



Accounts Payable

Chrome River

Travel & Expense Management (TEM)
Expense Reimbursement Workflow

User Guide

February 2021

Expense Reimbursement Workflow

Document Title	Chrome River TEM Expense Reimbursement Workflow User Guide
Issue Date	February 2021
Author	Division of Information Technology Technical Training and Accounts Payable
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Process Owner	Accounts Payable
Get process help	DoIT Technical Training, ksutrainig@kent.edu
Get access and desktop help	Contact the Help Desk at support.kent.edu
Get Documentation	This document is available online at https://www.kent.edu/accountspayable/travel-expense

Expense Reimbursement Workflow

ABOUT EXPENSE REIMBURSEMENTS.....	4
TRAVEL INFORMATION IN FLASHLINE	5
DIRECT DEPOSIT FOR EXPENSE REIMBURSEMENTS	6
WORKFLOW NOTIFICATIONS	7
OPEN THE EXPENSE REIMBURSEMENT WORKFLOW IN FLASHLINE	8
CHROME RIVER DASHBOARD.....	9
BEGIN A NEW EXPENSE REPORT	11
ADD EXPENSE ITEMS	12
MILEAGE EXPENSE	14
EXPENSE REPORT FROM CHROME RIVER ETOOLS	17
IMPORT PRE-APPROVAL	17
ADDING RECEIPTS FROM CHROME RIVER ETOOLS	18
UPLOADING RECEIPTS.....	18
RECEIPT GALLERY	18
EWALLET	21
EDIT EXPENSE ITEMS	22
PRE-APPROVAL REPORT	23
AIR TRAVEL EXPENSES.....	25
LODGING EXPENSES	26
TRAVEL ADVANCE	29
APPROVAL OF A REIMBURSEMENT REQUEST	31

About Expense Reimbursements

The Chrome River Travel & Expense Management (TEM) Expense Reimbursement workflow enables pre-approval, expense reimbursement, and travel advance requests to be entered via the web. Reimbursement requests may be initiated by an employee and submitted from any internet computer, on or off campus.

Expense reimbursements can also be Reviewed, Approved, and Returned for Edit from any internet connected device, on or off campus.

All reimbursement requests are subject to review by Internal Audit to ensure that the expenses claimed are in accordance with University Policy and Procedures.

<http://www.kent.edu/accountspayable/>

Additional travel and reimbursement policies and procedures may apply within a particular academic or business unit. Ask your Business Manager if there are *additional requirements* for a reimbursement request. Your manager can address questions regarding University and internal policies and procedures.

For additional assistance or clarification, contact:

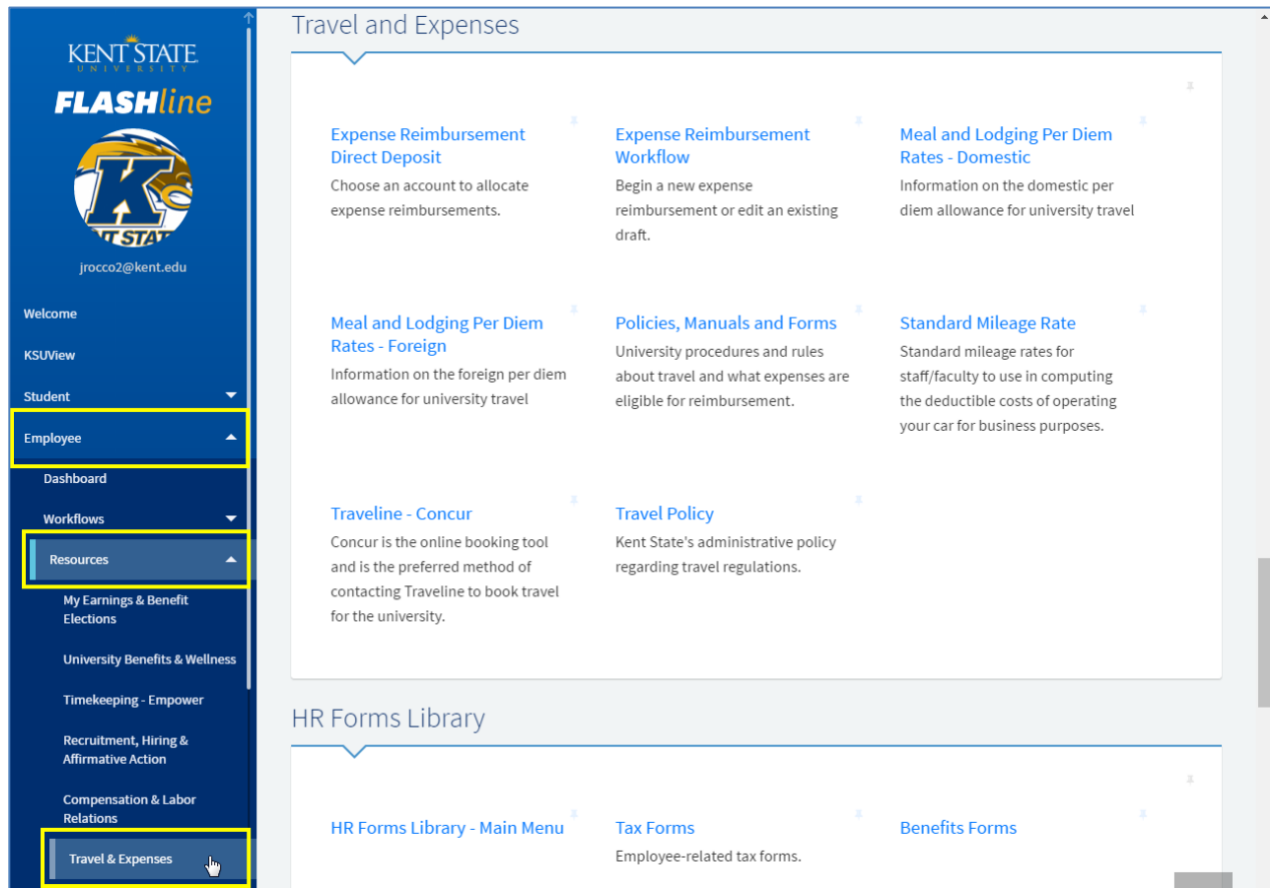
Accounts Payable:

Phone: 22607

Email: apcustomerservice@kent.edu

Travel Information in FlashLine

Use the Left Navigation to select the Employee Category, the resources Page, and the Travel & Expense Section of FlashLine.

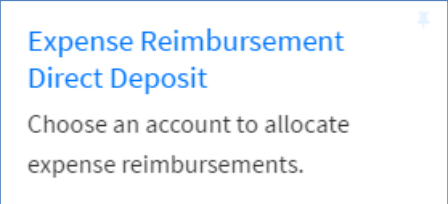
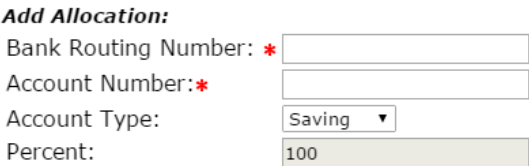



Links in FlashLine will guide employees to expense reimbursement information and actionable items.

Direct Deposit for Expense Reimbursements

Expense reimbursement distribution is completed via direct deposit. This direct deposit set up is similar to the payroll direct deposit functionality within FlashLine; however, it is a separate designation and allocation.

How to elect direct deposit or modify your existing allocation

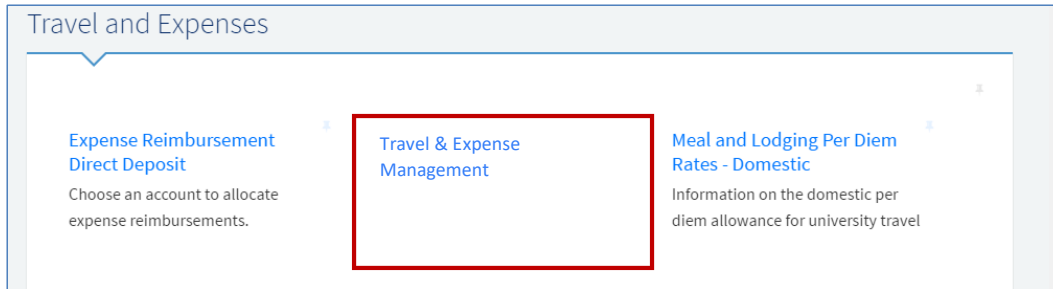
Step	Action	Image
1	From the Travel & Expense section, select the link for Expense Reimbursement Direct Deposit	 A screenshot of a web interface titled "Expense Reimbursement Direct Deposit". It contains the text "Choose an account to allocate expense reimbursements." and a small blue icon in the top right corner.
2	Type your Bank Routing Number, Account Number, select the Account Type, and the percentage.	 A screenshot of the "Add Allocation" form. It includes fields for "Bank Routing Number:" (with a red asterisk), "Account Number:" (with a red asterisk), "Account Type:" (a dropdown menu showing "Saving"), and "Percent:" (a text box with "100").
3	Save your changes.	 A screenshot of a single button labeled "Save".

If you have questions about direct deposit for expense reimbursements, contact Accounts Payable at apcustomerservice@kent.edu.

