage_050120-051020 010020780332	05/14/2020	140.56 USD [PAID]
TEST_Packson_Indistrictmileage_040120-043020 010020780233	05/14/2020	118.32 USD [PAID]
Student Club Travel - Out of State 010020484324	02/28/2020	1,036.60 USD [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 ID	Report Name	Date	Amount (USD)	Status
P_Jackson_Austin TX_061420 010021025505		07/14/2020	1,720.94	PENDING
TEST_P_Jackson_Dallas TX_070620 010021003231		07/08/2020	838.80	EXPORTED
P_Jackson_Austin TX_061420 010020688865		06/29/2020	1,581.98	EXPORTED
P_Jackson_In District Mileage_090119-093019 010020694311		06/26/2020	156.60	EXPORTED
P_Jackson_In District Mileage_090119-093019 010020634349		05/28/2020	157.76	APPROVED
TEST P_Jackson_nonstudentmileage_050120-051020 010020790332		05/14/2020	140.56	PAID
TEST Packson_Indistrictmileage_040120-043020 010020790253		05/14/2020	118.32	PAID
Student Club Travel - Out of State 010020454324		02/28/2020	1,036.60	EXPORTED
Student Club Travel - In State 010020454324		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**

Category	Amount (USD)
Pending Approval	1,720.94

**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

**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.

**CHROME RIVER**

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
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

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 program s. 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.

Report Type: Employee Travel

Travel Type: In State

Is Dean approval required for this trip?: Yes

TravelerID: A00136468

The system will display the following drop-down list.

**CHROME RIVER**

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
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

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 program s. 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.

Report Type: Employee Travel

Travel Type: In State

Is Dean approval required for this trip?: Yes

TravelerID: A00136468

PDF dropdown menu options:

- Cover Page
- Full Report
- Full Report with Notes & Receipts
- Full Report with Receipts
- View Receipts

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.

CHROME RIVER

+ New Patricia Jackson

Submitted Expense Reports

<a href="#">P_Jackson_Austin TX_061420</a> 010021025505	07/14/2020	1,720.94 USD	PENDING
<a href="#">TEST_PJackson_Dallas TX_070620</a> 010021020231	07/08/2020	838.80 USD	EXPORTED
<a href="#">P_Jackson_Austin TX_061420</a> 010020658895	06/29/2020	1,581.98 USD	EXPORTED
<a href="#">PJackson_In District Mileage_090119-093019</a> 010020654311	06/26/2020	156.60 USD	EXPORTED
<a href="#">PJackson_In District Mileage_090119-093019</a> 010020634348	05/28/2020	157.76 USD	APPROVED
<a href="#">TEST PJackson_nonstudentmileage_050120-051020</a> 010020790332	05/14/2020	140.56 USD	Paid
<a href="#">TEST Packson_Indistrictmileage_040120-043020</a> 010020790293	05/14/2020	118.32 USD	Paid
<a href="#">Student Club Travel - Out of State</a> 010020454324	02/28/2020	1,036.60 USD	EXPORTED
<a href="#">Student Club Travel - In State</a>	02/28/2020	1,101.60	

Open PDF Tracking Recall

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.

**Submitted Expense Reports**

Report Title	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	1,401.60	

**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

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

**Tracking for P\_Jackson\_Austin TX\_061420**

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.

CHROME RIVER

+ New Patricia Jackson

Submitted Pre-Approvals

Testing Non student club cash adva 010000435247	07/09/2020	124.30 USD PENDING
TEST PJackson Cash Advance 010000435234	07/09/2020	93.80 USD APPROVED
TEST PJackson_Dallas TX_070620 010000434732	07/07/2020	0.00 USD USED / EXPIRED
PJackson_In District Mileage_090119-083120 010000432835	06/23/2020	1,583.40 USD PARTIALLY APPLIED
P_Jackson_Austin TX_061420 010000431859	06/18/2020	0.00 USD USED / EXPIRED
P_Jackson_Austin TX_061420 010000431859	06/18/2020	1,767.42 USD USED / EXPIRED
P_Jackson_Austin TX_062320 010000431848	06/15/2020	1,767.42 USD USED / EXPIRED
PJackson_Mileage Enc_090119-083120 010000432831	05/21/2020	1,582.24 USD PARTIALLY APPLIED
testtesttesttesttesttesttesttest	05/20/2020	483.00

