

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

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.

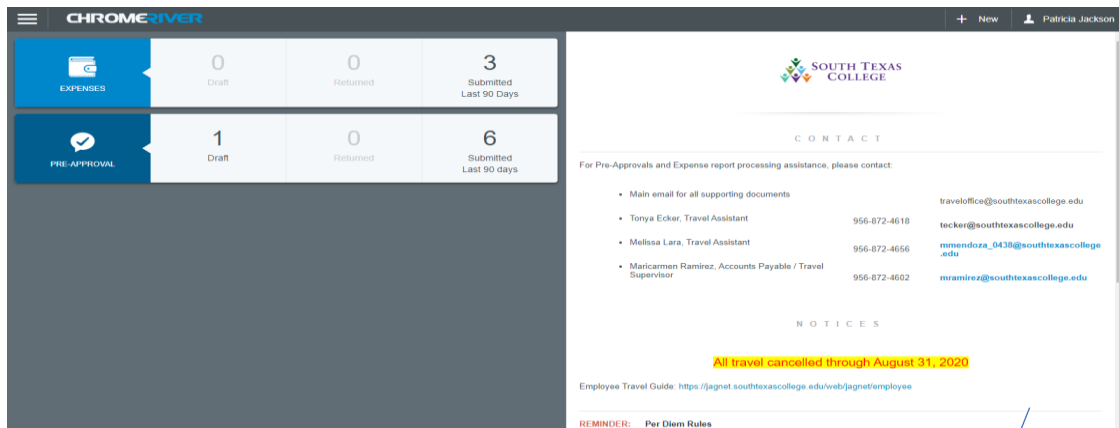
Also – when selecting pre-approvals, if the incorrect travel type was submitted originally, the expense report will not be able to be completed – for example, if you select “In-District Mileage” travel type for a Pre-Approval trip, you will not have access to the expense types you need to reimburse the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

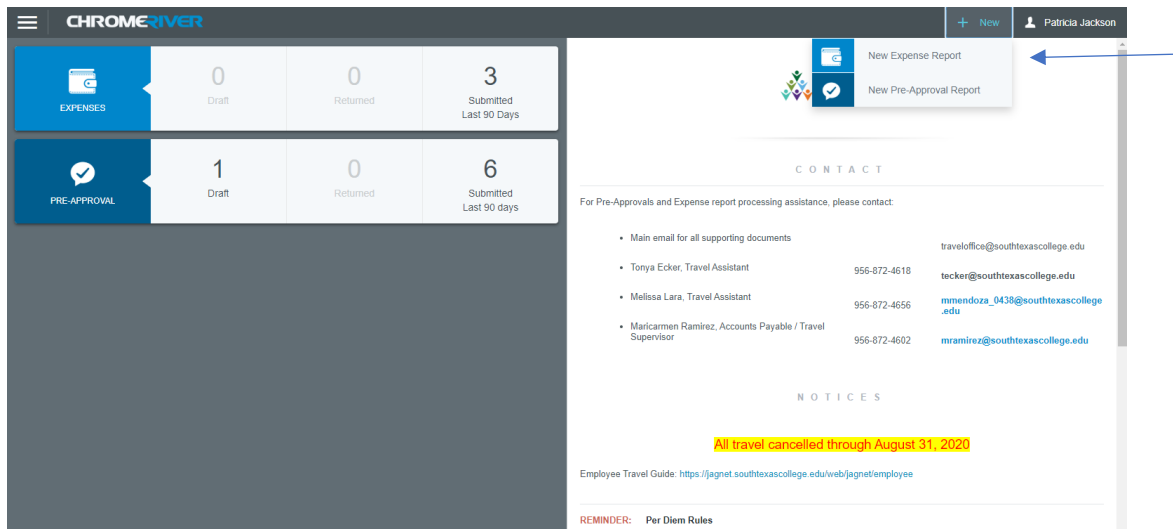
Create an Expense Report (Trips)

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.

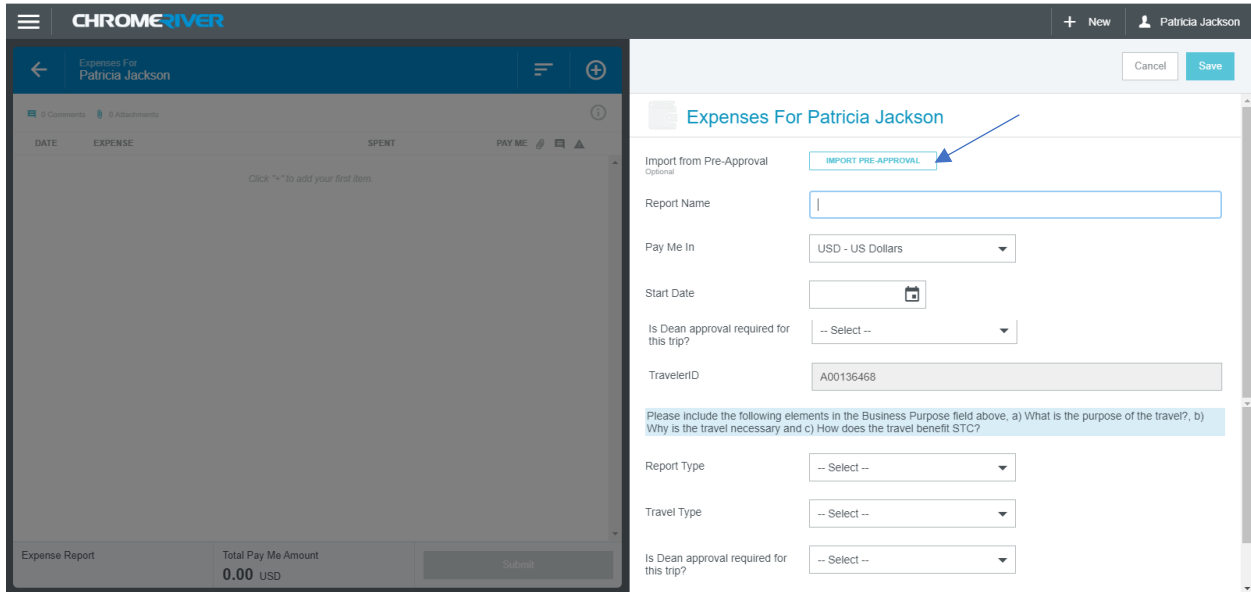


Click the +New button. Select New Expense Report from the drop-down list

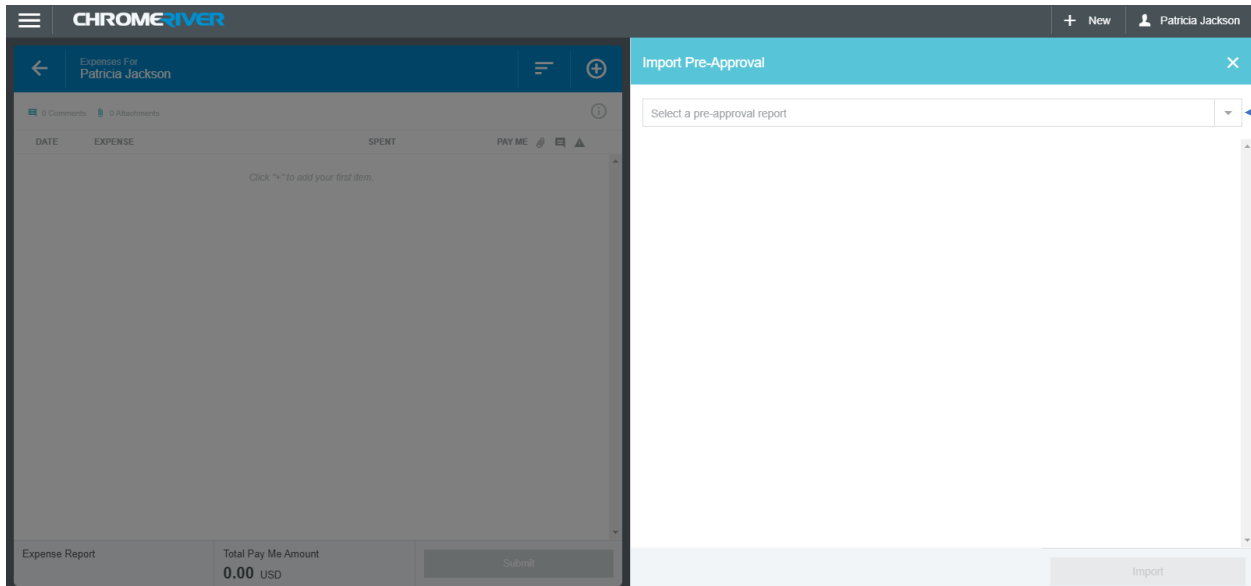


Importing a Pre-Approval

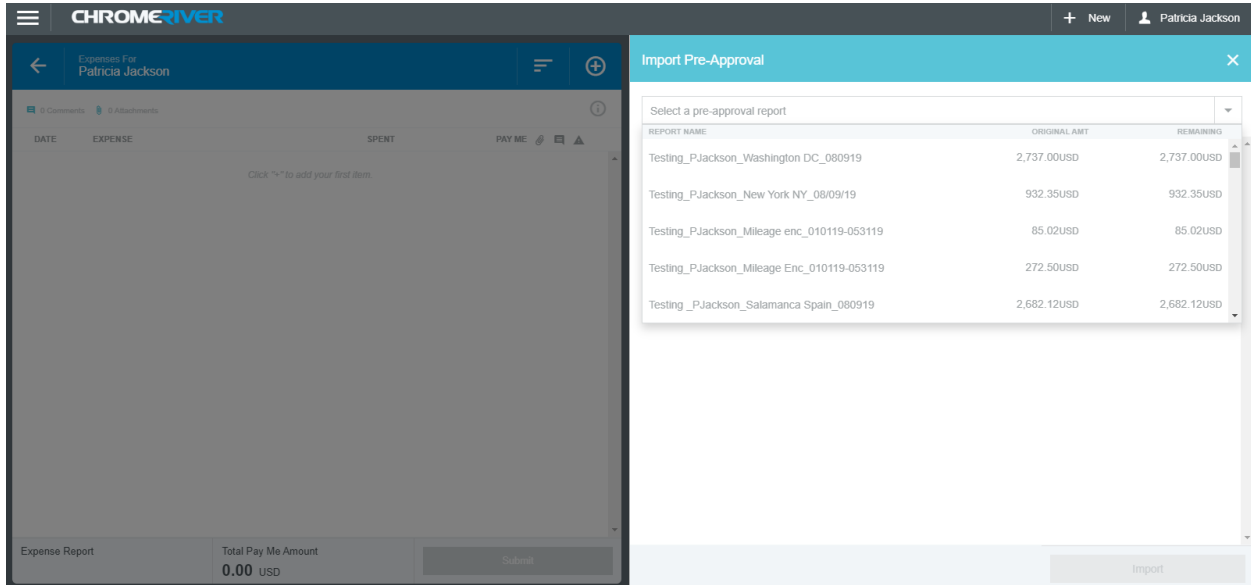
The system will take you to this screen. As with the pre-approval creation this is simply to create your report header. *****Note: You must import a pre-approval each time you do an expense report.** Click the Import Pre-Approval button.



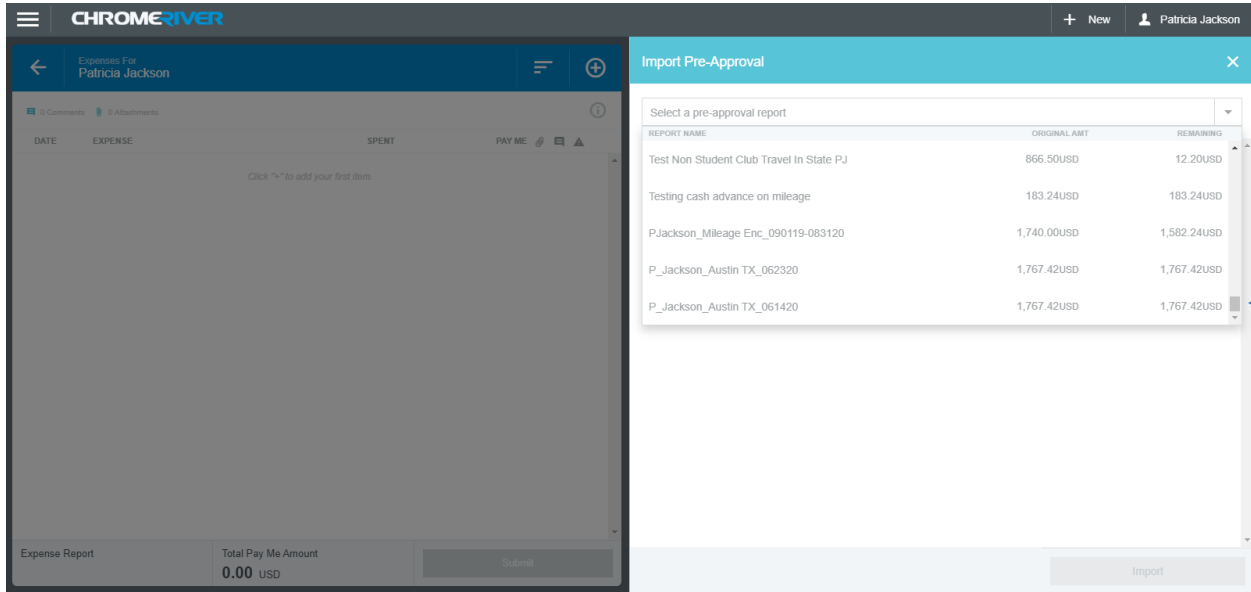
The system will bring you to this screen. Click the down arrow in the select a pre-approval report box.