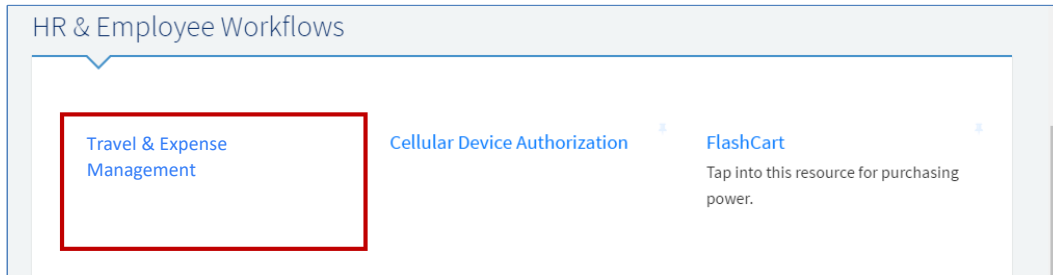
Workflow Notifications

Email is sent...	Email is addressed to...
When submitted for approval	Creator, Payee
When requires approval	Approver, Approvers' Delegates (if applicable)
When returned for edit by an approver	Creator
When approved and the transaction has been created	Creator, Payee
When denied	Creator, Payee

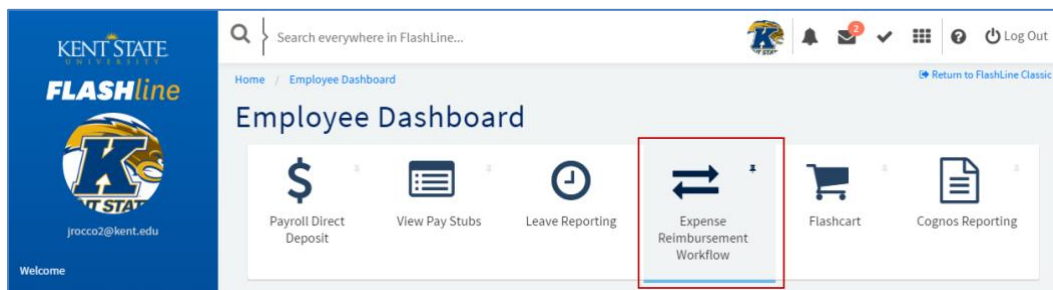
Open the Expense Reimbursement Workflow in FlashLine



or

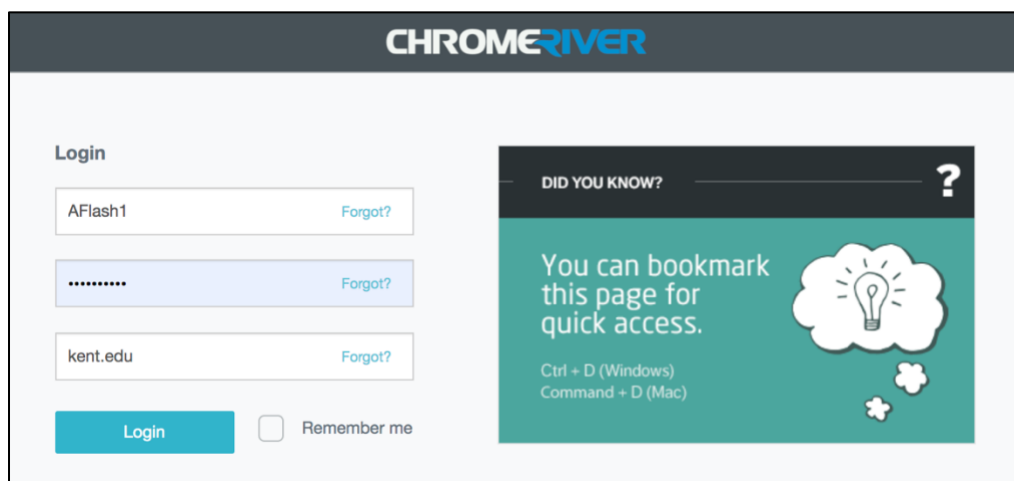


or



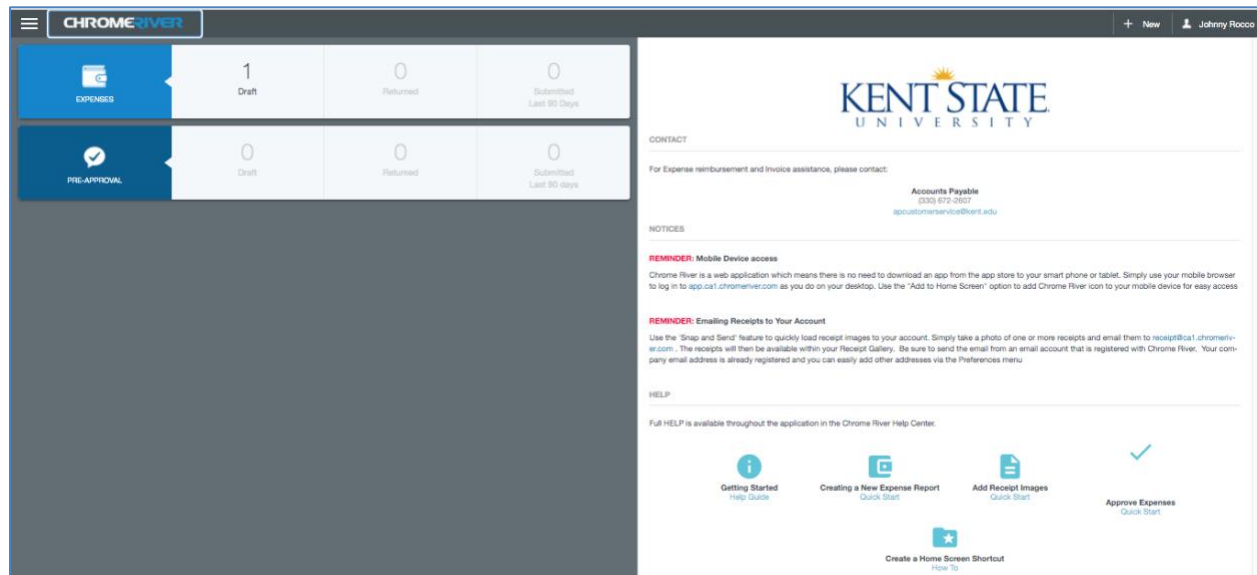
From the Employee Resources select the link for or from the Employee Dashboard use the Quick Link for *Employee Reimbursement Workflow* to access the Expense Reimbursement Workflow page.

Log in with your Kent State credentials



Chrome River Dashboard

The Dashboard screen of Chrome River is a gateway to initiating, reviewing expense reports, and approving expense reimbursement requests for faculty, staff, and graduate assistants. It facilitates the pre-approval of expenses, as well as the approval for expense reimbursements and travel cash advances. The system is unable to process expenses for student employees.

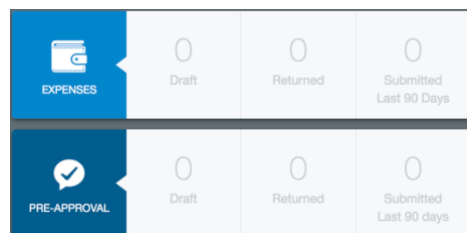


Some basic navigation tools on the page will help to easily find the appropriate information.

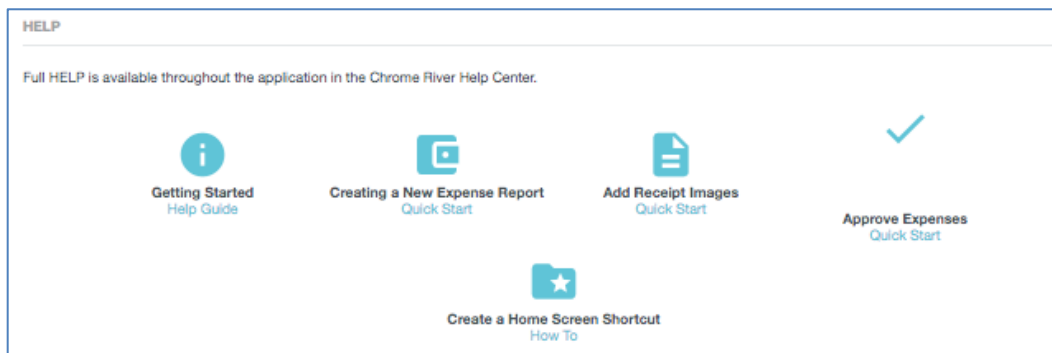


The Chrome River logo at the top of the page is a link to the home page, from wherever you are in the process.

The Menu button, at the top left, offers access to the Chrome River tools, such as Dashboard, eWallet, and eReceipts; as well as access to Expense and Pre-Approval report drafts, returned reports, and recently submitted reports.

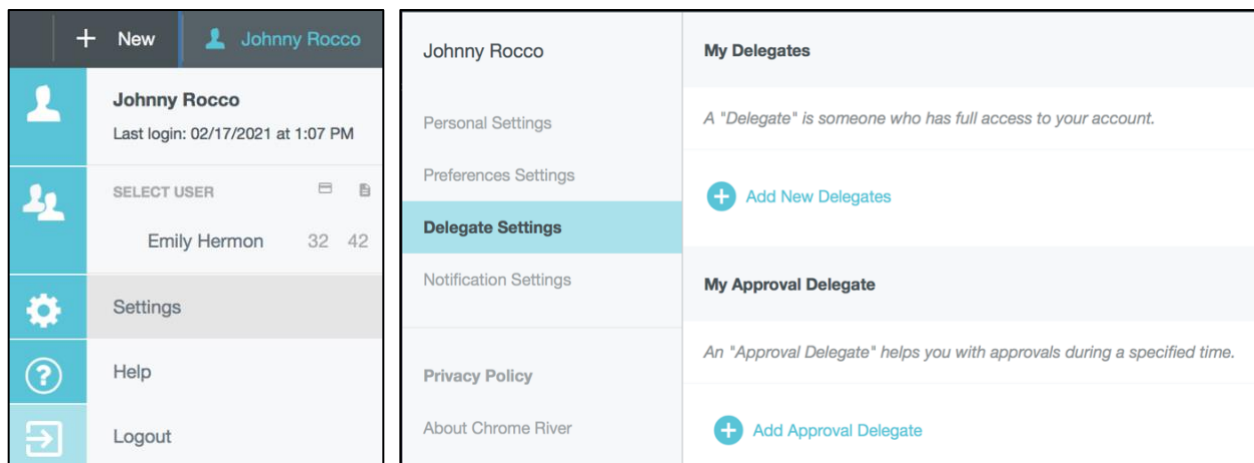


Expense and Pre-Approval reports in Draft, Returned, or Submitted status may also be accessed through the associated buttons on the Dashboard itself.