Tracking for P\_Jackson\_Austin TX\_061420

Status Used / Expired

Estimated Amount 1,767.42 USD

Routing Steps

✓

✓

✓

←

Step Number 1

Approver Maricarmen Ramirez

Assigned Date 06/18/2020 02:35 PM

Step Status Re-Assigned

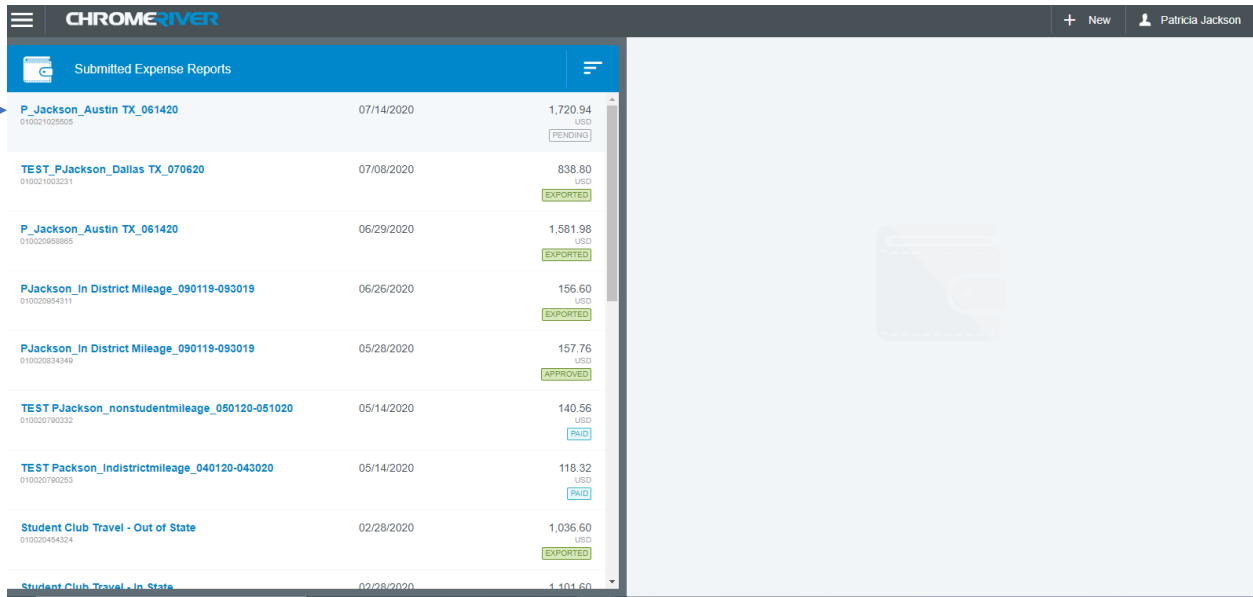
Re-Assigned By Giovanni Colin

Re-Assigned Date 06/18/2020 03:23 PM

Approver Giovanni Colin

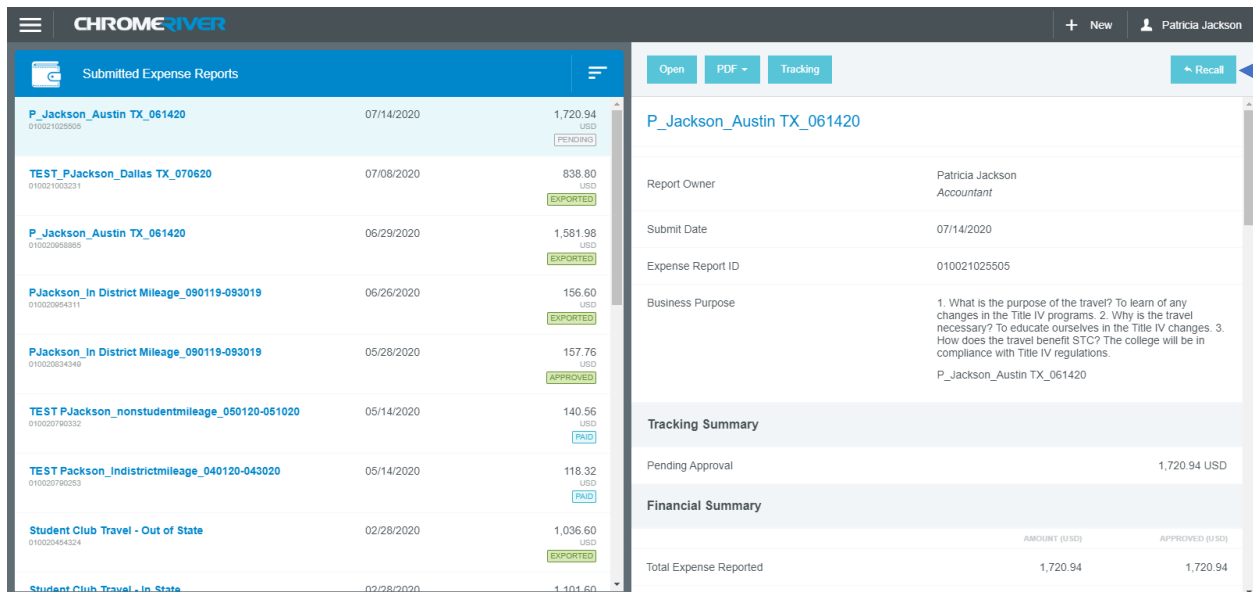
# Recalling an Expense Report

**\*\*\*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.



CHROME RIVER				+ New	Patricia Jackson
Submitted Expense Reports					
P_Jackson_Austin TX_061420 010021025505	07/14/2020	1,720.94 USD	PENDING		
TEST_PJackson_Dallas TX_070620 010021005231	07/08/2020	838.80 USD	EXPORTED		
P_Jackson_Austin TX_061420 010020958895	06/29/2020	1,581.98 USD	EXPORTED		
PJackson_In District Mileage_090119-093019 010020954311	06/26/2020	156.60 USD	EXPORTED		
PJackson_In District Mileage_090119-093019 010020834349	05/28/2020	157.76 USD	APPROVED		
TEST_PJackson_nonstudentmileage_050120-051020 010020790332	05/14/2020	140.56 USD	PAID		