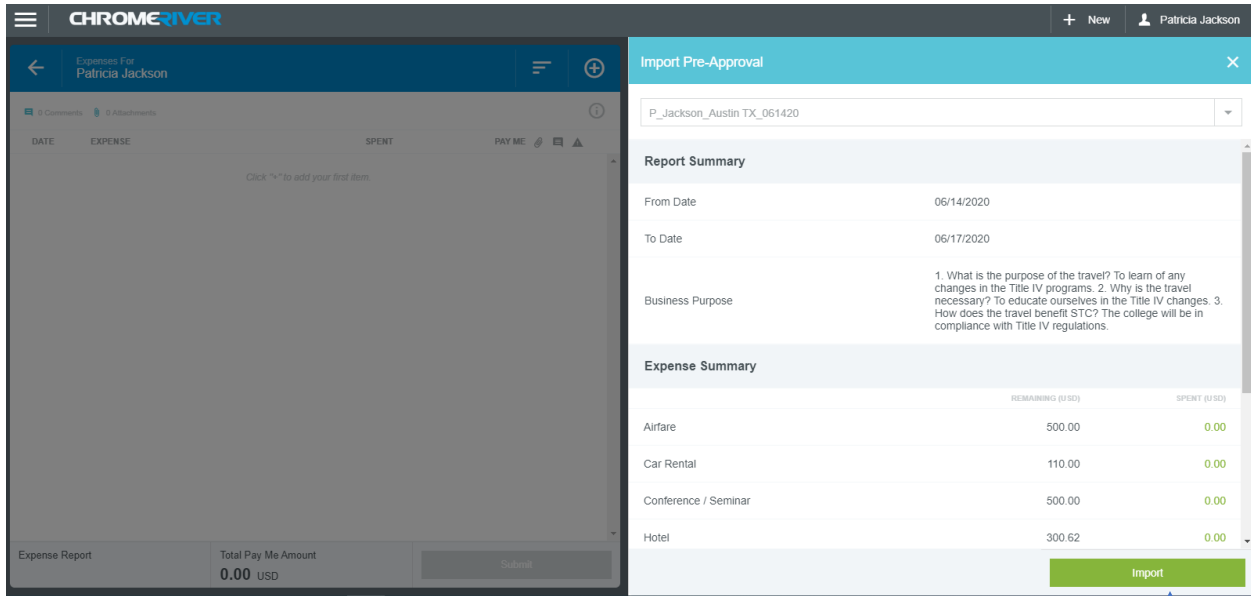
A drop-down list will appear. *****Note: The oldest pre-approvals will appear towards the top of the drop-down list. Scroll through them and select the correct pre-approval that you are creating the expense report for.**



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

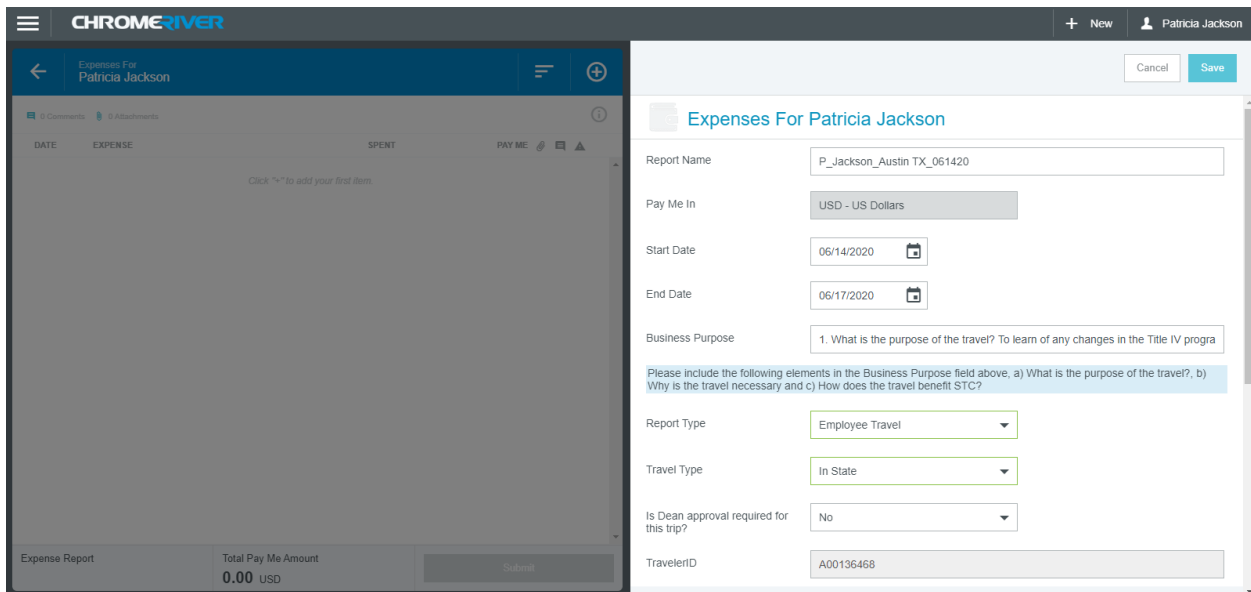


The system will pull up the pre-approval information:



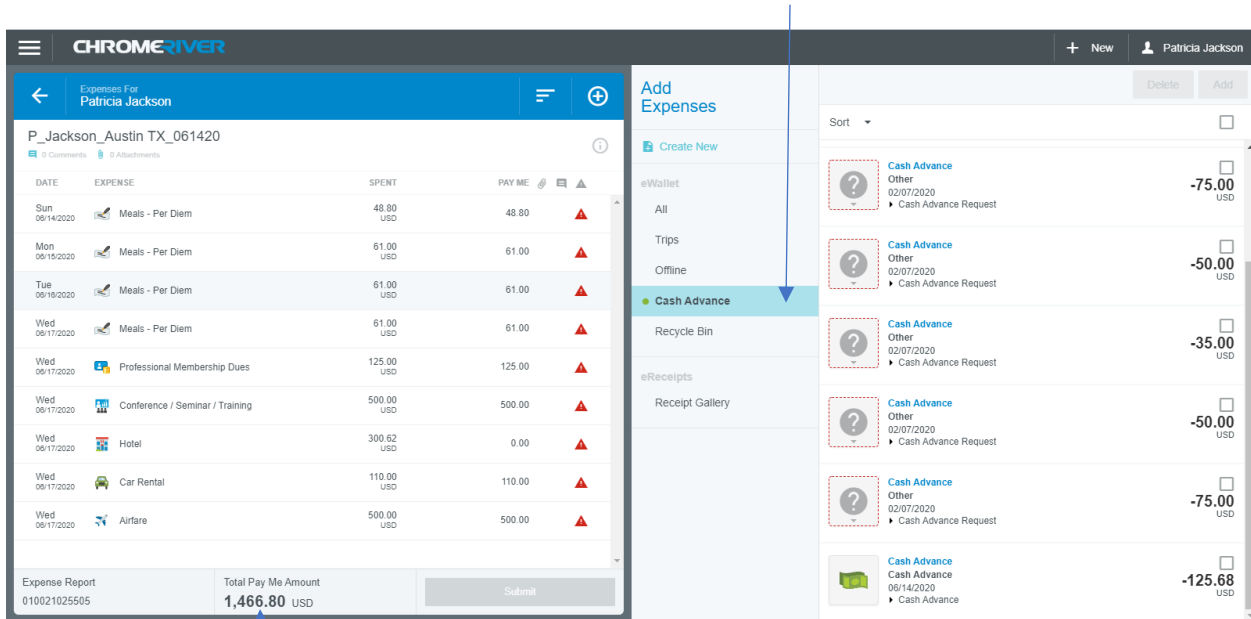
Click the green Import button at the bottom

Click Save



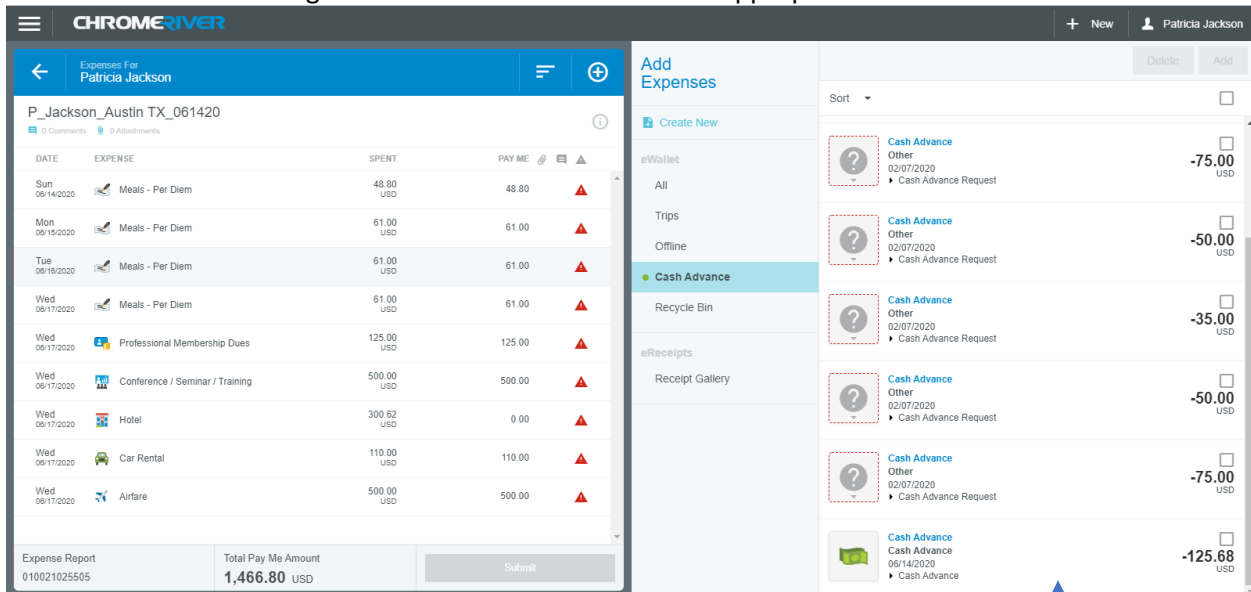
E-Wallet/Cash Advance Application

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 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.



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

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

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

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

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

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

Click Save.

The screenshot shows the Chrome River interface. On the left, there is an expense report for Patricia Jackson, titled 'P_Jackson_Austin TX_061420'. The report lists several expenses with columns for DATE, EXPENSE, SPENT, and PAY ME. The total pay me amount is 1,466.80 USD. On the right, a 'Cash Advance' form is open. The form includes fields for Business Purpose (P_Jackson_Austin TX_061420), Description (South TX Cash Adv), Date (06/14/2020), and Spent (-125.68 USD). At the top right of the form, there are 'Cancel' and 'Save' buttons. A blue arrow points to the 'Save' button.

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

The screenshot shows the Chrome River interface. On the left, the expense report for Patricia Jackson is updated to include the 'Cash Advance' entry. The total pay me amount is now 1,466.80 USD. On the right, the 'Cash Advance' form is open, and it displays three warning messages and violation codes: 'Expense over 20 days old.' (#202), 'Expense Amount Compliance.' (#222), and 'Description Compliance.' (#226). Each message includes an 'Add response' field and a 'Post' button. At the top right of the form, there are 'Edit' and 'Delete' buttons. A blue arrow points to the 'Edit' button.

Clearing Warnings and Violations

Cash Advance

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

The screenshot shows the Chrome River interface. On the left is an expense report for Patricia Jackson, TX_061420, with a total pay me amount of 1,341.12 USD. The report includes items like Meals - Per Diem, Cash Advance, Professional Membership Dues, Conference / Seminar / Training, Hotel, Car Rental, and Airfare. On the right, a 'Cash Advance' dialog box is open, displaying a warning #202: 'Expense over 20 days old.' The dialog includes a text box with the justification 'Faculty turned in the receipts yesterday 07/12/20' and a 'Save' button. A blue arrow points to the text box.

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. The 'Cash Advance' dialog box now displays a warning #222: 'Expense Amount Compliance.' The text box contains the justification 'This is a system glitch so I will proceed.' and a blue arrow points to it.

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

The screenshot shows the Chrome River interface for an expense report titled "P_Jackson_Austin TX_061420". On the left, a list of expenses is displayed with columns for DATE, EXPENSE, SPENT, and PAY ME. Each item has a red triangle icon indicating a violation. The "Cash Advance" entry on 06/14/2020 is highlighted. On the right, the detailed view of this expense is shown, including a "Description Compliance" violation (#226) with the message: "The description entered is too short. Please provide more detail." A blue arrow points to this violation message.

