An Expense Report is a detailed itemization of travel expenses or non-travel expenses paid with a Travel Card or out of pocket. Employees who make purchases on behalf of the University using these methods are required to submit an Expense Report to account for expenses.

Note: For units that require pre-approval, see the “Creating a Pre-Approval Report in Chrome River” job aid.

Follow these steps when creating an Expense Report.

<table>
<thead>
<tr>
<th>Prior to Entry in Chrome River</th>
<th>Entry into Chrome River Create Expense Report</th>
<th>Monitor Status</th>
</tr>
</thead>
</table>

**STEP 1: GETTING STARTED**

Before creating an Expense Report in Chrome River, make certain the following questions are answered.

- Does your unit require a Pre-Approval Report in Chrome River? If yes, is the Pre-Approval Report entered and approved?
- Do you know your allocation(s) (ChartField string, e.g., 1000-102XX-20457)?
- Do you know the trip or expense start date and end date? (Dates should be in the past.)
- Is your business purpose/justification ready?
- Did you email your receipts to receipt@chromefile.com in one of the following formats: PNG, JPG, PDF, or TIFF?

**STEP 2: CREATE EXPENSE REPORT**

Navigate to travel.umn.edu/pilot.html. Click <Login URL> within the Chrome River text box.

1. Click <+ New> in the upper right corner of the screen.
2. Click <New Expense Report>.
3. Enter a title in the Report Name field. Note: Report titles should be meaningful to you, your finance team, and approvers.
4. The Pay Me In field defaults to “USD - US Dollars” and should not be changed. (The University does not pay employees in currencies from other countries.)
5. Select the *Affiliation* type from the drop-down menu.
   a. Faculty
   b. Staff
   c. Student

6. Select the *Trip Type* from the drop-down menu.
   a. Domestic (Select for travel outside Minnesota but within United States.)
   b. International (Select for travel outside United States. For example, Canada.)
   c. Minnesota (Select for travel within Minnesota.)
   d. Non-Travel (Select for out-of-pocket purchases, local mileage/parking.)

7. Enter a date in the *Trip/Expense Start* field.

8. Enter a date in the *Trip/Expense End* field.

9. Enter a primary destination for the trip in the *Destination* field and select the results from the drop-down menu. For non-travel related reports, select the city of your primary office location. (Example display: United States/Illinois/Big Rock.)

10. If the trip involved more than one location, select the *Add another location* checkbox.

11. If the trip involved personal travel, select the *Includes Personal Travel* checkbox.

12. If an entity other than the University will be contributing to the cost of the trip, select the *Externally Funded* checkbox.

13. Enter a justification in the *Business Purpose* field following the guidelines in the “*Justifications/Business Purpose in Chrome River*” job aid.

14. Click <Save>.

**STEP 3: ADD EXPENSES**

Add an expense by clicking:

- <Credit Card> – Use for Travel Card expenses.
- <Offline> – Use for out-of-pocket expenses where receipt has been sent to Chrome River. Most receipts are converted to expense transactions and provide date, amount, and supplier. Verify for accuracy.
- <Create New> – Use for out-of-pocket expenses such as mileage, per diem.
### Creating an Expense Report in Chrome River (cont.)

#### Add Expense by Credit Card or Offline

Click **<Credit Card>** or **<Offline>**. Note: Green dots indicate expenses are ready to process.

#### Add Expense by Create New

Click **<Create New>**.

<table>
<thead>
<tr>
<th>Add Expenses</th>
<th>Add Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create New</td>
<td>Create New</td>
</tr>
<tr>
<td>Wallet</td>
<td>Wallet</td>
</tr>
<tr>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Credit Card</td>
<td>Credit Card</td>
</tr>
<tr>
<td>Offline</td>
<td>Offline</td>
</tr>
<tr>
<td>Recieve Bin</td>
<td>Recieve Bin</td>
</tr>
<tr>
<td>Receipts</td>
<td>Receipts</td>
</tr>
<tr>
<td>Receipt Gallery</td>
<td>Receipt Gallery</td>
</tr>
<tr>
<td>![Hotel Folio Receipt Lodging](249.63 USD)</td>
<td>![Hotel Folio Receipt Lodging](249.63 USD)</td>
</tr>
<tr>
<td>![Receipe Other](290.22 USD)</td>
<td>![Receipe Other](290.22 USD)</td>
</tr>
<tr>
<td>![Receipe Other](293.52 USD)</td>
<td>![Receipe Other](293.52 USD)</td>
</tr>
</tbody>
</table>

Select the checkbox of the expense to add to the Expense Report.

