

All Business Meal reimbursement requests must include a list of the attendees at the meal. Users can manually enter the guests' names in the appropriate fields. For large groups of guests, Chrome River's Guest Loader feature enables users to upload a list of guests directly to the report rather than entering each guest's information by hand. Note that the uploaded file will replace any guest information already present on the expense.

### **Guest Loader Instructions**

1. Download the Guest Loader Template, which can be found in the Travel & Expense section of the Accounts Payable website, under the Chrome River TEM header.
2. Open the Guest Loader Template in Excel.
3. Add the guests to the file, one per row.

#### ***IMPORTANT:***

- *The sample guest information in the template should be deleted or typed over when completing the template for actual use.*
  - *Do not erase the column headers.*
  - *Do not use any commas when completing the template.*
  - *Do not add additional fields (columns) of information to the file.*
- a. For internal guests (Kent State employees[not student employees]), you only need to list the individual's Flashline ID in the Login Name column.
  - b. For external guests
    - i. Enter each person's first name, last name, title, and company in columns B, C, D, and E.
    - ii. The Title and Company fields must have data in them. If the fields are not applicable, you can enter other information such as *Prospective Employee* in them.

Login Name	Firstname	Lastname	Title	Company	Amount		
ehermom						<i>sample internal guest</i>	
	Jane	Smith	Partner	ABC Company		<i>sample external guest</i>	

- c. You may specify an expense amount for each guest or leave that field blank. If no amounts are entered, the expense line-item amount will be divided evenly among all guests.
4. Save the template as a .CSV file

5. When you add the Business Meal expense to Chrome River, scroll to the Guests area and click on Upload CSV.

**Guests (1)** ⓘ

Internal ▼

Add Guests

Upload CSV

6. Click Upload and navigate to the .CSV file's location before clicking on it and the Open button.
7. The guest information will pull in. If per-person meal amounts were included, they will appear. If no per-person meal amounts were included, the dollar amount entered in the Amount field at the top of the page will be evenly distributed between the guests.

Amount

50.00

⌵

USD

**Guests (2)** ⓘ

Internal ▼

Add Guests

Upload CSV

Internal	×	<b>Emily Hermon</b> <i>Kent State University</i>	50 %	25.00
External	×	<b>Jane Smith</b> <i>Partner</i> <i>ABC Company</i>	50 %	25.00
			100 %	50.00