DATE	EXPENSE	SPENT	PAY ME
Sun 09/14/2020	Meals - Per Diem	48.80 USD	48.80
Sun 06/14/2020	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

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

This screenshot shows the detailed view of the "Cash Advance" expense. The "Description Compliance" violation (#226) is highlighted in red, with the message: "The description entered is too short. Please provide more detail." A blue arrow points to this violation. Below the violation, the "Description" field contains the text "South TX Cash Adv".

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

Click Edit and enter more information.

The screenshot shows the Chrome River interface for an expense report titled "P_Jackson_Austin TX_061420". On the left, a table lists expenses with columns for DATE, EXPENSE, SPENT, and PAY ME. The total pay me amount is 1,341.12 USD. On the right, the detailed view for the "Cash Advance" expense (dated 06/14/2020, spent -125.68 USD) is shown. A red banner at the top of the details pane indicates a "Description Compliance" violation with the message: "The description entered is too short. Please provide more detail." The description field currently contains "South TX Cash Adv".

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

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

This screenshot shows the same expense report as above, but with the description field updated to "South TX Cash Adv 80% per diem to be applied." The "Description Compliance" violation banner is still present. A blue arrow points to the "Save" button in the top right corner of the details pane, indicating the user's next action.

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

Expenses For Patricia Jackson

P_Jackson_Austin TX_061420

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

Cash Advance

Expense over 20 days old. #202

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

RESPONSE
Traveler just now turned in the receipts for the trip

Expense Amount Compliance. #222

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

RESPONSE
This needs to be a negative and will apply properly

Business Purpose: P_Jackson_Austin TX_061420

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

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

Hotel/Lodging

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

Expenses For Patricia Jackson

P_Jackson_Austin TX_061420

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

Hotel

TOTAL AMOUNT: 300.62, REMAINING: 300.62

Amount of expense needs to be fully itemized. #HC01

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

Once expense amount is correct or updated, please click Itemize

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

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

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

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

Chromeriver

Expenses For Patricia Jackson

P_Jackson_Austin TX_061420

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

Expense Report 010021025505 Total Pay Me Amount 853.32 USD

Hotel - Lodging

Date: 06/17/2020

Spent: 300.62 USD

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

Description: [Optional]

Paid by STC:

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

TOTAL AMOUNT: 300.62 REMAINING: 300.62

Cancel Save

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

Chromeriver

Expenses For Patricia Jackson

P_Jackson_Austin TX_061420

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

Expense Report 010021025505 Total Pay Me Amount 543.94 USD

Hotel - Lodging

Date: 06/17/2020

Spent: 0.00 USD

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

Description: [Optional]

Paid by STC:

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

TOTAL AMOUNT: 300.62 REMAINING: 0.00

Cancel Save

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

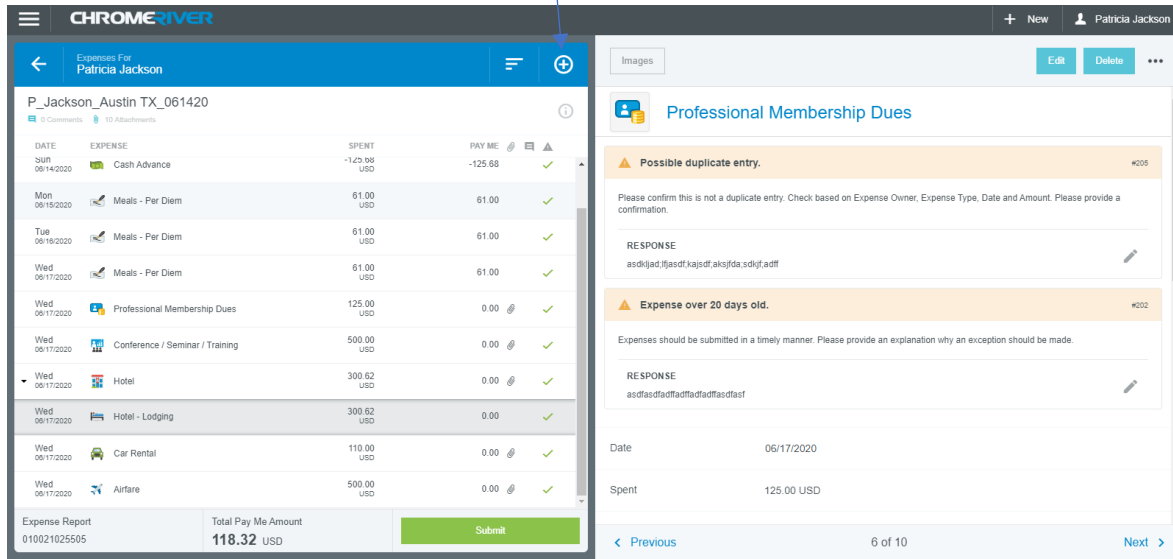
Reconcile Pre-Approval expenses paid by STC

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

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

Entering Additional Expenses and Incidentals

If you are on this screen click the + sign.



Incidentals are classified as follows:

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

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

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

Ground Transportation – Car rental – Fuel

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

DATE	EXPENSE	SPENT	PAY ME
Sun 09/14/2020	Cash Advance	-125.98 USD	-125.68
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 09/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Professional Membership Dues	125.00 USD	0.00
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	0.00
Wed 09/17/2020	Hotel	300.62 USD	0.00
Wed 09/17/2020	Hotel - Lodging	300.62 USD	0.00
Wed 09/17/2020	Car Rental	110.00 USD	0.00
Wed 09/17/2020	Airfare	500.00 USD	0.00

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

Click on Car Rental Fuel

DATE	EXPENSE	SPENT	PAY ME
Sun 09/14/2020	Cash Advance	-125.98 USD	-125.68
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 09/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Professional Membership Dues	125.00 USD	0.00
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	0.00
Wed 09/17/2020	Hotel	300.62 USD	0.00
Wed 09/17/2020	Hotel - Lodging	300.62 USD	0.00
Wed 09/17/2020	Car Rental	110.00 USD	0.00
Wed 09/17/2020	Airfare	500.00 USD	0.00

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

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

The screenshot shows the CHROME RIVER mobile application interface. On the left, a list of expenses for Patricia Jackson is displayed, including items like Cash Advance, Meals - Per Diem, Professional Membership Dues, Conference / Seminar / Training, Hotel, Hotel - Lodging, Car Rental, and Airfare. The total pay me amount is 118.32 USD. On the right, the 'Car Rental Fuel' entry form is open, showing details such as Date (06/14/2020), Spent (25.00 USD), Business Purpose (P_Jackson_Austin TX_061420), and Allocation (110000-410013-6300 General Funds Business Office, Bus & Fiscal Management). A blue arrow points to the 'Save' button in the top right corner of the form.

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

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

The screenshot shows the CHROME RIVER mobile application interface. On the left, the expense list is updated, showing the 'Car Rental Fuel' entry with a date of 06/14/2020 and an amount of 25.00 USD. The total pay me amount is now 143.32 USD. A blue arrow points to the 'Car Rental Fuel' entry in the list. On the right, the 'Car Rental Fuel' entry form is open, showing a warning message: 'Expense over 20 days old. #202'. The warning message states: 'Expenses should be submitted in a timely manner. Please provide an explanation why an exception should be made.' Below the warning, there is a 'RESPONSE' field with the text 'ajdflija.difjas.difja.kdfja.jdf.ajsdfja.sdf'. The form also shows the same details as in the previous screenshot, including Date (06/14/2020), Spent (25.00 USD), Business Purpose (P_Jackson_Austin TX_061420), and Allocation (110000-410013-6300 General Funds Business Office, Bus & Fiscal Management).

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, including a warning that it is over 20 days old and a response field.

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

Expense Report 010021025505 Total Pay Me Amount 143.32 USD Submit

Ground Transportation - Parking

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

The screenshot shows the 'Add Expenses' screen in Chrome River. The 'GROUND TRANSPORTATION' category is selected, and a blue arrow points to it. The left pane shows the same expense list as the previous screenshot.

Add Expenses

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

Expense Report 010021025505 Total Pay Me Amount 143.32 USD Submit

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

Expense Report 010021025505 Total Pay Me Amount 143.32 USD

Add Expenses

- AIR TRAVEL
- GROUND TRANSPORTATION
- HOTEL
- MEALS / ENTERTAINMENT
- CAR RENTAL
- CAR RENTAL FUEL
- MILEAGE
- PARKING
- BUS / TRANSIT / TRAIN / RAIL / OTHER
- TAXI / CAR SERVICE / USER / 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	-125.88 USD	-125.88
Sun 06/14/2020	Car Rental Fuel	25.00 USD	25.00
Mon 06/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 06/16/2020	Meals - Per Diem	61.00 USD	61.00
Wed 06/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 06/17/2020	Professional Membership Dues	125.00 USD	0.00
Wed 06/17/2020	Conference / Seminar / Training	500.00 USD	0.00
Wed 06/17/2020	Hotel	300.62 USD	0.00
Wed 06/17/2020	Hotel - Lodging	300.62 USD	0.00
Wed 06/17/2020	Car Rental	110.00 USD	0.00

Expense Report 010021025505 Total Pay Me Amount 143.32 USD

Parking

Date: 06/14/2020

Spent: 42.00 USD

Business Purpose: P_Jackson_Austin TX_061420

Description: Optional

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

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

Parking
 Expense over 20 days old. #202
 Expenses should be submitted in a timely manner. Please provide an explanation why an exception should be made.
 RESPONSE: kad[fa,ldfajldfja,dfja,dfjadjfadjf]
 Date: 06/14/2020
 Spent: 42.00 USD
 Business Purpose: P_Jackson_Austin TX_061420
 Description:
 Paid by STC:
 Allocation

Other expenses that might need reimbursement:

Air Travel – Baggage fee

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

Add Expenses

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

Example of information to input for Baggage fees:

CHROME RIVER + New Maricarmen Ramirez

Expenses For Maricarmen Ramirez

testing testing expenses for guideline book

DATE EXPENSE SPENT PAY ME

Click "+" to add your first item.

Date: 10/26/2020

Spent: 60.00 USD

Business Purpose: testing testing expenses for guideline book

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

Paid by STC:

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

Allocation

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

+ Add Allocation

Attachments (0)