Links to a Help Guide and Quick Start Guides are found at the bottom of the Dashboard.

Many users allow delegates to enter or approve reports on their behalf. This delegation of access can be added from the user settings.



The “New” button at the top-right of the page, allows for information to be collected and an Expense Report or Pre-Approval Report to be initiated.



Begin a New Expense Report

The screenshot shows the Chrome River interface for creating a new expense report. The left pane displays a summary of the report for Johnny Rocco, including a table with columns for DATE, EXPENSE, SPENT, and PAY ME. The total pay me amount is 0.00 USD. The right pane contains the form for entering report details. It includes an 'Import from Pre-Approval' link, a 'Report Name' text field, a 'Pay Me In' dropdown menu set to 'USD - US Dollars', 'Start Date' and 'End Date' date pickers, a 'Business Purpose' text area, and a 'Report Type' dropdown menu. At the top right of the right section are 'Cancel' and 'Save' buttons.


Step	Action
1	If a Pre-Approval report has been submitted and approved, clicking the link for Import Pre-Approval will import much of the report data.
2	Enter a report name to organize the trip or expenses
3	The section noted as Pay Me In displays specified currency, though Kent State University reimbursements are paid in US dollars.
4	Start Date and End Date are needed to specify the dates the travel occurred, or non-travel expense was incurred.
5	Business purpose is needed to describe justification for the expenses.
6	Report Type is to be chosen from the drop-down menu including: Athletic Recruiting Travel, Athletic Team Travel, Domestic Travel/Expense, Foreign Travel/expense, or Student Group Travel.
7	When all items are entered, clicking the Save button will open the next page for the addition of individual expenses.

Expenses may be added individually into a report, or they may be added from the eWallet or eReceipts, as found in the Dashboard Menu, if expense items have been saved to those tools.

Add Expense Items

The screenshot shows the Chrome River 'Add Expense' interface. On the left, there's a sidebar for 'Expenses For Johnny Rocco' with a date range of 'Test-Do Not Approve 9-14-2020'. It shows 0 comments and 0 attachments. Below this is a table with columns: DATE, EXPENSE, SPENT, PAY ME, and icons for comments, attachments, and alerts. The table is empty with a message 'Click "+" to add your first item.' At the bottom of the sidebar, there's an 'Expense Report' section showing '010021323153' and a 'Total Pay Me Amount' of '0.00 USD' with a green 'Submit' button. The main area on the right is titled 'Add Expenses' and has a 'Create New' button. Below it is a menu with 'eWallet' and 'All' (selected), 'Trips', 'Offline', 'Travel Data', 'Cash Advance', and 'Recycle Bin'. Further down are 'eReceipts' and 'Receipt Gallery'. The main content area shows 'All Items' with a 'Merged' button and a 'Sort' dropdown. It displays 'There are no items available.'

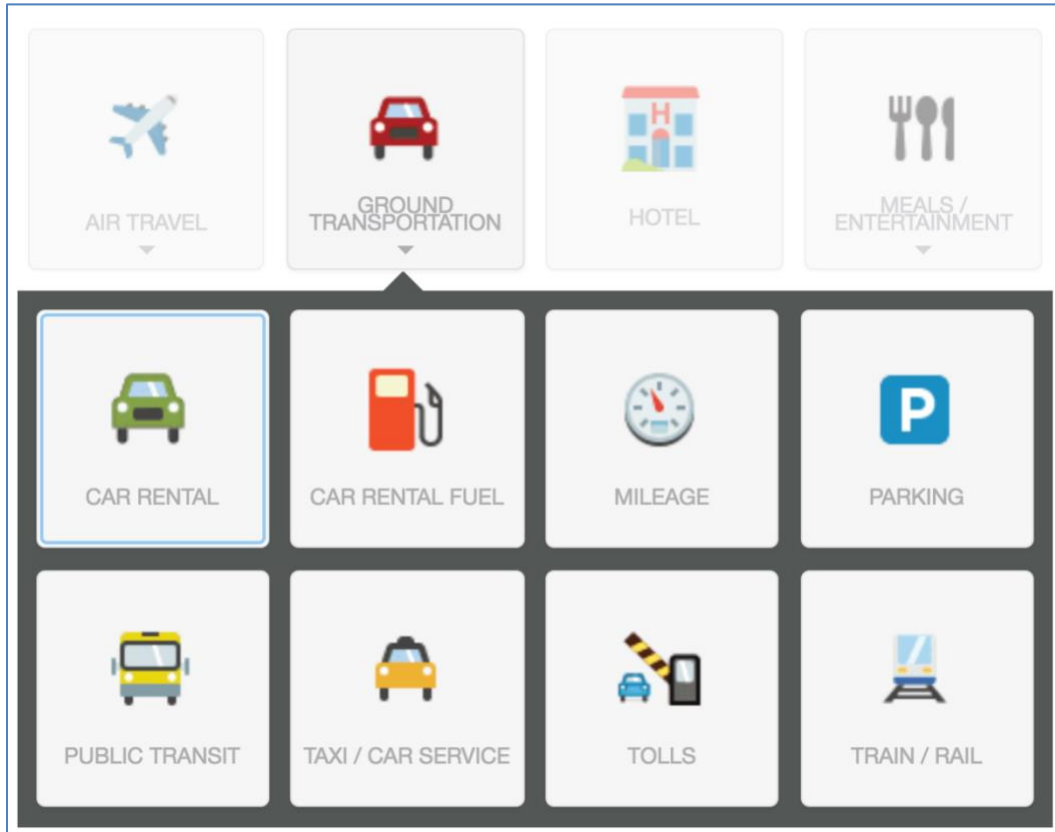
The Chrome River page is divided into two sections to display the entered expenses on the left side, and the entry of individual expenses on the right.

Step	Action
1	If receipts are collected in the eWallet, (see page 21) expenses can be selected to be added to the open report.
2	If a new expense is to be added, clicking the Add Expense button.  to display the Expense Selection menu and enter the expense by type.

The screenshot shows the 'Add Expenses' menu. It has a 'Create New' button and a list of expense types: AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, MEALS / ENTERTAINMENT, OFFICE EXPENSES, DUES / FEES, PROFESSIONAL DEVELOPMENT, SUPPLIES, MISCELLANEOUS, GRANT PARTICIPANTS, NON-EMPLOYEE TRAVEL, and CASH ADVANCE. Each type has a corresponding icon and a dropdown arrow.

Add Expense Items, continued

If an Expense Type contains multiple options, it will be noted by a downward arrow under the expense name. Selecting the appropriate type and specific expense from will allow the user to better define the expense for more efficient expense reporting.



Clicking on the specific expense will allow for addition of it to the report and keep different costs separate for tracking and accounting purposes.

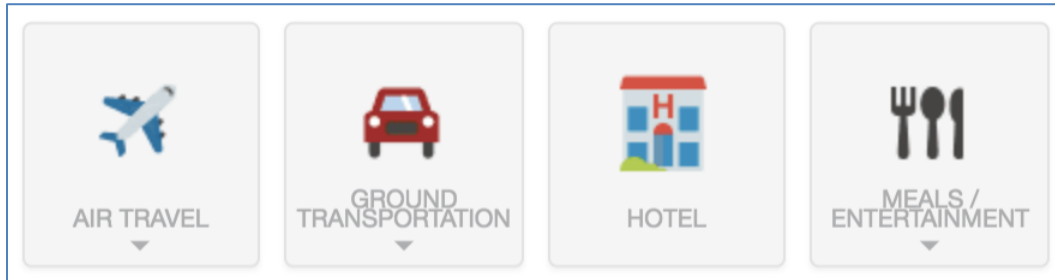
Most expenses will require receipts as documentation. By Kent State policy, the only exceptions are for transportation expenses in which:

- The individual expense is less than \$25.00, and
- The source of funding is not a sponsored program

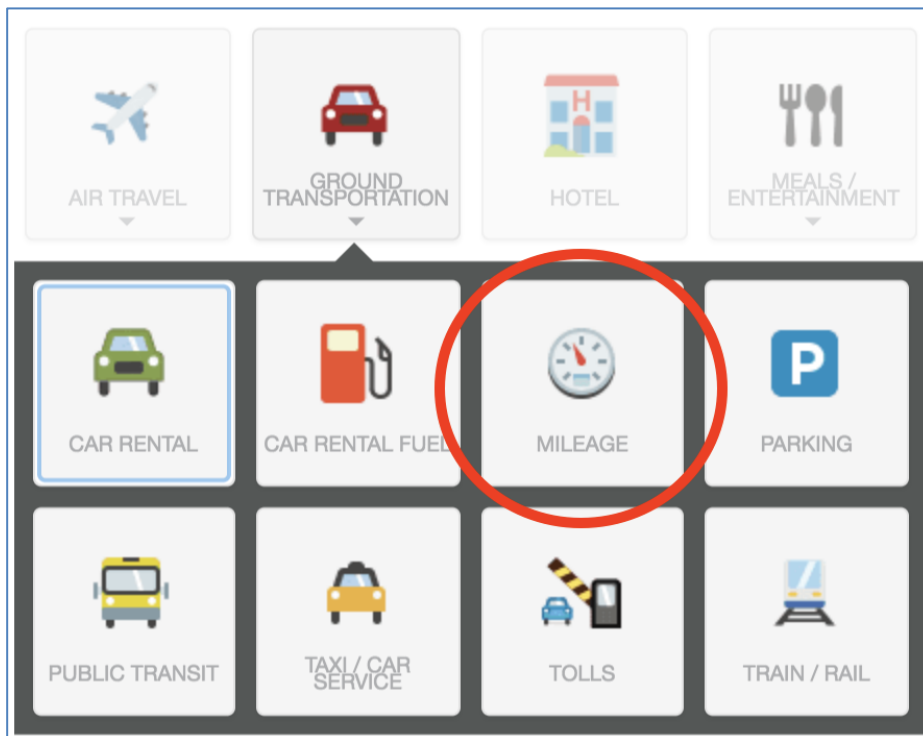
Individual departments, however, may require receipts for all items as possible. Department Business Managers should be contacted for more specific requirements.