TEST_Packson_indistrictmileage_040120-043020 010020790253	05/14/2020	118.32 USD	PAID		
Student Club Travel - Out of State 010020454324	02/28/2020	1,036.60 USD	EXPORTED		
Student Club Travel - In State	02/28/2020	1,101.60			

Click the Recall button



CHROME RIVER				+ New	Patricia Jackson
Submitted Expense Reports				Open	PDF
				Tracking	Recall
P_Jackson_Austin TX_061420 010021025505	07/14/2020	1,720.94 USD	PENDING	P_Jackson_Austin TX_061420	
TEST_PJackson_Dallas TX_070620 010021005231	07/08/2020	838.80 USD	EXPORTED		
P_Jackson_Austin TX_061420 010020958895	06/29/2020	1,581.98 USD	EXPORTED		
PJackson_In District Mileage_090119-093019 010020954311	06/26/2020	156.60 USD	EXPORTED		
PJackson_In District Mileage_090119-093019 010020834349	05/28/2020	157.76 USD	APPROVED		
TEST_PJackson_nonstudentmileage_050120-051020 010020790332	05/14/2020	140.56 USD	PAID		
TEST_Packson_indistrictmileage_040120-043020 010020790253	05/14/2020	118.32 USD	PAID		
Student Club Travel - Out of State 010020454324	02/28/2020	1,036.60 USD	EXPORTED		
Student Club Travel - In State	02/28/2020	1,101.60			