Expense Report QA0021605919 Total Pay Me Amount 0.00 USD Submit

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

CHROME RIVER + New Maricarmen Ramirez

Expenses For Maricarmen Ramirez

testing testing expenses for guideline book

DATE EXPENSE SPENT PAY ME

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

Add Expenses

Create New

eWallet

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

eReceipts

Receipt Gallery

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS / ENTERTAINMENT

MEMBERSHIP

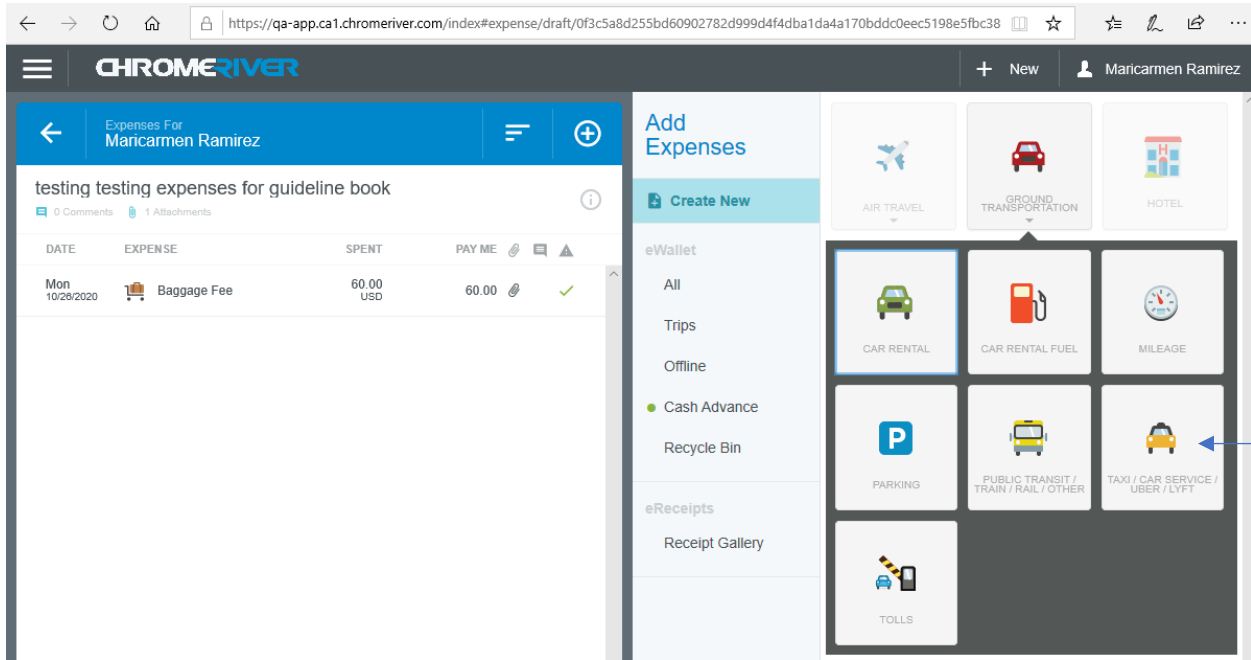
REGISTRATION

MISCELLANEOUS

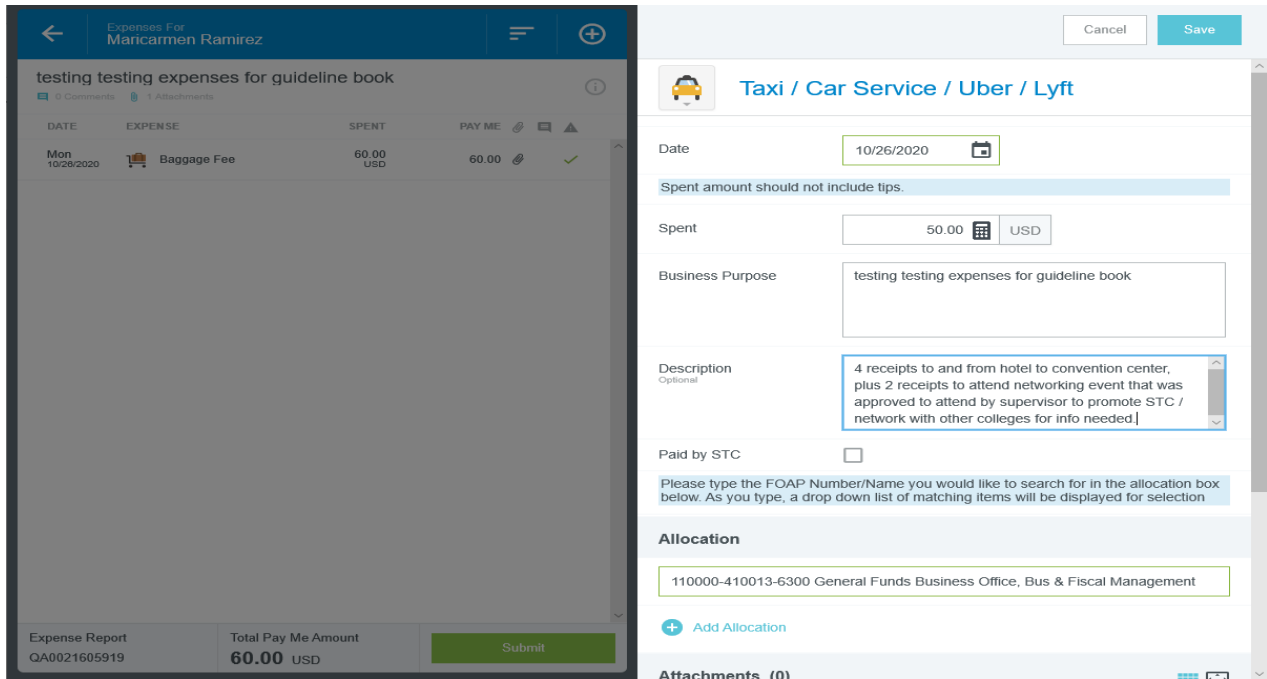
CASH ADVANCE

Ground Transportation – Taxi / Uber / Lyft

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



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



Membership – Professional Membership Dues

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

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

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

At the bottom of this section, the 'Total Pay Me Amount' is 110.00 USD. The right panel, titled 'Add Expenses', features a grid of icons for various categories: AIR TRAVEL, GROUND TRANSPORTATION, HOTEL, MEALS / ENTERTAINMENT, MEMBERSHIP, REGISTRATION, LICENSES / PERMITS, PROFESSIONAL MEMBERSHIP DUES, MISCELLANEOUS, and CASH ADVANCE. The 'MEMBERSHIP' and 'PROFESSIONAL MEMBERSHIP DUES' categories are highlighted with a dark background.

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

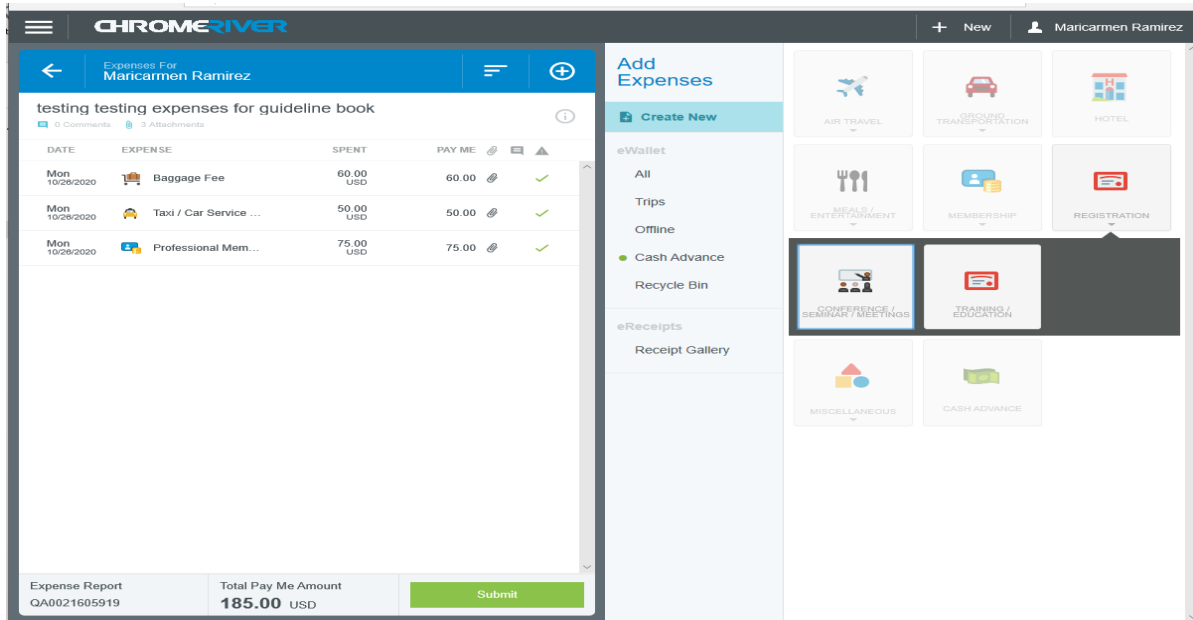
The screenshot shows the 'Professional Membership Dues' form in the CHROME RIVER mobile application. The form fields are as follows:

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

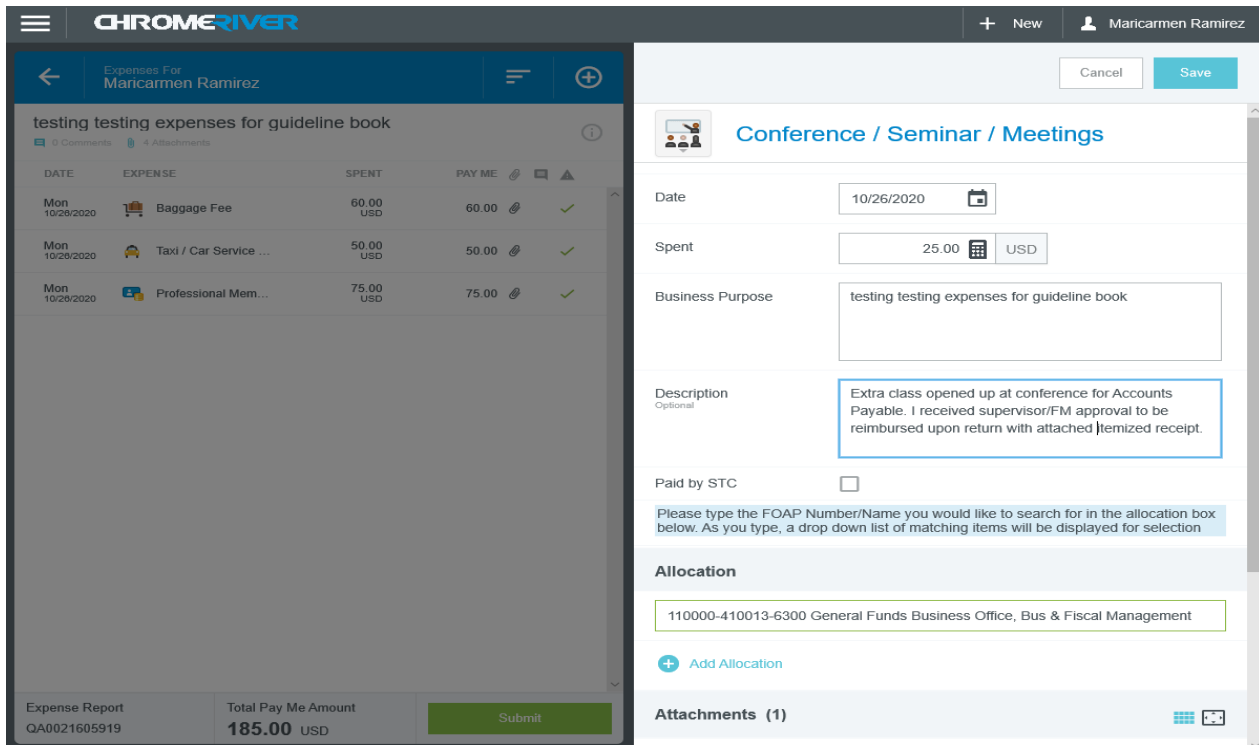
The form also includes a 'Cancel' button, a 'Save' button, and an 'Attachments (1)' section at the bottom.

Registration – Conference/Seminar/Meetings or Training/Education

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

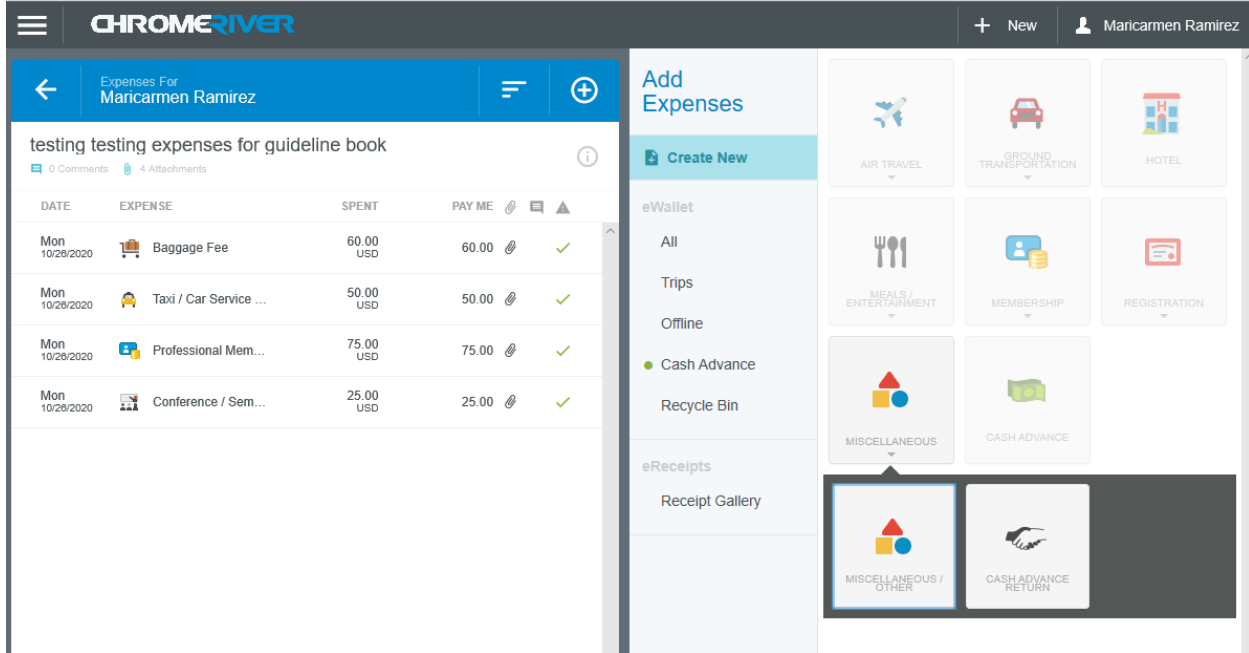


See steps to add the expense on Page 19. Example:

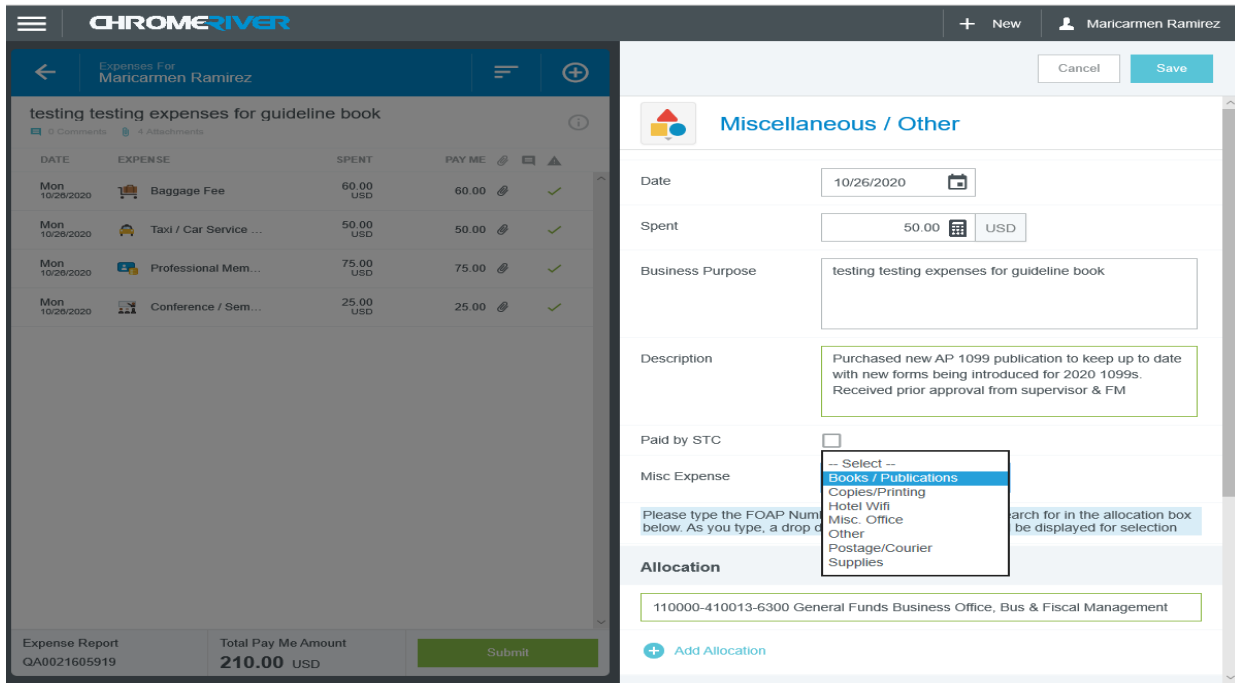


Miscellaneous – Miscellaneous Other

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



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



Uploading Attachments

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

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

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

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

Car Rental Fuel

Expense over 20 days old. #202

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

RESPONSE

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

Date: 06/14/2020

Spent: 25.00 USD

Business Purpose: P_Jackson_Austin TX_061420

Description:

Paid by STC:

Allocation:

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

Comments (0)

Add Comment

Attachments (2)

Drag image here to upload

Submitting an Expense Report

I will click Submit.