Mileage Expense

Travel expenses commonly make up the majority of report requests. They are categorized in Chrome River into four options at the top of the expense selection menu as: Air Travel, Ground Transportation, Hotel, and Meals/Entertainment. Mileage is the most frequently used.




Step	Action
1	Click the appropriate icon representing the type of travel expense.
2	If the icon displays a downward triangle beneath the title, a selection of a subsection will be necessary to further identify the expense. Clicking the subsection will allow for entry of the expense.



Mileage Expense, continued

Cancel


Save



Mileage

Date

09/18/2020



Amount

0.00

USD


Business Purpose

Test

Description

Rate Type

-- Select --




Rate

0.575

Miles

0.00

 Calculate Mileage


Deduction

None



Please type the Index 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

Search for Allocation

 Add Allocation

Attachments (0)



Drag image here to upload

Add Attachments

Basic information about the travel is to be entered including the Date of the travel, the business purpose, and the description of the travel.

The **Rate Type** should be selected from:

1. Athletic Mileage
2. Standard IRS*
3. State of Ohio (Grants Only)
4. Vehicle Stipend

(*The Standard IRS Rate should be used for the majority of university business travel.)

The Calculate Mileage Wizard should be used to automatically calculate the mileage via Google Maps by entering the start and end addresses.

The expense amount will be calculated by the mileage and the rate.

An allocation must be made to your department Index number for accounting.

NOTE: Mileage for daily commute must be deducted, per IRS regulations, if travel does not start from the home working campus.

Mileage Expense, continued


Please type the Index 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



1016

101603 Cultural Competencies INDEX: 101603 - Cultural Competencies
101604 Interior Design Program INDEX: 101604 - Interior Design Program
101605 Dean, College of Arch & Environ Des INDEX: 101605 - Dean, College of Arch & Environ Des
101606 Office of Student Conduct INDEX: 101606 - Office of Student Conduct
101607 IT Training & Outreach INDEX: 101607 - IT Training & Outreach


As the Index number is being typed in the **Allocation** field, a drop-down list will appear displaying options that include the numbers as entered. Clicking on the appropriate Index description will add the allocation to the expense.

If the allocation is to be split by departments, the **Add Allocation** button  allows for an additional Indexes to be included and values for each allocation to be split by percentage or dollar amount.

Allocation

×	101607 IT Training & Outreach INDEX: 10...	60%	8.93	◀
×	100101 Biological Sciences INDEX: 1001...	40%	5.96	◀
		100%	14.89	



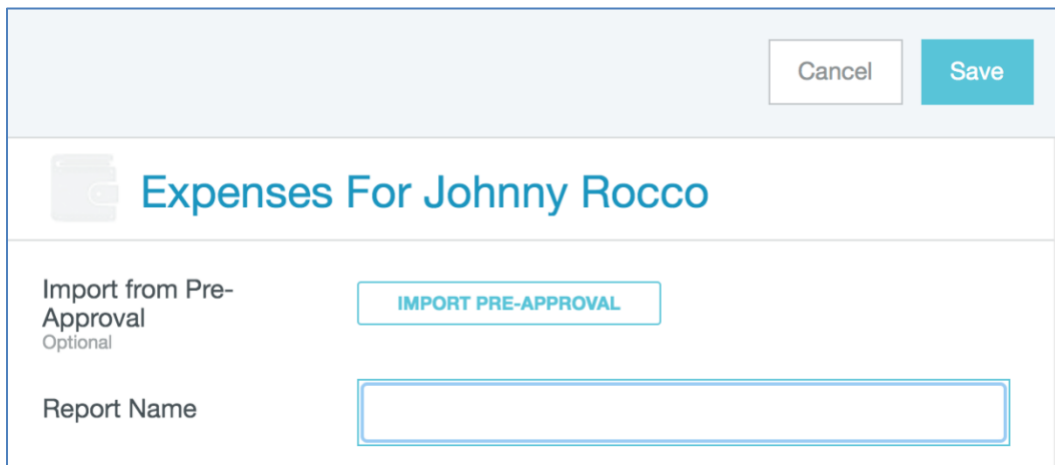
Clicking the save button will add the expense and be seen in the report view on the left side of the Chrome River screen.

Expense Report from Chrome River eTools

The Chrome River application utilizes several electronic tools to simplify the expense report process and to aid in maintaining documentation for reimbursements. Users have several options available to simplify the building of the Expense Report.

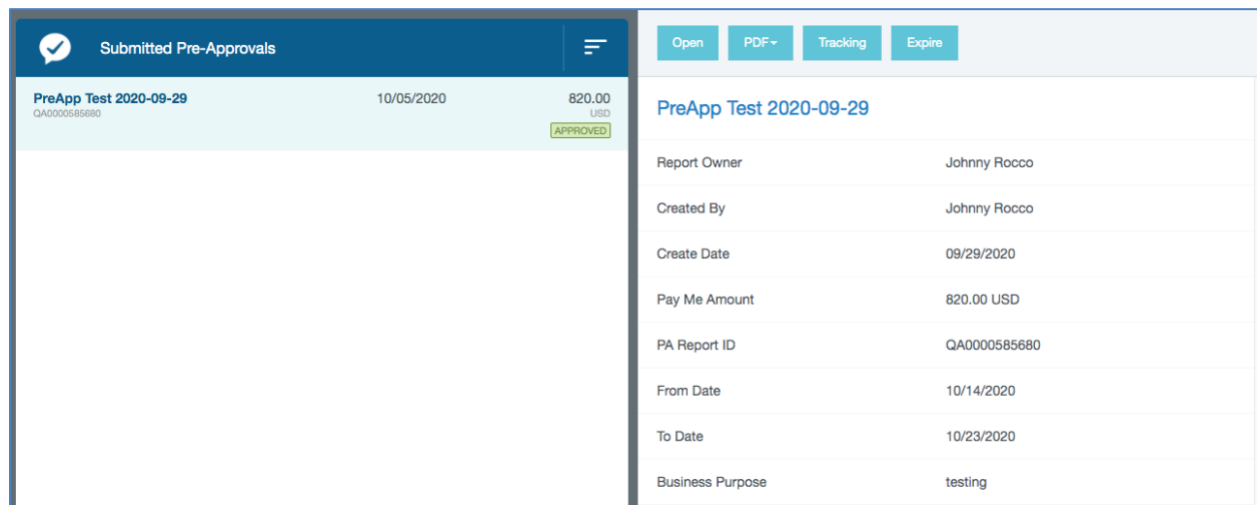
Import Pre-Approval

If a Pre-Approval Report (*discussed on page 23*) is required and has been completed, and the expenses have been incurred, a new Expense Report may be started and much of the information entered by importing the data from the already completed Pre-Approval.



The screenshot shows a web form titled "Expenses For Johnny Rocco". At the top right are "Cancel" and "Save" buttons. Below the title, there is a section labeled "Import from Pre-Approval" with the word "Optional" underneath. To the right of this text is a button labeled "IMPORT PRE-APPROVAL". Below this section is a text input field labeled "Report Name".

When starting a new Expense Report, an option appears at the top of the entry fields noted as **IMPORT PRE-APPROVAL**. Clicking this button will display a list of Pre-Approval Reports for the user and allow for the selection of the appropriate expenses.



The screenshot shows a dashboard titled "Submitted Pre-Approvals". On the left is a list of pre-approval reports. The first report is "PreApp Test 2020-09-29" with a date of "10/05/2020" and an amount of "820.00 USD". It is marked as "APPROVED". On the right is a detailed view of the selected report, "PreApp Test 2020-09-29".

Submitted Pre-Approvals	
PreApp Test 2020-09-29 QA0000585680	10/05/2020 820.00 USD APPROVED

PreApp Test 2020-09-29	
Report Owner	Johnny Rocco
Created By	Johnny Rocco
Create Date	09/29/2020
Pay Me Amount	820.00 USD
PA Report ID	QA0000585680
From Date	10/14/2020
To Date	10/23/2020
Business Purpose	testing

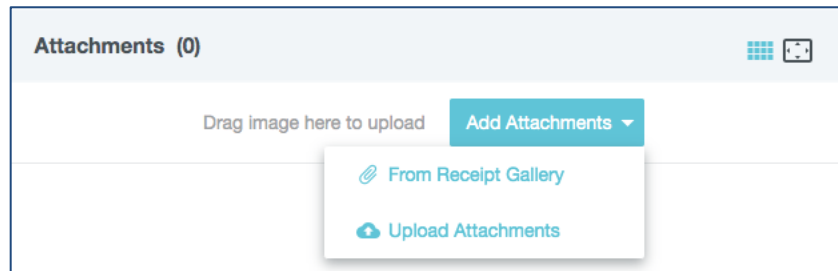
Approved Pre-Approval reports will be noted in the list of Submitted Pre-Approvals, accessed from the Dashboard.

Adding Receipts from Chrome River eTools

For expenses other than mileage, a copy of the receipt for the expenditure must accompany the report. Several methods of including a receipt copy are available with Chrome River in order to easily attach proof of an expense to the request for reimbursement.