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

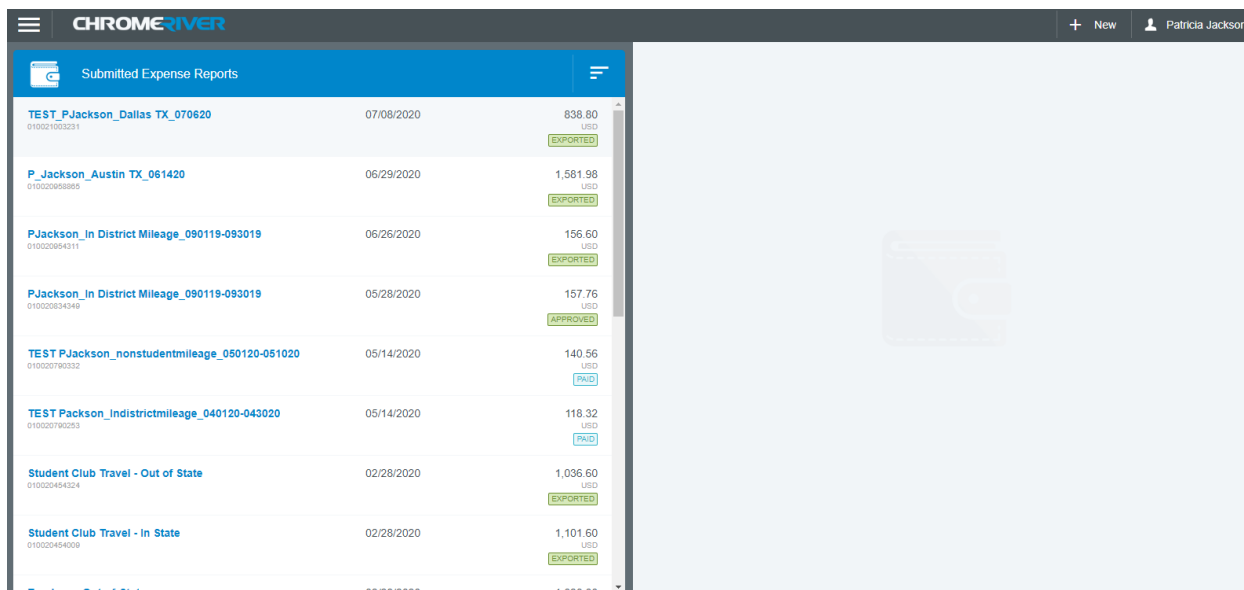
## NOTE:

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.