DATE	EXPENSE	SPENT	PAY ME
Sun 09/14/2020	Cash Advance	-125.88 USD	-125.88
Sun 09/14/2020	Car Rental Fuel	25.00 USD	25.00
Sun 09/14/2020	Parking	42.00 USD	42.00
Mon 09/15/2020	Meals - Per Diem	61.00 USD	61.00
Tue 09/15/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Meals - Per Diem	61.00 USD	61.00
Wed 09/17/2020	Professional Membership Dues	125.00 USD	0.00
Wed 09/17/2020	Conference / Seminar / Training	500.00 USD	0.00
Wed 09/17/2020	Hotel	300.62 USD	0.00
Wed 09/17/2020	Hotel - Lodging	300.62 USD	0.00
Expense Report 010021025505		Total Pay Me Amount	185.32 USD

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.

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

Pre-Approval Applied: P_Jackson_Austin_TX_061420 [Remove]
Available Balance: 185.44 USD

Cancel Submit

P_Jackson_Austin_TX_061420

Report Owner: Patricia Jackson, Accountant

Expense Report ID: 010021025505

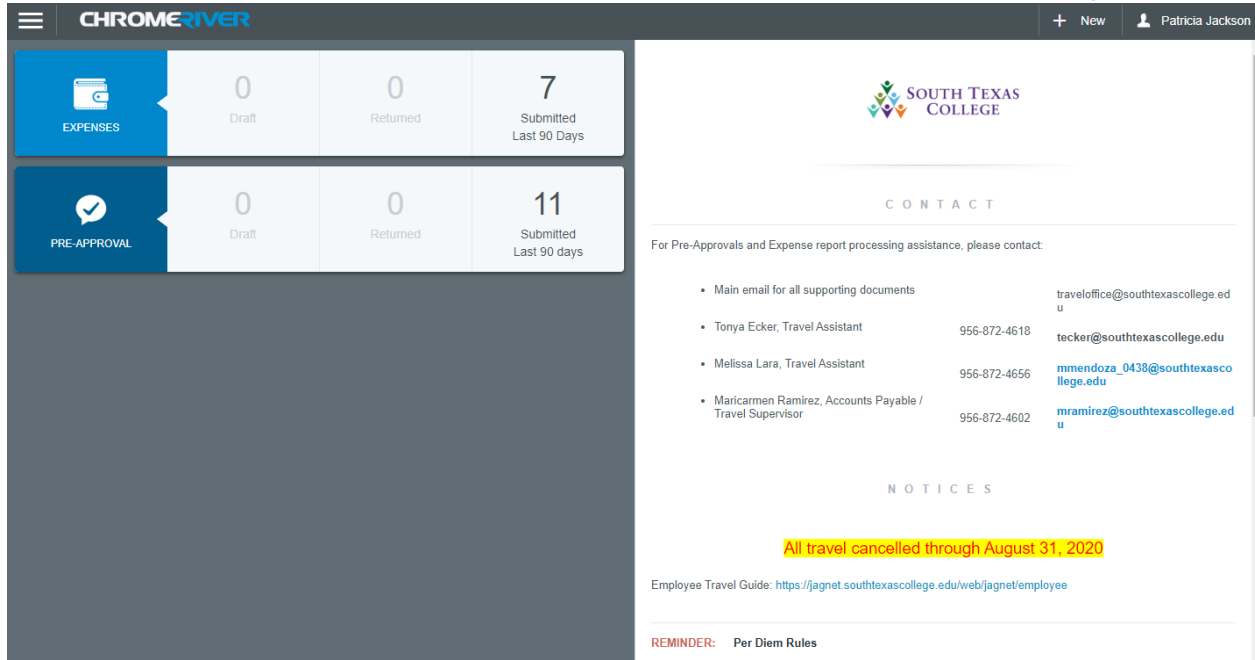
Business Purpose: 1. What is the purpose of the travel? To learn of any changes in the Title IV programs. 2. Why is the travel necessary? To educate ourselves in the Title IV changes. 3. How does the travel benefit STC? The college will be in compliance with Title IV regulations.
P_Jackson_Austin_TX_061420

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,720.94	0.00
Less Company Paid Expense	1,535.62	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.

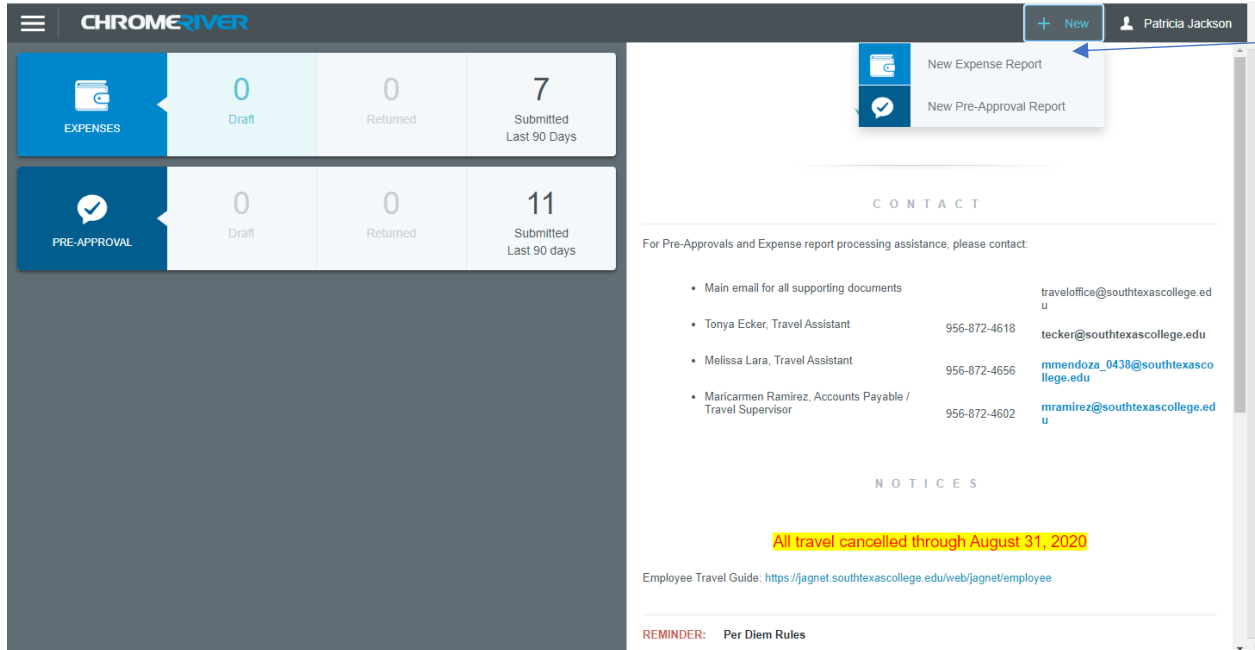
Create an Expense Report (In District Mileage)

Click the + New button



The screenshot shows the Chromeriver dashboard. On the left, there are two main sections: 'EXPENSES' and 'PRE-APPROVAL'. The 'EXPENSES' section has a blue header and contains a table with columns for Draft (0), Returned (0), and Submitted Last 90 Days (7). The 'PRE-APPROVAL' section has a blue header and contains a table with columns for Draft (0), Returned (0), and Submitted Last 90 Days (11). On the right, there is a 'CONTACT' section with the South Texas College logo and a list of contact information for pre-approvals and expense report processing assistance. Below the contact information is a 'NOTICES' section with a yellow highlighted message: 'All travel cancelled through August 31, 2020'. At the bottom, there is a 'REMINDER: Per Diem Rules' section. 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 first one, but with the '+ New' button in the top right corner clicked. A dropdown menu is open, showing two options: 'New Expense Report' (with a blue icon) and 'New Pre-Approval Report' (with a blue icon). A blue arrow points to the 'New Expense Report' option. The rest of the dashboard content, including the statistics, contact information, and notices, remains the same as in the first screenshot.

Importing the Pre-Approval - Mileage

Click Import the Pre-Approval

The screenshot shows the 'Expenses For Patricia Jackson' form in the Chrome River system. The form is divided into two main sections. On the left is a table for listing expenses with columns for DATE, EXPENSE, SPENT, and PAY ME. The table is currently empty, with a note to 'Click "+" to add your first item.' Below the table, there is a summary row showing 'Expense Report' and 'Total Pay Me Amount' of '0.00 USD'. On the right is a form for entering details. The 'Import from Pre-Approval' field is highlighted with a blue arrow pointing to the 'IMPORT PRE-APPROVAL' button. Other fields include 'Report Name', 'Pay Me In' (set to 'USD - US Dollars'), 'Start Date', 'End Date', 'Business Purpose' (with a note: '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', 'Travel Type', and 'Is Dean approval required for this trip?'.

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

The screenshot shows the 'Import Pre-Approval' dialog box in the Chrome River system. The dialog box has a teal header with the title 'Import Pre-Approval' and a close button (X). Below the header is a dropdown menu labeled 'Select a pre-approval report'. A blue arrow points to the down arrow icon on the right side of the dropdown menu. The background of the main form is dimmed.

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

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

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

A blue arrow points to the row 'PJackson_In District Mileage_090119-083120'. At the bottom of the dialog is an 'Import' button.

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

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

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

The 'Expense Summary' section shows the following data:

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

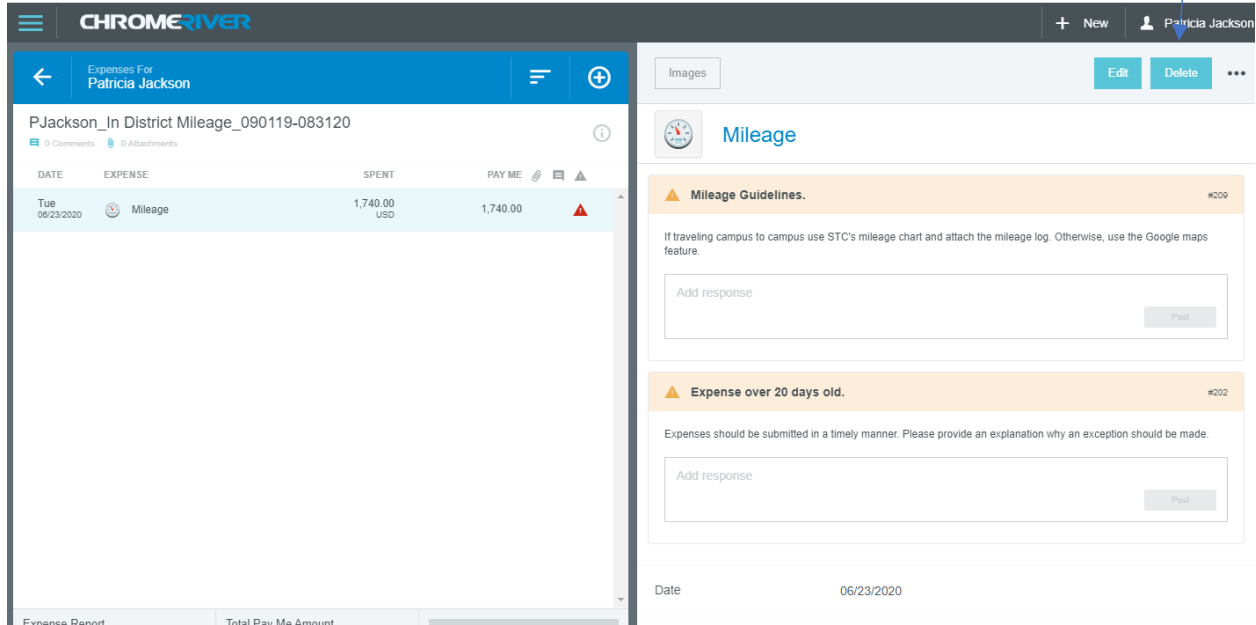
The 'Allocations' section shows the following data:

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

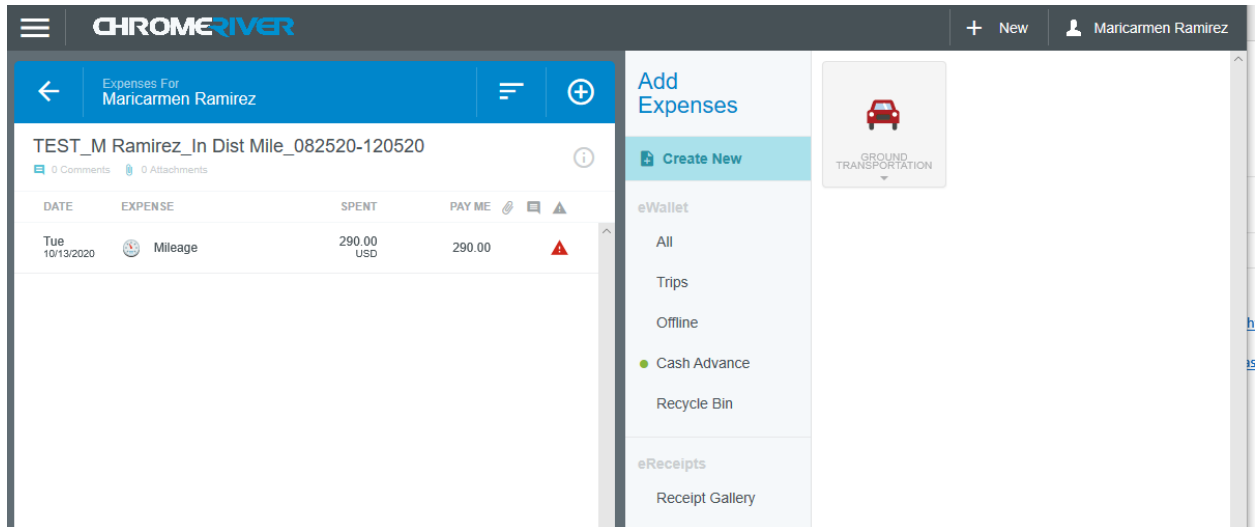
A blue arrow points to the 'Import' button at the bottom right of the dialog.

Entering Mileage Expenses

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



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



CHROME RIVER + New Maricarmen Ramirez

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: QA0021605963 | Total Pay Me Amount: **290.00** 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.

Add response [Post]

Mileage Guidelines. #209

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

Add response [Post]

Date: 10/13/2020
Spent: 290.00 USD
Business Purpose: a) What is the purpose of the travel?, b) Why is the travel

1 of 1

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

CHROME RIVER + New Maricarmen Ramirez

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

Mileage

Mileage Guidelines. #209

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

STC mileage chart was used and mileage log is being attached. [Cancel] [Post]

Expense over 20 days old. #202

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

Pending information (driver's license, insurance for travel dates) from traveler [Cancel] [Post]

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

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

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

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

At the bottom of the table, it shows "Total Pay Me Amount 290.00 USD" and a "Submit" button.

The right side of the form contains the following fields:

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

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

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

At the bottom of the table, it shows "Total Pay Me Amount 29.00 USD" and a "Submit" button.

The right side of the form contains the following fields:

- 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 (with a "Calculate Mileage" button)
- Deduction: None
- 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

The screenshot shows the Chrome River interface. On the left, a table lists expenses for 'TEST_M Ramirez_In Dist Mile_082520-120520'. A blue arrow points to the report name. The right sidebar displays 'Mileage' details, including a warning 'Expense over 20 days old' and 'Mileage Guidelines'. The bottom of the left panel shows 'Expense Report QA0021605965' and 'Total Pay Me Amount 29.00 USD' with a 'Submit' button.

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

Click on "edit"

The screenshot shows the Chrome River interface with the 'Edit' button highlighted in the top right of the sidebar. The sidebar displays 'Expenses For Maricarmen Ramirez' details, including 'Report Name', 'Pay Me In', 'Start Date', 'End Date', 'Business Purpose', 'Report Type', 'Travel Type', 'Is Dean approval required for this trip?', 'TravelerID', and 'Pre-Approval Expense Summary'. The bottom of the left panel shows 'Expense Report QA0021605965' and 'Total Pay Me Amount 29.00 USD' with a 'Submit' button.

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

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

CHROMERIVER

Expenses For Maricarmen Ramirez

TEST_M Ramirez_In Dist Mile_082520-120520

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

Report Name: TEST_M Ramirez_In Dist Mile_082520-120520

Pay Me In: USD - US Dollars

Start Date: 08/25/2020

End Date: 12/05/2020

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

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

CHROMERIVER

Expenses For Maricarmen Ramirez

TEST_M Ramirez_In Dist Mile_090120-093020

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

Report Name: TEST_M Ramirez_In Dist Mile_090120-093020

Pay Me In: USD - US Dollars

Start Date: 08/25/2020

End Date: 12/05/2020

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

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

Click on Save

CHROMERIVER

Expenses For Maricarmen Ramirez

TEST_M Ramirez_In Dist Mile_090120-093020

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

Report Name: TEST_M Ramirez_In Dist Mile_090120-093020

Pay Me In: USD - US Dollars

Start Date: 08/25/2020

End Date: 12/05/2020

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

Report Type: Employee Travel

Travel Type: In District Mileage

Is Dean approval required for this trip?: No

TravelerID: A00207793

Pre-Approval Expense Summary

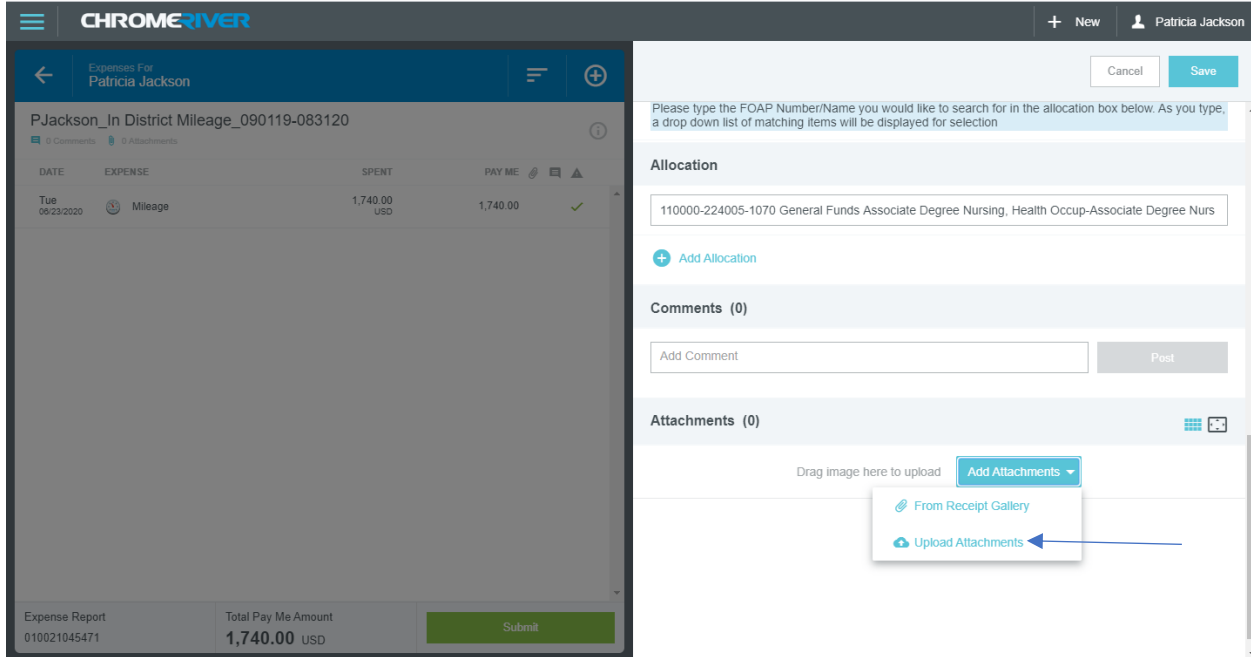
Pre-Approval Report Applied

- TEST_M Ramirez_In Dist Mile_082520-120520

Expense Report QA0021605965 Total Pay Me Amount 29.00 USD Submit

Uploading Attachments

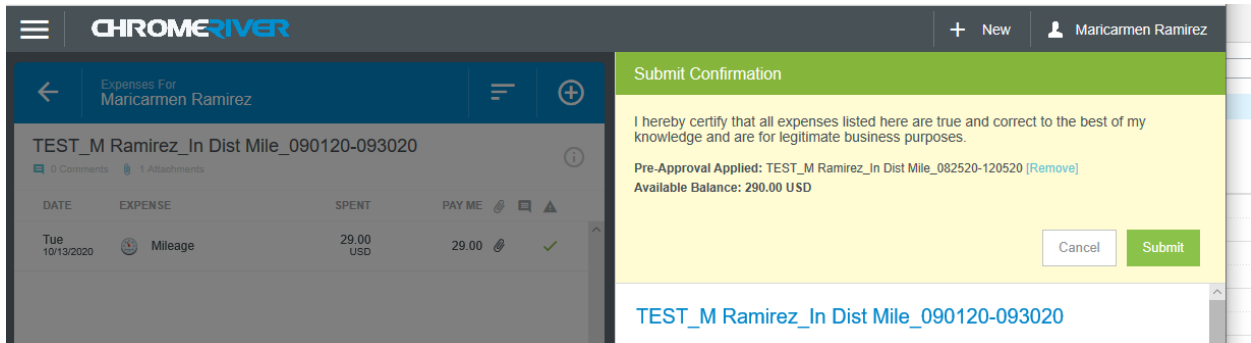
I need to upload my attachment of the mileage log, any teaching schedules, and SMM forms so I am going to scroll to the bottom of the page and click Add Attachments.



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

Reconcile / Submit Mileage Expense Report

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



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

Dean Approval

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

The screenshot shows the Chrome River interface. On the left, an expense report for Patricia Jackson is displayed with a total pay me amount of 185.32 USD. On the right, a 'Select Approver' dialog box is open, listing two allocation options: 'General Funds' (1,846.62 USD) and 'Cash Advance' (-125.68 USD). A blue arrow points to the 'Submit' button in the top right corner of the dialog box.

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

Click Submit

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

The screenshot shows the Chrome River dashboard for Maricarmen Ramirez. The 'Submitted Expense Reports' section is highlighted, showing a report for 'TEST_M Ramirez_In Dist Mile_09012...' dated 11/04/2020 with a value of 29.00 USD and a 'PENDING' status.

Report ID	Date	Amount	Status
QA0021905985	11/04/2020	29.00 USD	PENDING

Verify Encumbrance Balance for Mileage Expense Report

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

The screenshot displays the Chrome River interface. On the left, a list of 'Submitted Expense Reports' is shown. The first report, 'TEST_M Ramirez_In Dist Mile_09012...', is highlighted with a blue arrow. The right pane shows the details for this report, including a 'Financial Summary' table, an 'Applied Pre-Approval Report' table, an 'Expense Summary' table, and an 'Account Summary' table. A blue arrow points to the 'Remaining Balance' of 261.00 in the Applied Pre-Approval Report table.

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

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

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

CONTACT

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

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

NOTICES

All travel cancelled through August 31, 2020

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

REMINDER: Per Diem Rules

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

The screenshot shows the 'Submitted Expense Reports' page. It displays a list of reports with columns for report ID, date, and amount. The reports are sorted by date. The first report is 'P_Jackson_Austin TX_061420' with a date of 07/14/2020 and an amount of 1,720.94 USD, with a 'PENDING' status. Other reports include 'TEST_PJackson_Dallas TX_070620', 'P_Jackson_Austin TX_061420', 'PJackson_In District Mileage_090119-093019', 'PJackson_In District Mileage_090119-093019', 'TEST PJackson_nonstudentmileage_050120-051020', 'TEST Packson_Indistrictmileage_040120-043020', 'Student Club Travel - Out of State', and 'Student Club Travel - In State'.

Report ID	Date	Amount (USD)	Status
P_Jackson_Austin TX_061420 010021028505	07/14/2020	1,720.94	PENDING
TEST_PJackson_Dallas TX_070620 010021003231	07/08/2020	838.80	EXPORTED
P_Jackson_Austin TX_061420 010020808889	06/29/2020	1,581.98	EXPORTED
PJackson_In District Mileage_090119-093019 010020984311	06/26/2020	156.60	EXPORTED
PJackson_In District Mileage_090119-093019 010020834349	05/28/2020	157.76	APPROVED
TEST PJackson_nonstudentmileage_050120-051020 010020790332	05/14/2020	140.56	PAID
TEST Packson_Indistrictmileage_040120-043020 010020790233	05/14/2020	118.32	PAID
Student Club Travel - Out of State 010020484324	02/28/2020	1,036.60	EXPORTED
Student Club Travel - In State	02/28/2020	1,101.60	

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

Click Open.