Uploading receipts

If an image of a receipt is scanned, emailed, or otherwise available digitally, it can be included at the time of the expense addition. Below the allocation selection is the **Attachments** section.



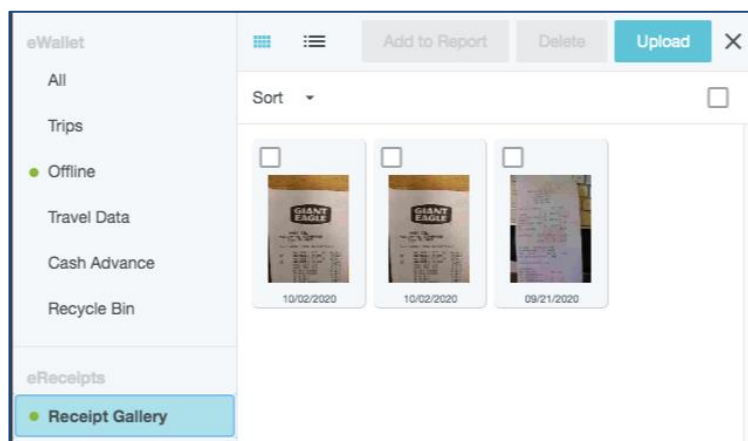
Images of receipts can be inserted to the attachments via drag-and-drop, or a click of the **Add Attachments** button will display options to retrieve them from the Receipts Gallery or Upload them from the files on the computer.

Receipt Gallery

The **Receipt Gallery** is a personal digital folder in Chrome River that allows users to save all of their receipts in one place and attach them to an item in an expense report at a later time. Expense receipts may be uploaded to the gallery, emailed to the Chrome River receipts address, or saved using the **Chrome River SNAP** mobile application. Once the receipts are in the gallery, they can be accessed and added to a report in several ways.

Adding to the Receipt Gallery

From the Receipts Gallery, images may be added simply by using the **Upload** button. This will open a file menu and allow for saved receipt images to be selected and copied into the gallery.



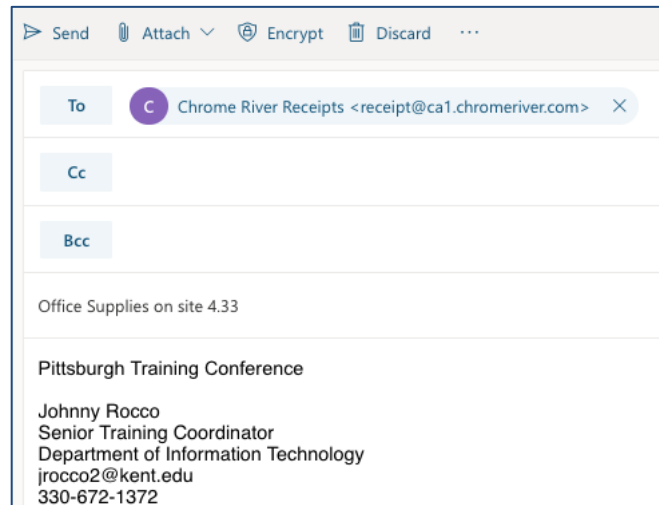
Expense Reimbursement Workflow

Receipted Expenses, continued

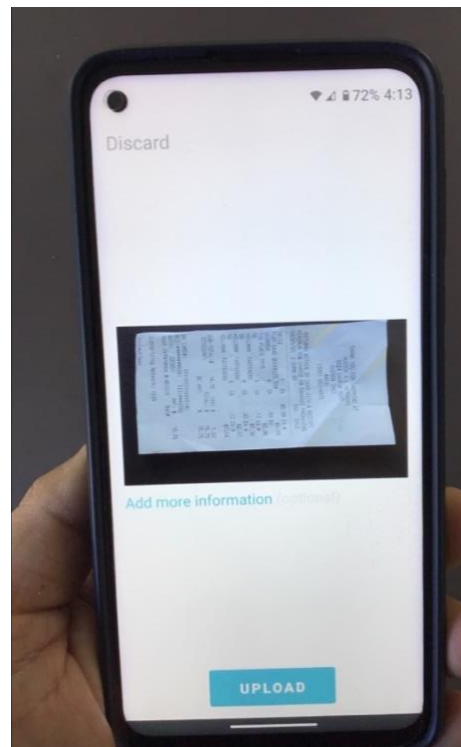
Receipt images can also be captured with a mobile device and sent to the Receipt Gallery via email. The sending email must be the same as the address connected to Chrome River, which will be the Kent State University email address of the user. Receipts can be emailed to:

receipt@ca1.chromeriver.com

Upon receipt at Chrome River, the images will automatically be routed to the account of the sender for access in their expense reports.



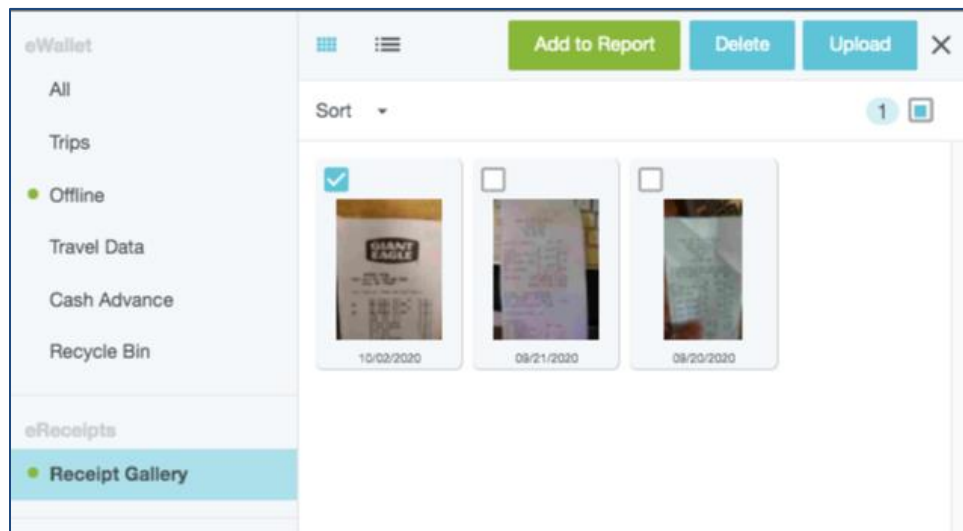
The **Chrome River SNAP** mobile application allows users to capture and upload copies of receipts directly to their Receipt Gallery.



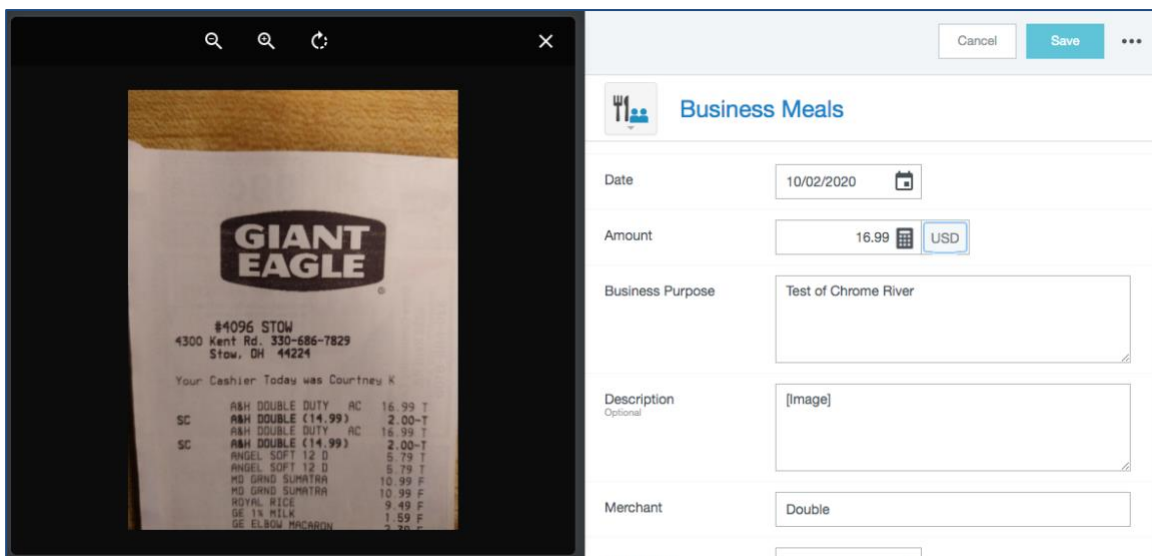
Adding to the Report From the Receipt Gallery

Adding copies to the report from the Receipt Gallery can be done by starting from the report and pulling in a receipt or starting from the gallery and pushing the receipt to the report.

The Receipt Gallery can be accessed directly from the item being added, as shown on page 17. It can also be found from the Menu button on the Dashboard, and from the **Add Expenses** button prior creating a new expense item.



If starting from the gallery, a checkbox above the desired receipt can be checked to select it. The **Add to Report** button will display a list of active reports from which the associated expense can be found, and the receipt attached.