- **Click** **<Add>**. Note: Different expense types display different fields. Populate as needed.
- **Click an expense icon.** Note: Different expense types display different fields. Populate as needed.

**Date** field cannot be changed for credit card expenses.

- Enter the date of the expense in the **Date** field.

**Spent** field cannot be changed for credit card expenses.

- Enter the amount of the expense in the **Spent** field.

**Business Purpose** field cannot be changed.

- **Business Purpose** field cannot be changed.

**Additional Information** field can be used to add additional justification for the specific purchase as needed.

- **Additional Information** field can be used to add additional justification for the specific purchase as needed.

**Merchant** field may be populated based on the credit card expense. This field can be changed if needed.

- **Merchant** field may be populated if desired.

**UMN Paid** checkbox will be selected for all Travel Card expenses, as the credit card expense was paid for by the University of Minnesota.

- **UMN Paid** checkbox should **NOT** be selected for out-of-pocket expenses.

**A portion of this expense is unallowable** checkbox should be checked if part of the expense is unallowed. See the "**Unallowable Expenses in Chrome River**" job aid for additional details.

- Enter a department name or a DeptID value to search for an **Allocation**.

- Enter a department name or a DeptID value to search for an **Allocation**.
## Creating an Expense Report in Chrome River (cont.)

<table>
<thead>
<tr>
<th>Add Expense by Credit Card or Offline</th>
<th>Add Expense by Create New</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select the appropriate account value from the drop-down menu in the Select field located below Allocation.</strong></td>
<td>Select the appropriate account value from the drop-down menu in the Select field located below Allocation.</td>
</tr>
<tr>
<td>If the amount should be split between allocations, click &lt;+ Add Allocation&gt;. Follow the instructions in the “Allocations/ChartField Strings in Chrome River” job aid.</td>
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</tr>
<tr>
<td>Receipts may already be attached, but if not, click &lt;Add Attachments&gt; if required.</td>
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</tr>
<tr>
<td>Click &lt;Save&gt;.</td>
<td>Click &lt;Save&gt;.</td>
</tr>
<tr>
<td>Add additional expenses as needed.</td>
<td>Add additional expenses as needed.</td>
</tr>
</tbody>
</table>

### STEP 4: SUBMIT EXPENSE REPORT

1. Review all expenses on the report for completion as indicated by a green checkmark. All warnings/violations must be resolved, or the Expense Report cannot be submitted. (Example warning: Itemized receipt required.) If it is not ready to submit, exit Chrome River and complete the Expense Report at a later time. Follow the instructions in the “Modifying a Report in Chrome River” job aid.
2. Click <Submit>. Note: If your unit does not require pre-approval, advance to #6.

3. If your unit requires a pre-approval, click <Pre-Approval> to apply it to the Expense Report.

4. Select the Pre-Approval Report related to this Expense Report from the drop-down menu.

5. Click <Apply>.

6. Certify the expenses are true and correct to the best of your knowledge by clicking <Submit>.

**STEP 5: MONITOR STATUS**

Expense Reports will route for approval. Supervisors can either approve or return the report to the traveler. It is important to monitor your reports in case one is returned. Expenses should be reconciled or reported within 30 days. Monitor the status of the Expense Report in one of two ways:

1. **Email Notification**
   a. Expense owners will receive an email when submitting an Expense Report.
   b. Expense owners will receive an email when approvers take action on the report.

2. **Chrome River**
   a. Navigate to [travel.umn.edu/pilot.html](http://travel.umn.edu/pilot.html). Click <Login URL> within the Chrome River text box.
Creating an Expense Report in Chrome River (cont.)

b. Click on one of the available statuses on the Pre-Approval row: Draft, Returned, or Submitted Last 90 Days.

c. The report title, date, amount, and status will display. (Example statuses: Pending Approval, Approved, Denied.)

![Submitted Expense Reports Table]

- Know the Travel policies located in the University Policy Library.
- Know the “Purchasing Goods and Services” policy for situations where out-of-pocket purchases might be allowable.