Submitted Expense Reports

Report Name	Date	Amount (USD)	Status
P_Jackson_Austin TX_061420	07/14/2020	1,720.94	PENDING
TEST_PJackson_Dallas TX_070620	07/08/2020	838.80	EXPORTED
P_Jackson_Austin TX_061420	06/29/2020	1,581.98	EXPORTED
PJackson_in District Mileage_090119-093019	06/26/2020	156.60	EXPORTED
PJackson_in District Mileage_090119-093019	05/28/2020	157.76	APPROVED
TEST PJackson_nonstudentmileage_050120-051020	05/14/2020	140.56	PAID
TEST Packson_indistrictmileage_040120-043020	05/14/2020	118.32	PAID
Student Club Travel - Out of State	02/28/2020	1,036.60	EXPORTED
Student Club Travel - In State	02/28/2020	1,101.60	EXPORTED

P_Jackson_Austin TX_061420

Report Owner: Patricia Jackson, Accountant

Submit Date: 07/14/2020

Expense Report ID: 010021025505

Business Purpose: 1. What is the purpose of the travel? To learn of any changes in the Title IV programs. 2. Why is the travel necessary? To educate ourselves in the Title IV changes. 3. How does the travel benefit STC? The college will be in compliance with Title IV regulations.
P_Jackson_Austin TX_061420

Tracking Summary

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

Browser window: i784168cef5648e6d7b253820e5c4ce32ff520f255d9d53f09a5087f

Navigation: + New | Maricarmen Ramirez

Menu icon: [Three dots]

Page Title: Expenses For Maricarmen Ramirez

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

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

The system will display the following drop-down list.

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

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

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

Then click on PDF to review the report.

The screenshot displays the Chrome River interface for Submitted Expense Reports. The left pane shows a list of reports, and the right pane shows the details for a specific report.

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

Tracking Summary	
Pending Approval	1,720.94 USD

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

Tracking an Expense Report

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

The screenshot shows the Chrome River interface. On the left, a table lists submitted expense reports. On the right, a detailed view for the report 'P_Jackson_Austin TX_061420' is shown, including fields for Report Owner, Submit Date, Expense Report ID, and Business Purpose. Below this is a 'Tracking Summary' and a 'Financial Summary' table.

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

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.

The screenshot shows the 'Tracking for P_Jackson_Austin TX_061420' screen. It displays a table of expense items with columns for Expense Type, Amount (USD), Status, and Currently Assigned. All items are listed as 'Pending Approval' and assigned to 'Maricarmen Ramirez'.

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

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

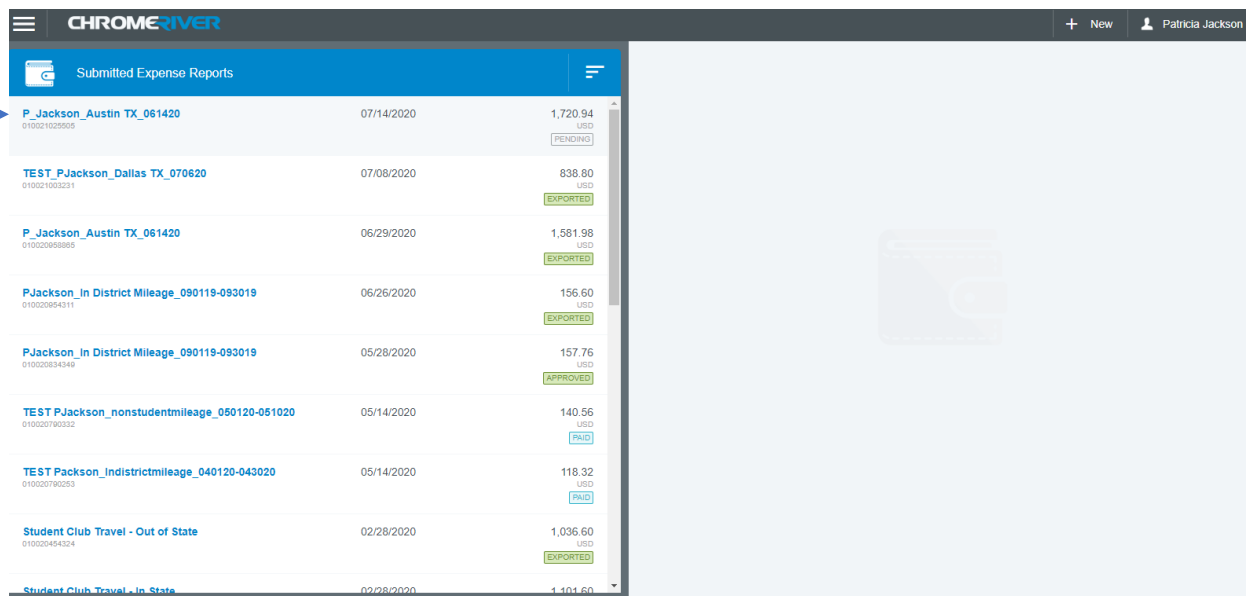
The screenshot shows a web application interface with a dark header. The header includes a menu icon, the logo "CHROME RIVER", and user information: "+ New" and "Patricia Jackson".

The main content is divided into two panels:

- Submitted Pre-Approvals:** A table listing various items with their dates and amounts. The item "P_Jackson_Austin TX_061420" is highlighted in blue and has a status of "USED / EXPIRED".
- Tracking for P_Jackson_Austin TX_061420:** A detailed view of the selected item. It shows:
 - Status: Used / Expired
 - Estimated Amount: 1,767.42 USD
 - Routing Steps:** A visual flow with three green checkmarks in circles, indicating full approval. A blue arrow points to the rightmost checkmark.
 - Step Number: 1
 - Approver: Mancarmen Ramirez
 - Assigned Date: 06/18/2020 02:35 PM
 - Step Status: Re-Assigned
 - Re-Assigned By: Giovanni Colin
 - Re-Assigned Date: 06/18/2020 03:23 PM
 - Approver: Giovanni Colin

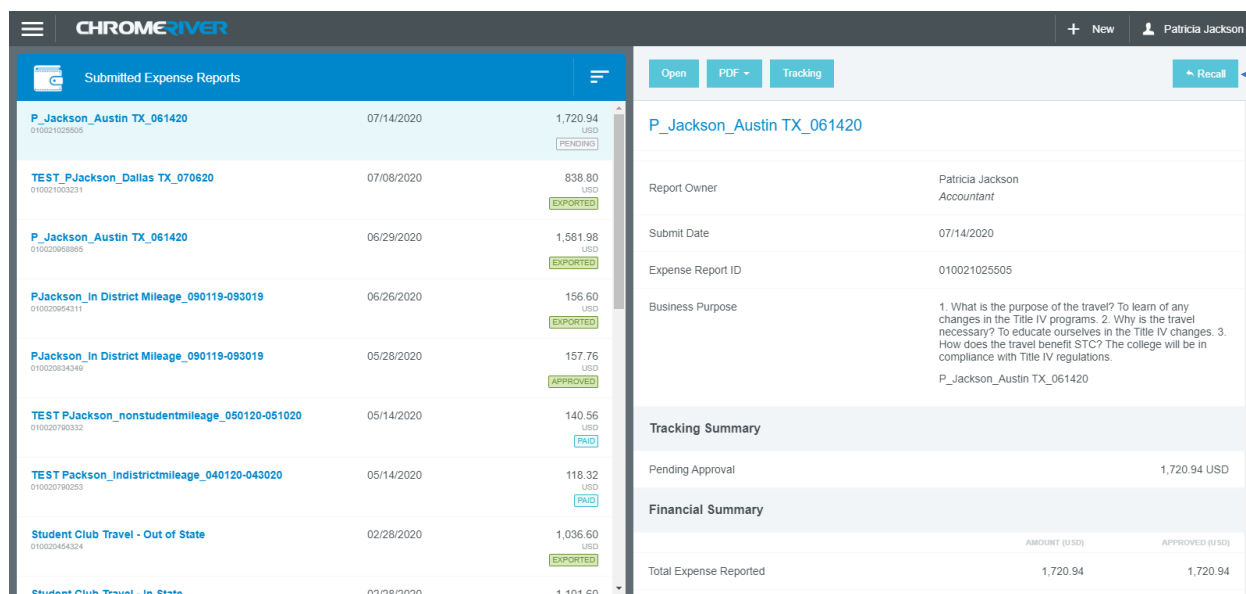
Recalling an Expense Report

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



Report Name	Submit Date	Amount (USD)	Status
P_Jackson_Austin TX_061420 010021025505	07/14/2020	1,720.94	PENDING
TEST_PJackson_Dallas TX_070620 010021003231	07/08/2020	838.80	EXPORTED
P_Jackson_Austin TX_061420 010020958895	06/29/2020	1,581.98	EXPORTED
PJackson_In District Mileage_090119-093019 010020854311	06/26/2020	156.60	EXPORTED
PJackson_In District Mileage_090119-093019 010020834349	05/28/2020	157.76	APPROVED
TEST_PJackson_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

Click the Recall button



Report Name	Submit Date	Amount (USD)	Status
P_Jackson_Austin TX_061420 010021025505	07/14/2020	1,720.94	PENDING
TEST_PJackson_Dallas TX_070620 010021003231	07/08/2020	838.80	EXPORTED
P_Jackson_Austin TX_061420 010020958895	06/29/2020	1,581.98	EXPORTED
PJackson_In District Mileage_090119-093019 010020854311	06/26/2020	156.60	EXPORTED
PJackson_In District Mileage_090119-093019 010020834349	05/28/2020	157.76	APPROVED
TEST_PJackson_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

Tracking Summary	
Pending Approval	1,720.94 USD

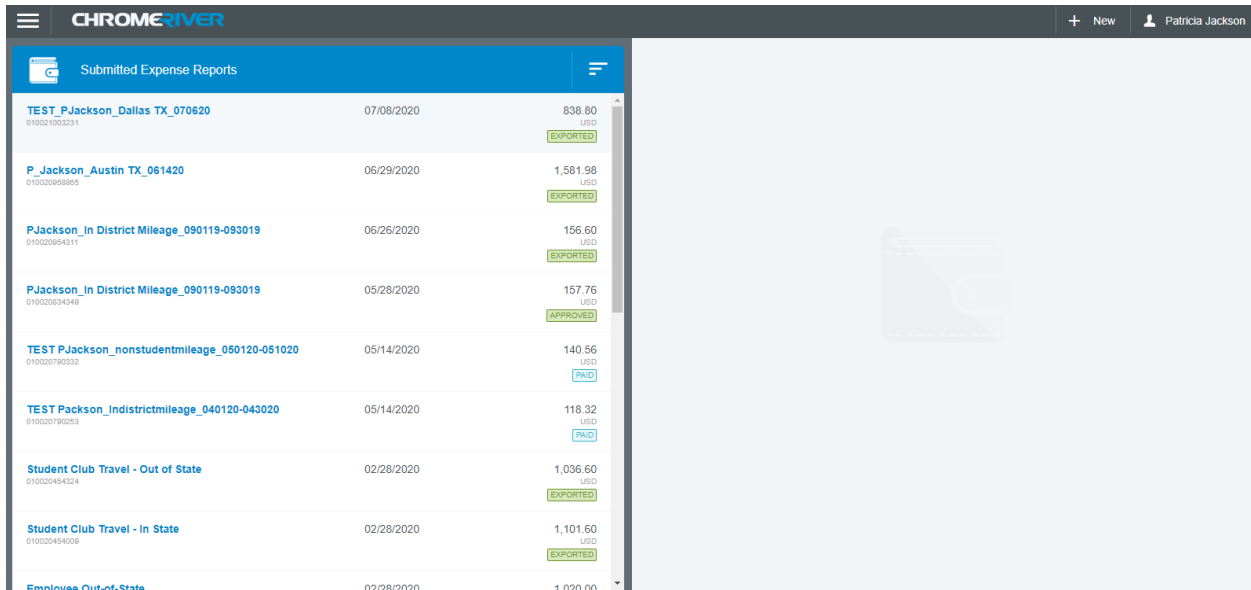
Financial Summary		
	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,720.94	1,720.94

NOTE:

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

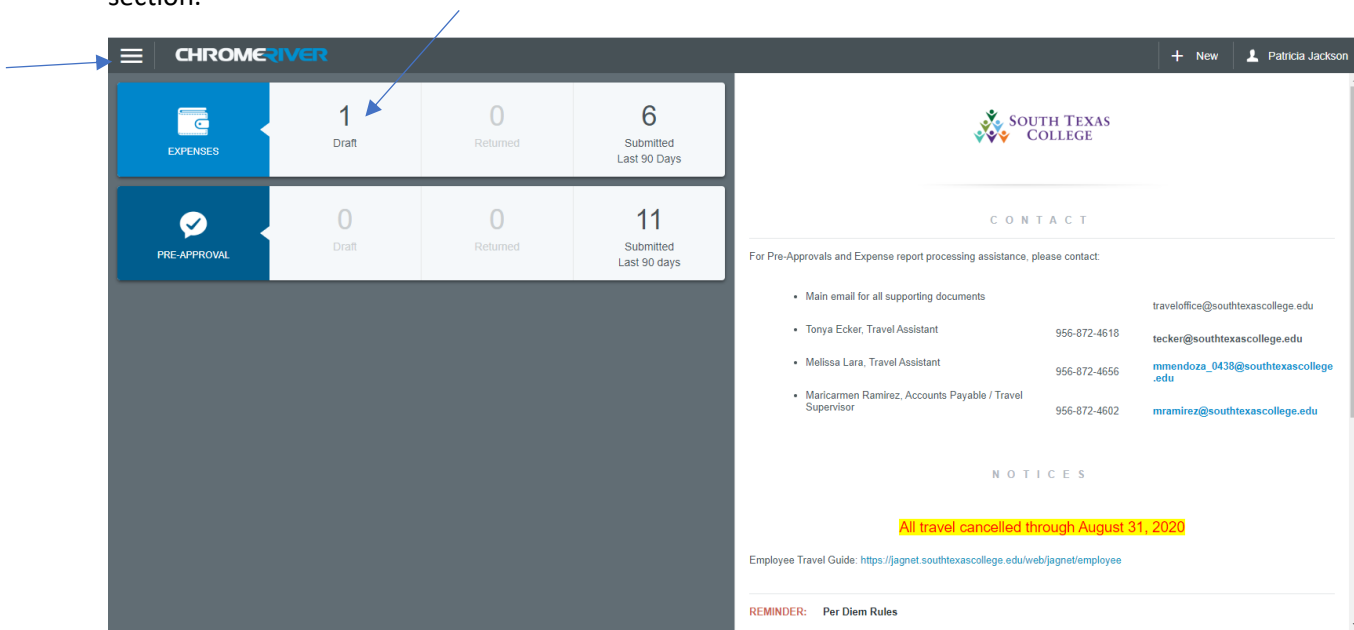
Should an item be "returned" to the department, the report name cannot be updated. In order to update the report name, the item would have to be deleted and the delegate or traveler would have to start the report from the beginning.