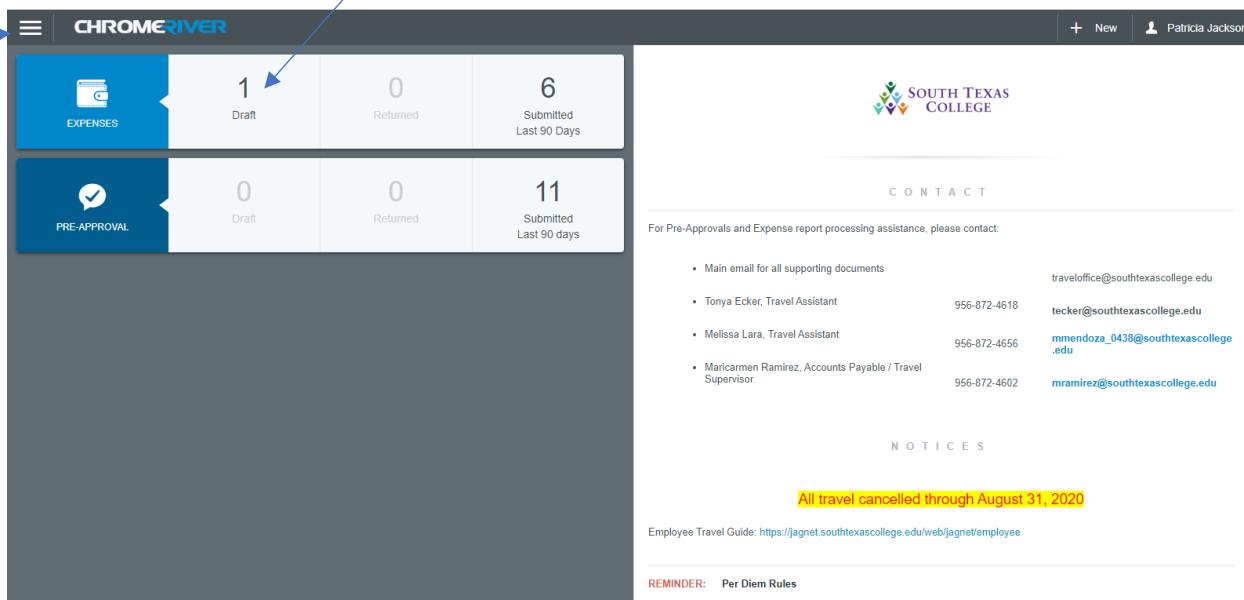


The system will take you to this screen and your expense report is now on the drafts Dashboard.



Report Name	Date	Amount	Status
TEST_PJackson_Dallas TX_070620	07/08/2020	838.80 USD	EXPORTED
P_Jackson_Austin TX_061420	06/29/2020	1,581.98 USD	EXPORTED
PJackson_In District Mileage_090119-093019	06/26/2020	156.60 USD	EXPORTED
PJackson_In District Mileage_090119-093019	05/28/2020	157.76 USD	APPROVED
TEST_PJackson_nonstudentmileage_050120-051020	05/14/2020	140.56 USD	PAID
TEST_Packson_indistrictmileage_040120-043020	05/14/2020	118.32 USD	PAID
Student Club Travel - Out of State	02/28/2020	1,036.60 USD	EXPORTED
Student Club Travel - In State	02/28/2020	1,101.60 USD	EXPORTED
Employee Out of State	02/28/2020	1,020.00 USD	

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



EXPENSES

1 Draft

0 Returned

6 Submitted Last 90 Days

PRE-APPROVAL

0 Draft

0 Returned

11 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 | [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>

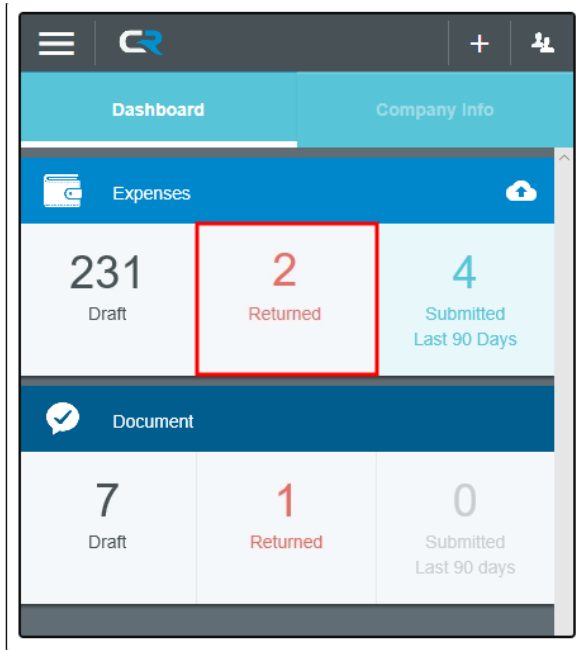
REMINDER: Per Diem Rules

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.