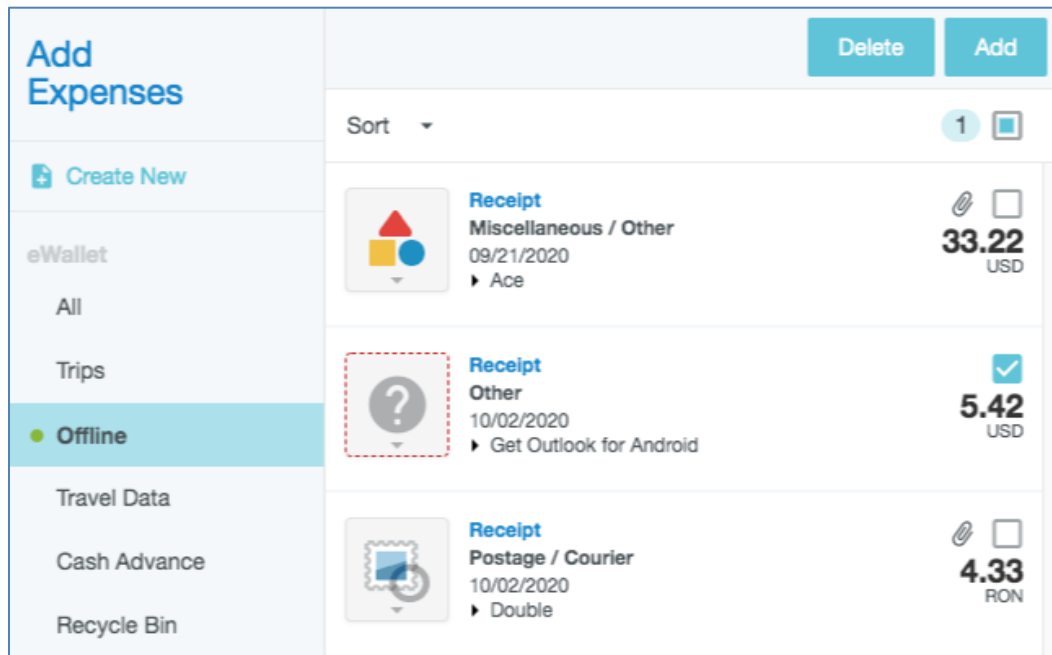


Expense information can now be entered or updated in the report.

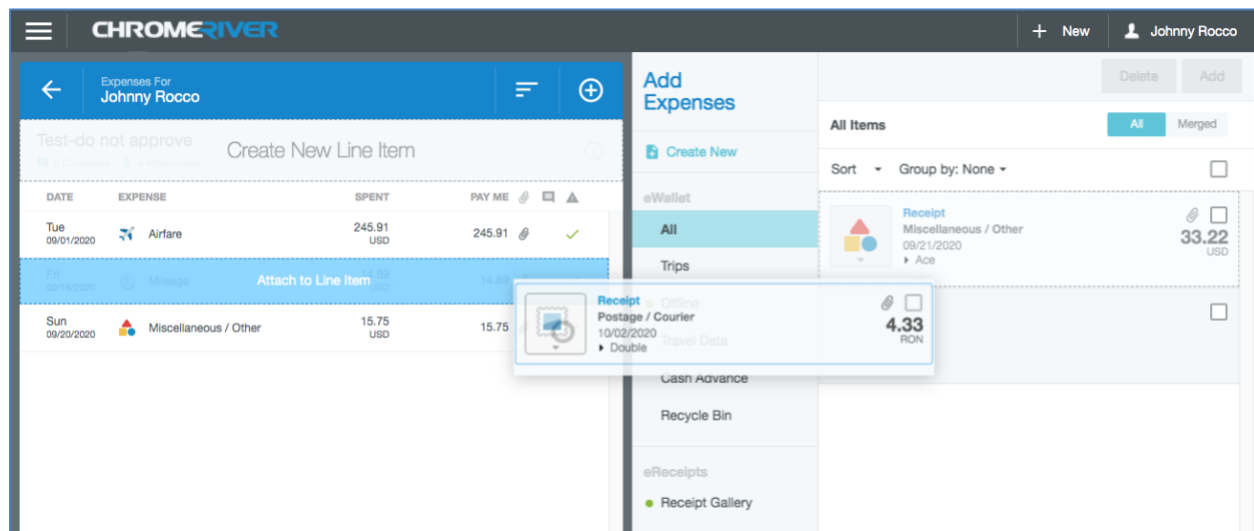
If starting from the report, the Attach "From Receipt Gallery" option can be selected as shown on page 18.

eWallet

The eWallet is a digital folder to hold receipts, or expense records submitted through Chrome River SNAP or online expenditures. eWallet items can be attached to an expense report as a new expense or merged with an existing line-item expense.



Selecting the checkbox for the expense in the eWallet and clicking the **Add** button will insert the expense into the opened report.



If the line item has already been created, the expense from the eWallet may be added to it by dragging and dropping the expense onto the appropriate line item in the report.

Edit Expense Items

If an expense item should need to be edited, it can be selected from the entered expenses on the left side of the Chrome River page by clicking on the desired item. This will display the item on the right side for review. The edit button will open the entry for correction or deletion.

The screenshot displays the Chrome River interface for editing an expense item. The left pane shows a list of expenses for 'Johnny Rocco'. The selected item is titled 'Test-do not approve' and is a 'Mileage' expense. The right pane provides a detailed view of this expense, including its date, amount, business purpose, and description.

Expenses For Johnny Rocco

Test-do not approve
0 Comments 1 Attachments

DATE	EXPE...	SPENT	PAY ME
Fri 09/18/2020	M	14.89 USD	14.89

Mileage

Date: 09/18/2020

Amount: 14.89 USD

Business Purpose: Test of Chrome River

Description: From:: 1125 Risman Drive, Kent, OH, USA
To:: Kent State University at Stark, Frank Ave
nue Northwest, North Canton, OH, USA

Pre-Approval Report

If travel includes airfare or an overnight stay, or if non-travel expenses include business meals, gift cards, individual memberships/licenses, or individual subscriptions, the expenses must be pre-approved. This can be requested through the Chrome River Pre-Approvals report, entering details and supporting documents, and submitting the request electronically.

As Pre-Approval reports are submitted before expenses are incurred, supporting documentation should be attached, such as a conference brochure, to establish the business purpose for expenses.


The Pre-Approval report will establish *estimated expenses*. It is separate from the Expense Report, which will be created when the expenses have been incurred and will be integrated with the Expense Report.


The screenshot shows the 'Pre-Approvals For Johnny Rocco' form. At the top right are 'Cancel' and 'Save' buttons. The form fields include: 'Report Name' (text input), 'Start Date' (09/22/2020 with a calendar icon), 'End Date' (09/22/2020 with a calendar icon), 'Number of Days' (1), 'Pay Me In' (USD - US Dollars), 'Business Purpose' (text area), 'Report Type' (dropdown menu with '-- Select --'), and an 'Allocations' section. The 'Allocations' section has a text input containing '101607 IT Training & Outreach INDEX: 101607 - IT Training & Outreach' and an 'Add Allocation' button with a plus icon. A blue informational banner above the allocations section reads: 'Please type the Index 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'.


The **Report Type** is to be chosen from the drop-down menu.


In the **Allocations** field, typing part of the associated index number of the paying department will reveal the list of appropriate indexes from which to select. The expenses may be split by utilizing the **Add Allocation** button and choosing how to split the costs.


Add Pre-Approval Types



AIR TRAVEL
▼



GROUND
TRANSPORTATION
▼



HOTEL
▼



MEALS /
ENTERTAINMENT
▼



OFFICE EXPENSES
▼



DUES / FEES
▼


PROFESSIONAL
DEVELOPMENT
▼


SUPPLIES
▼


MISCELLANEOUS
▼


GRANT PARTICIPANTS
▼

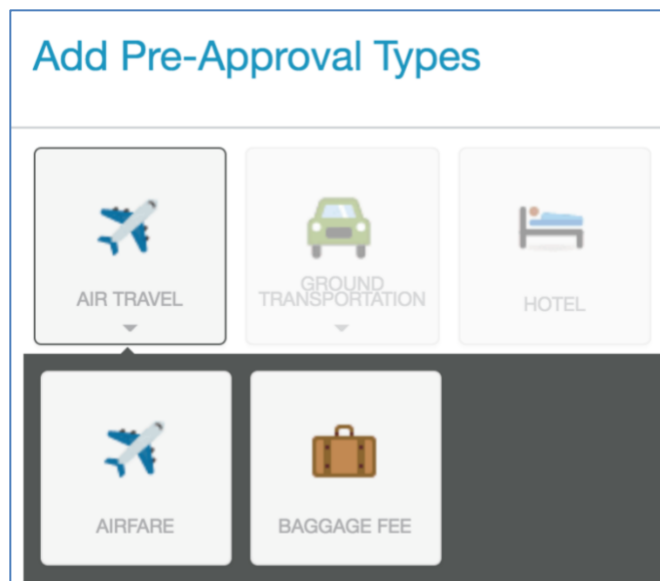
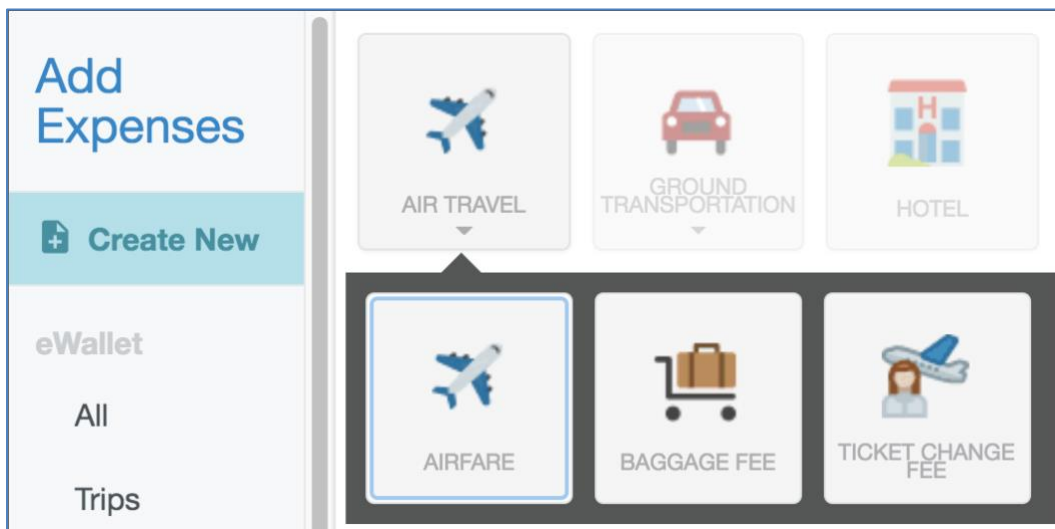

NON-EMPLOYEE
TRAVEL
▼

Like adding an item to an Expense Report, different Expense Types allow for the specification of how the requested funds are to be spent. Expense Types may need to be further allocated by a more specific subset of expense for pre-approval as well.

Air Travel Expenses

Booking of Air Travel can be completed using the travel partner for Kent State University, **Christopherson Business Travel**, found at www.cbtravel.com. Additional information can be obtained from the Procurement Department.

Air Travel Expenses are added using the **Add Expenses** button, the **Air Travel** dropdown selection, and the choice of Airfare, Baggage Fee, or Ticket Change fee. Each must be added individually.






For air Travel, Airfare and baggage fees require separate, itemized expense entries.

Lodging Expenses

Employees traveling on university business in accordance with University Policy will be reimbursed at the lodging facility's standard single room rate, including applicable taxes. However, the maximum lodging reimbursement should not exceed 150% of the federal lodging per diem for the specific country and city of travel.

Lodging expenses in excess of 150% of the federal lodging per diem must be approved by the appropriate executive officer. (The IRS lodging per diem tables are built into the Expense Reimbursement application.)

Should a lodging amount be entered on the expense reimbursement request that exceeds this limit, a warning will appear, stating that an explanation is needed. This amount may be disallowed by an approver.

<div>Cancel Save Itemize</div>		
	Hotel	
Date	<div>09/29/2020 </div>	
Amount	<div><input type="text"/> USD</div>	
Allowable Total	<div>0.00 USD</div>	<div>Calculate</div>

A Calculate wizard is available in the Hotel Type section to find the allowable amount for lodging by city. Clicking the Calculate link will open the wizard.

Lodging Expenses, continued

By entering the location and dates of the hotel, Chrome River will calculate the Average Daily Room Rate and Total based on the IRS accepted amounts. If the actual amount of the hotel expense should be more than 150% of the IRS allowable amount, an explanation for the overage will need to be stated and additional review will be necessary to decide if the expense is justified and will be reimbursed.

Calculate Allowable Total

Start Date

09/01/2020

End Date

09/06/2020

Location

Pittsburgh-Allegheny County, Pennsylvania (PA), United ...

Rooms

1

Nights

5

Average Daily Room Rate

126.00 USD

Base Total

630.00 USD

Allowable Total

630.00 USD

Cancel

Save


Expense Reimbursement Workflow

Lodging Expenses, continued

Lodging expenses will need to be itemized. A prompt will allow the user to open the itemization window and separate the expenses.


Add Itemization


Done


 Hotel


TOTAL AMOUNT
1,000.00

REMAINING
1,000.00








 RECURRING

 HOTEL - LODGING

 HOTEL - TAXES / FEES

 HOTEL - PARKING

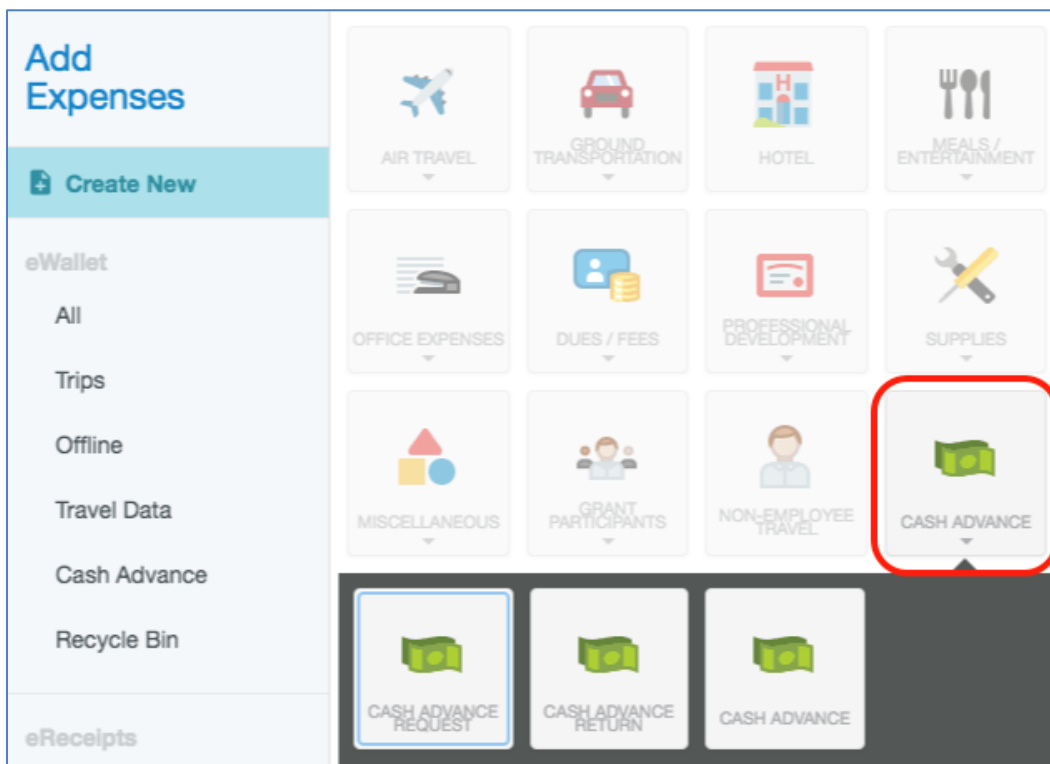
Itemized lodging expenses will be viewable in the expense list panel, by clicking on the Hotel Expense item. A drop-down list of the itemized expenses will appear as a sub-set of the item.

Expenses For Johnny Rocco					
Exp Rpt Test					
0 Comments 1 Attachments					
DATE	EXPENSE	SPENT	PAY ME		
Tue 09/29/2020	 Hotel	1,000.00 USD	1,000.00		
Tue 09/29/2020	 Hotel - Lodging	800.00 USD	800.00		
Tue 09/29/2020	 Hotel - Taxes / Fees	200.00 USD	200.00		

Travel Advance

In instances where a faculty or staff member is planning group travel with students, a Cash Advance may be approved to allow for the University to fund the trip and expenses incurred prior to the travel. A Cash Advance may be requested from the Add Expenses procedure and selecting the option for Cash Advance, and Cash Advance Request.

Information regarding Travel Advance requests can be located on the Accounts Payable website. <http://www.kent.edu/accounts payable>




Travel Advance, continued

Information regarding the travel and expenses can be entered similar to other expenses, including supporting attachments such as an event brochure or travel details.

Cancel


Save



Cash Advance Request


Date

10/05/2020



Amount

4000.00



USD

Business Purpose


Walla Walla, training conference

Description
Optional



Please type the Index 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

CASHADVANCE CASHADVANCE CASHADVANCE

 Add Allocation

Attachments (0)



Drag image here to upload

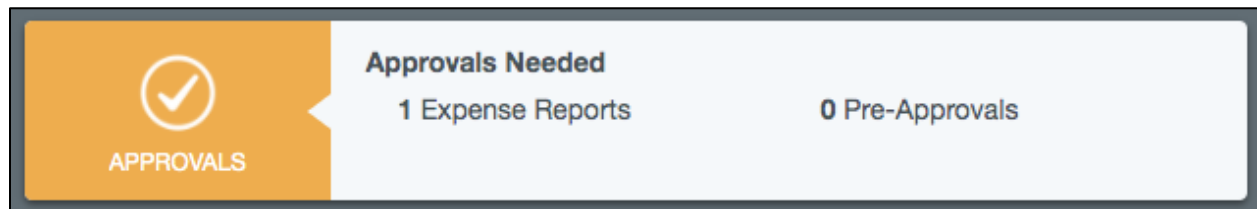
Add Attachments

NOTE: The allocation is hard coded by the system and cannot be changed. The expense allocation will be added in the Expense Report.

Approval of a Reimbursement Request

Once requests have been entered for reimbursement by the expense owner, the report is routed for approval. The individual expenses will be reviewed for accuracy and eligibility for reimbursement and, if applicable, sent to the departmental approvers and then for payment by the Accounts Payable Department. If any errors are present, the report or individual expenses may be returned to the expense owner for correction, edited by the approver, or declined.

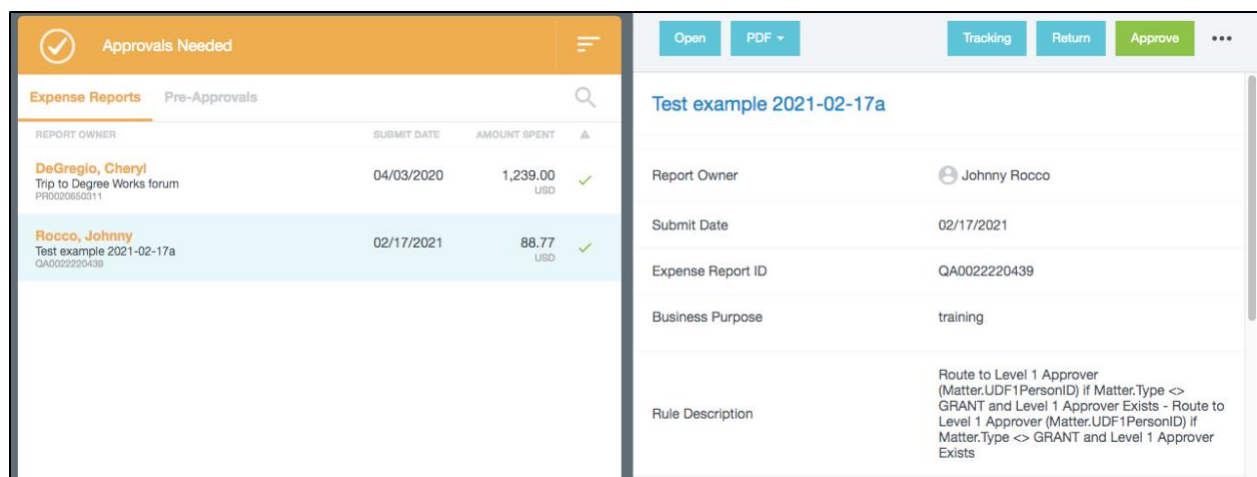
From the Chrome River Dashboard any Approvals Needed will be noted in the gold section at the top of the panel. Approvers will also receive an email notification that an item is in the Chrome River approval queue.