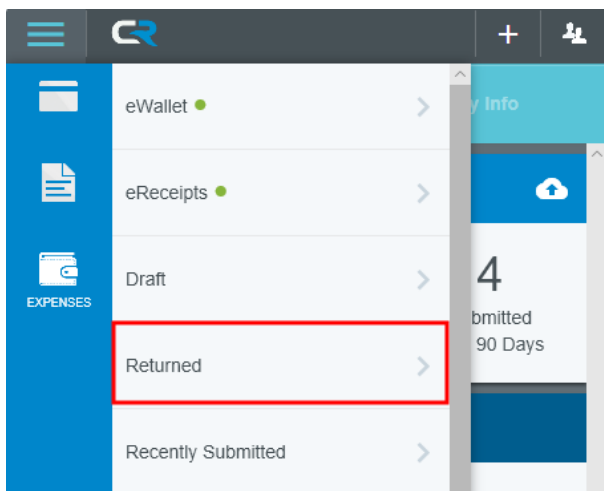
# Returned Expense Report

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.

CDA Conference 2017

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

←

Open

Submit

⋮

Account Summary

		AMOUNT (USD)	APPROVED (USD)
"123"	"Count the Medals" "Anything Goes Coming Up 000"	12,00	0,00
Totals		12,00	0,00

Comments (1)

The Approver 10/31/2018 11:17 AM

test

Post

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.

Expenses For Alan Rich

CDA Conference 2017

1 Comments 1 Attachments

DATE	EXPE...	SPENT	PAY ME		
Tue 11/01/2016	H	333.00 USD	333.00		✓
Tue 11/01/2016	L.	222.00 USD	222.00		✓
Tue 11/01/2016	B	111.00 USD	111.00		✓

Expense Report 010014900376

Total Pay Me Am... 333.00 USD

Submit

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

Expenses For Austin Powers

Business Trip to LA Baby!

0 Comments 7 Attachments

DATE	EXPE...	SPENT	PAY ME		
Mon 01/26/2015	H	1,050.00 GBP	985.00		⚠
Wed 01/28/2015	C	174.00 GBP	174.00		✓
Wed 01/28/2015	P	10.00 GBP	10.00		✓
Wed 01/28/2015	T	5.00 GBP	5.00		✓
Wed 01/28/2015	D	450.00 GBP	450.00		✓
Tue 02/03/2015	A	1,800.00 GBP	1,800.00		✓
Tue 02/03/2015	T	75.00 GBP	75.00		✓

Expense Report 010007507237

Total Pay Me Am... 3,499.00 GBP

Submit

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

← Delete ...

## Expenses For Alan Rich

Report Name CDA Conference 2017

Pay Me In USD - US Dollars

Business Purpose

**Comments (1)**

Steve Vance 11/10/2016 08:35 AM  
You spent \$111 on BREAKFAST?!

That's Disney pricing for ya! **Post**

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.

← Expenses For Steve Vance ...

### Client Meeting in Dubai

0 Comments 2 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... 2,736.00 USD **Submit**

**Preview Panel:**

**Edit** Delete ...

**Copies**

Date 03/05/2013

Spent 6.00 USD

Location sam test 1234 Client Meeting to discuss merger

test123 Copies of merger documentation

**Allocation**

1000 Billable (No Keep Together)

4 of 4

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

Cancel
Save

Comments (1)

Sudha Thanusuraman
03/05/2013 03:50 AM

Wrong receipt attached

Add Comment

Post

Attachments (1)

Add Attachments

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.**

←

Edit

Delete

...

Copies

Date03/05/2013

Spent6.00 USD

Location

sam test 1234Client Meeting to discuss merger

test123Copies of merger documentation

Allocation

1000Billable (No Keep Together)

←

4 of 4

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

The screenshot shows the 'Expenses For Steve Vance' app interface. At the top, there's a blue header with a back arrow and the title 'Expenses For Steve Vance'. Below this is a section for 'Client Meeting in Dubai' with 0 comments and 3 attachments. A table lists four expense items for Tuesday, 03/05/2013. The first item is for 'A' (1,750.00 USD), the second for 'H' (940.00 USD), the third for 'T' (40.00 USD), and the fourth for 'C' (6.00 USD). At the bottom, there's a summary section with 'Expense Report 010003261760', 'Total Pay Me Am... 2,736.00 USD', and a green 'Submit' button highlighted with a red box.

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**.

The screenshot shows the 'Submit Confirmation' pop-up window. It has a green header with the title 'Submit Confirmation'. Below the header is a yellow background with a green box containing the text: 'I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.' Below this are three buttons: a green 'Submit' button (highlighted with a red box), a blue 'Pre-Approval' button, and a white 'Cancel' button. At the bottom, there's a section titled 'Client Meeting in Dubai' with a list of details: Report Owner (Steve Vance), Submit Date (03/05/2013), Expense Report ID (010003261760), and Business Purpose (Client Meeting to discuss merger).

**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

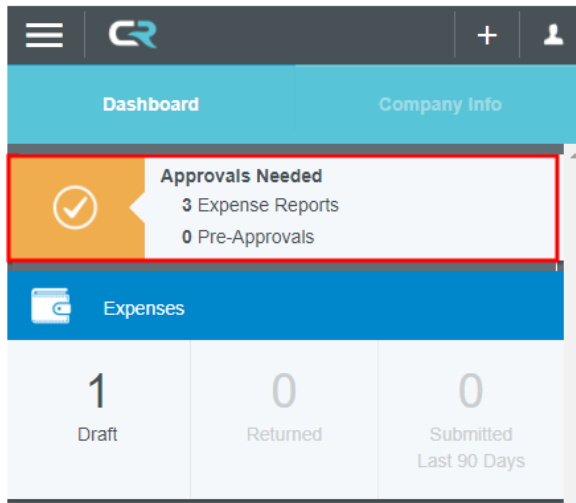
ACTION REQUIRED		Chrome River
Expense Report for	Patricia Jackson [Accountant]	
Report Name	PJackson_In District Mileage_090119-093019	
Submit Date	05/28/2020	
Expense Dates	05/21/2020 - 05/21/2020	
Total Expenses	157.76 USD	
Prior Approvers	Giovanni Colin [05/28/2020 GMT]	
<b>Account Summary</b>		
		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	157.76
Totals	1,740.00	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>ACCEPT</div> <div>RETURN</div>		



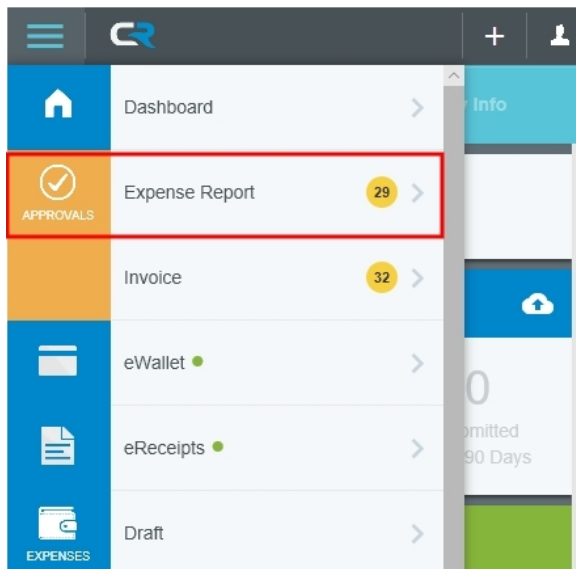
# Approve an Expense Report

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 010014874885	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 010008197985	04/27/2015	40.00 GBP	⚠
<b>Rich, Alan</b> Demo for FishNet Security 01000898433	11/21/2014	114.75 USD	⚠
<b>Terry, Dave</b> Travel to Mountains 010003855281	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

Invoices

<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.