NOTE: Approvers will also see reports needing approval in their FlashLine My Lists queue.

Clicking on **Expense Reports** or **Pre-Approvals** will open the list of items to be addressed. Selecting a report by clicking on the item from the list will display a summary preview in the work area on the right including notes and attachments.

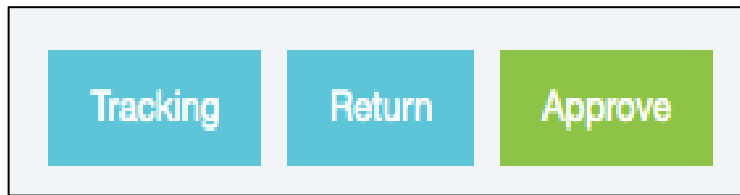
A scroll bar at the right allows for viewing all of the data included in the report summary. Buttons across the top of the page allow the Approver to take appropriate action on the report directly from the Summary page.



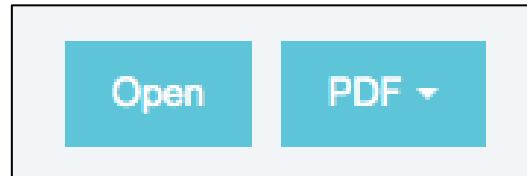
Expense Reimbursement Workflow

Approval of a Reimbursement Request, continued

The option buttons on the right allow Approvers to **Approve** the report and send it to either the next approver or to Accounts Payable for processing, **Return** it to the expense owner for editing, or view the status of the report by **Tracking** the progress.



On the left, the PDF button offers various views of the report summary in a PDF format with content options such as notes and receipts. The Open button displays the Report Details for review each of the expenses incurred individually.



Opening a report will list the individual expenses in the left panel and an overview of the expenses in the right panel, including any comments or attachments.

A screenshot of a web application interface for expense reimbursement. The interface is divided into two main panels. The left panel, titled 'Expenses For Johnny Rocco', shows a list of expenses for a report titled 'Test example 2021-02-17a'. The right panel, also titled 'Expenses For Johnny Rocco', shows a summary of the report details, including the report name, pay me in, start and end dates, business purpose, and report type. Below the summary, there are sections for comments and attachments. The bottom of the left panel shows a 'Return' button, a 'Total Approved Amount' of 88.77 USD, and a 'Submit' button.

DATE	EXPENSES	SPENT	APPROVED
Wed 02/17/2021	Mileage	73.77 USD	73.77 USD
Wed 02/17/2021	Instruction Supplies	5.00 USD	5.00 USD
Wed 02/17/2021	Copies / Printing	10.00 USD	10.00 USD

Return Total Approved Amount 88.77 USD Submit

Report Name: Test example 2021-02-17a

Pay Me In: USD - US Dollars

Start Date: 02/15/2021

End Date: 02/16/2021

Business Purpose: training

Report Type: Domestic Travel/Expe...

Comments (0)

Add Comment Post

Attachments (3)

Drag image here to upload Add Attachments

Expense Reimbursement Workflow

Approval of a Reimbursement Request, continued

Selecting a specific expense from the list displays the expense details in the right panel.

The screenshot displays the 'Expenses For Johnny Rocco' interface. On the left, a table lists expenses for 'Test example 2021-02-17a'. The table has columns for DATE, EXPENSES, SPENT, and APPROVED. The 'Instruction Supplies' expense is highlighted. On the right, the details for 'Instruction Supplies' are shown, including Date (02/17/2021), Spent (5.00 USD), Approved (5.00 USD), Business Purpose (training), and Description (markers). The Allocation section shows '101607 IT Training & Outreach' and 'INDEX: 101607 - IT Training & Outreach'. At the top of the details pane, there are buttons for 'Images', 'Reconcile', 'Reassign', 'Adjust', and 'Return'.

DATE	EXPENSES	SPENT	APPROVED
Wed 02/17/2021	Mileage	73.77 USD	73.77 USD
Wed 02/17/2021	Instruction Supplies	5.00 USD	5.00 USD
Wed 02/17/2021	Copies / Printing	10.00 USD	10.00 USD

Instruction Supplies ✓ Approve

Date: 02/17/2021

Spent: 5.00 USD

Approved: 5.00 USD

Business Purpose: training

Description: markers

Allocation

101607 IT Training & Outreach
INDEX: 101607 - IT Training & Outreach

Buttons at the top of the expense details pane allow reviewers to **Adjust** or **Return** the individual expense item, rather than the entire report.

Though specifics may vary by expense type, generally the individual expense can be edited by the reviewer via the **Adjust** option should the details be incorrect. This will amend the report and send it on for the next approval step. Optionally, if edits are required, the individual item may be returned to the Expense Owner for correction by using the **Return** button on the specific item page.

Adjustments require an Adjustment Note as an explanation to the expense owner. If the default option of **Notify Expense Owner** is left checked, an email will be sent noting the details of the expense adjustment.

The screenshot displays the 'Expenses For Johnny Rocco' interface with the 'Adjust' form for 'Instruction Supplies' open. The form includes a 'Cancel' and 'Save' button at the top right. Below the expense name, there is a text area for 'Adjustment Note Required'. A checkbox for 'Notify Expense Owner' is checked. The form also includes fields for Date (02/17/2021), Spent (5.00 USD), and Approved (3.50 USD). The 'Approved' field is highlighted with a green border.

Instruction Supplies ✓ Approve

Adjust

Adjustment Note Required

☒ Notify Expense Owner

Date: 02/17/2021

Spent: 5.00 USD

Approved: 3.50 USD

Approval of a Reimbursement Request, continued

In the panel displaying the list of expenses are buttons, at the bottom, to act on the entire report including all expenses. The **Return** button sends the report back to the owner for correction and the **Submit** button sends the report on for further approval, individual item returns, or processing of the expense payment.

Expenses For Johnny Rocco

Test example 2021-02-17a

0 Comments 3 Attachments

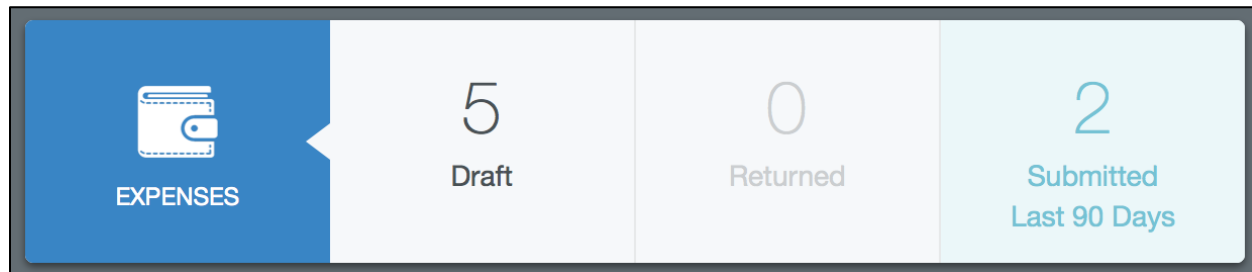
DATE	EXPENSES	SPENT	APPROVED
Wed 02/17/2021	Mileage	73.77 USD	73.77 USD
Wed 02/17/2021	Instruction Supplies	5.00 USD	3.50 USD
Wed 02/17/2021	Copies / Printing	10.00 USD	10.00 USD

Return Total Approved Amount **87.27 USD** **Submit**

NOTE: If a report needs amended, it can be **Recalled** by the sender, which will allow for additional expenses to be added if necessary, and corrections to be made. If a report is **Returned** by an approver, only edits to the currently included expenses are possible.

Approval of a Reimbursement Request, continued

From the Expenses banner in the Dashboard, submitted reports can be viewed by selecting the icon labeled **Submitted Last 90 Days** which will display all past submitted reports.



The displayed list of reports includes status indicators to note if the expense reports are Pending, Approved, Exported, or Paid.

The image shows a screenshot of the 'Submitted Expense Reports' interface. On the left is a list of reports, and on the right is a details pane for a selected report.

Report Title	Date	Amount (USD)	Status
Cash advance for Atlanta trip	08/26/2020	3,000.00	EXPORTED
Grant approver	08/26/2020	2.00	PENDING
Reconcile Cash Advance #1	08/19/2020	0.00	PENDING
Cash Advance - 08/19/2020	08/19/2020	1,200.00	PAID
Cash Advance - After London Trip	08/06/2020	0.00	EXPORTED
Student Trip - London England	07/27/2020	5,000.00	EXPORTED

		AMOUNT (USD)	APPROVED (USD)
CASHADVANCE	CASHADVANCE	1,200.00	1,200.00
Totals		1,200.00	1,200.00

Comments (1)

Auto Bot (Invoice Creation) 08/25/2020 12:37 PM
Invoice **045045** successfully created in Banner.

Attachments (0)

Selecting a report from the list displays a details pane. For an Exported or Paid report, the comments section near the bottom includes the Invoice number for tracking purposes.