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



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

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



EXPENSES

1	0	6
Draft	Returned	Submitted Last 90 Days

PRE-APPROVAL

0	0	11
Draft	Returned	Submitted Last 90 Days

SOUTH TEXAS COLLEGE

CONTACT

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

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

NOTICES

All travel cancelled through August 31, 2020

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

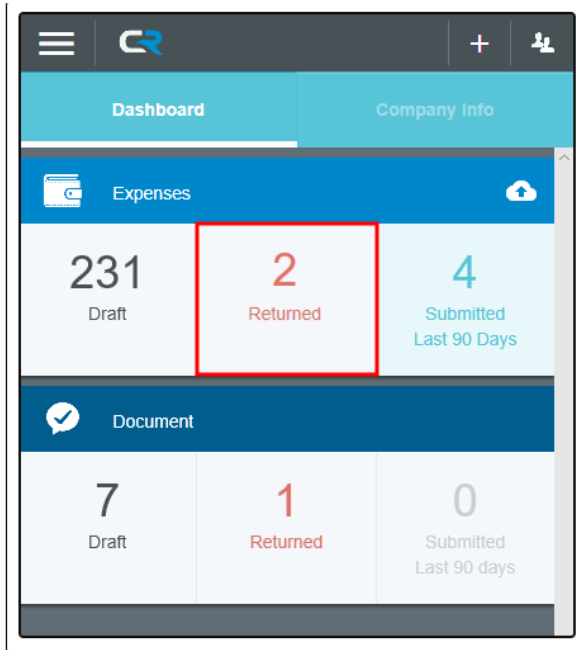
REMINDER: Per Diem Rules

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

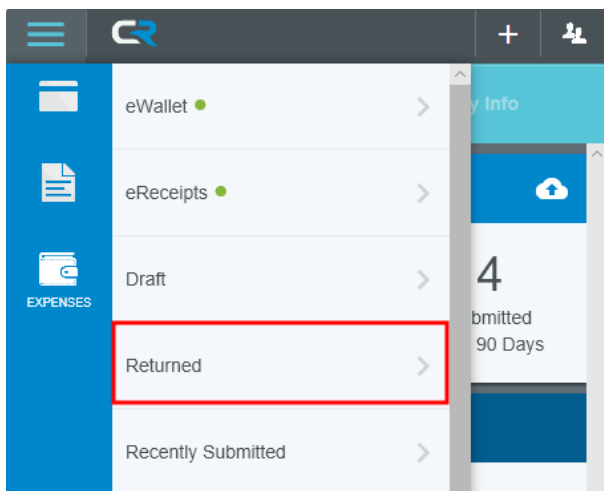
Returned Expense Report

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

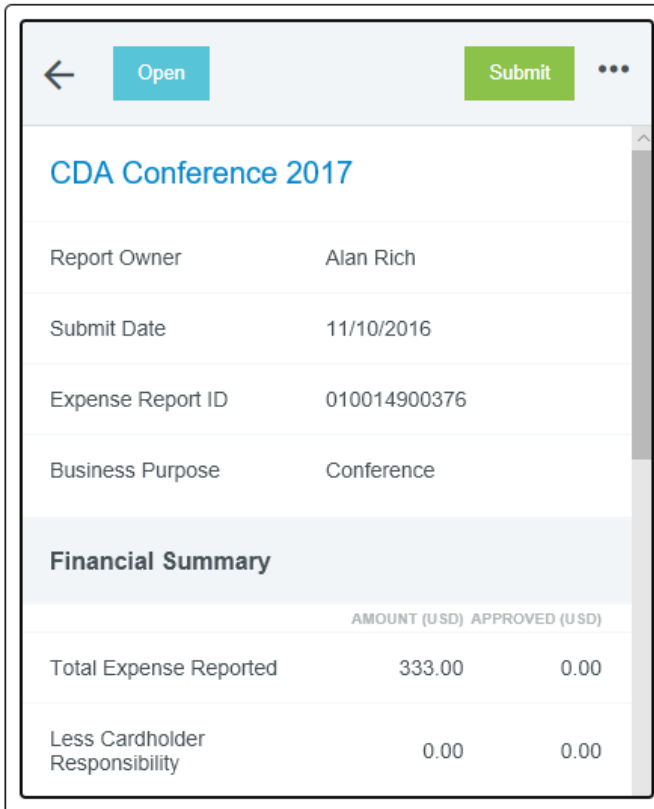
View Returned Expenses and Notes - You may access the Returned Expense Reports Grid directly from the Dashboard by tapping on the number of returned expenses.



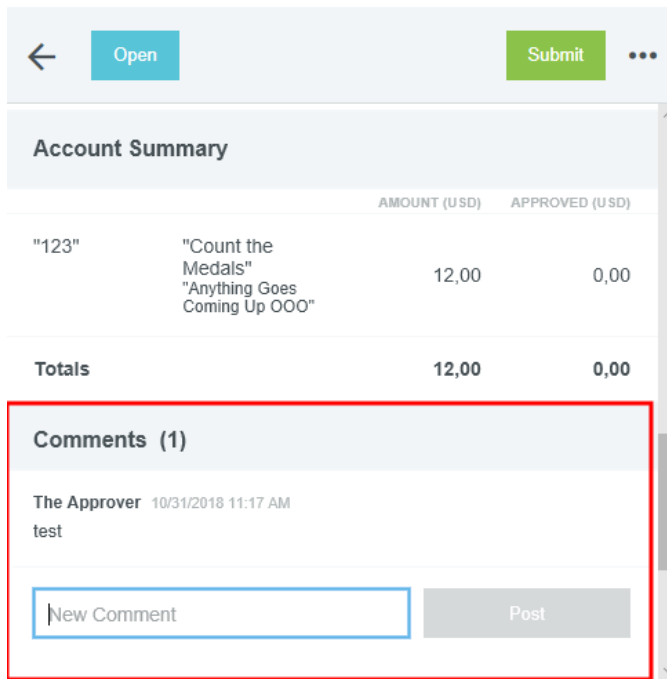
Alternatively, you may access the **Returned Expense Reports** grid via the left navigation Menu, by tapping **Returned** in the Expense section.



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

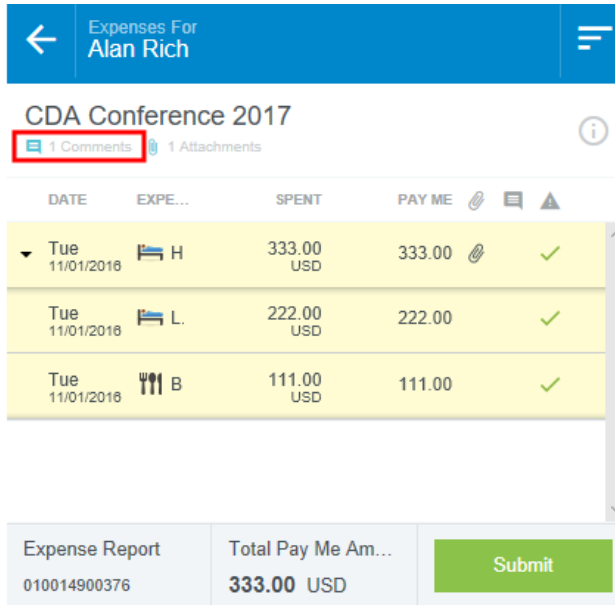


View and Reply to Comments - You may view and reply to header-level comments directly from the Expense Preview.

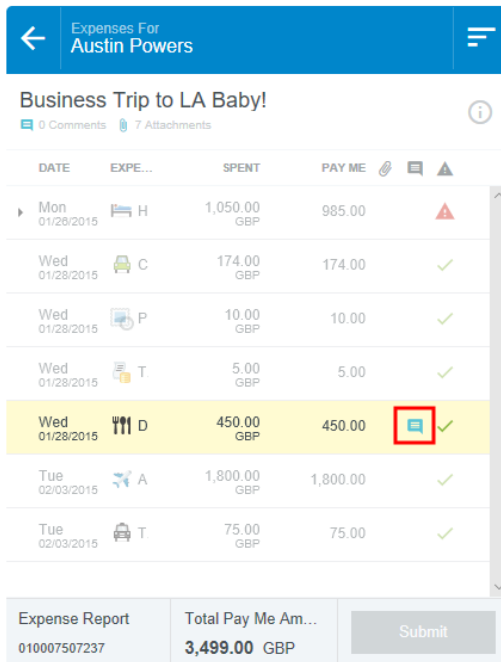


Header-level comments may also be viewed from within the report. Double-tap the desired report in the grid to open it.

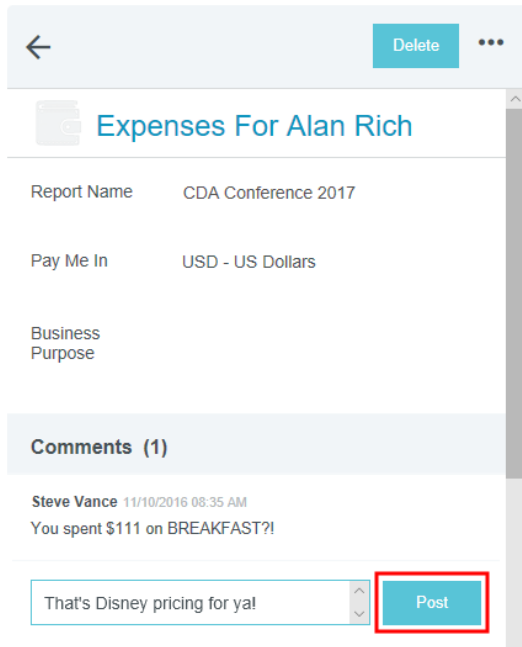
The returned line item(s) will be highlighted in yellow. Any header-level approver notes that apply to the entire report can be accessed by tapping the Comments link in the header.



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

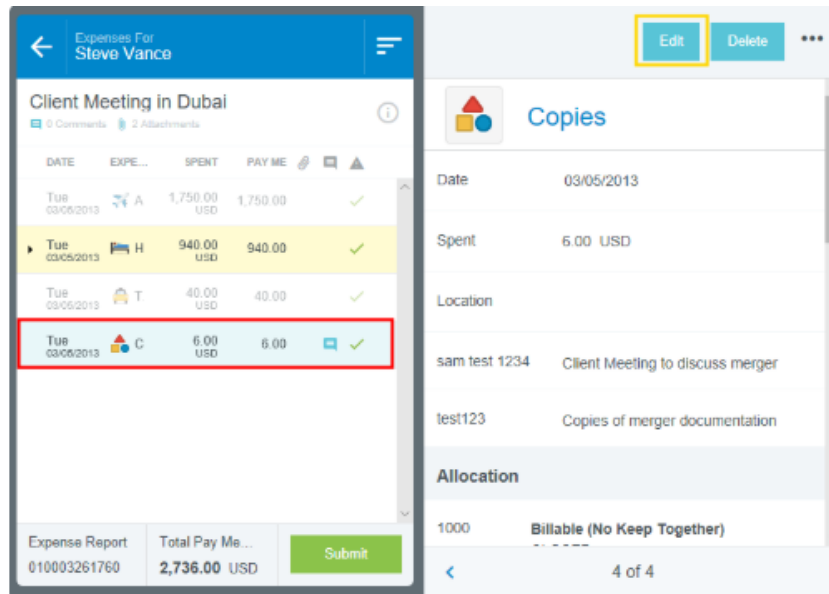


You may reply to notes via the box in the **Comments** section. Tap **POST** to add it to the report.

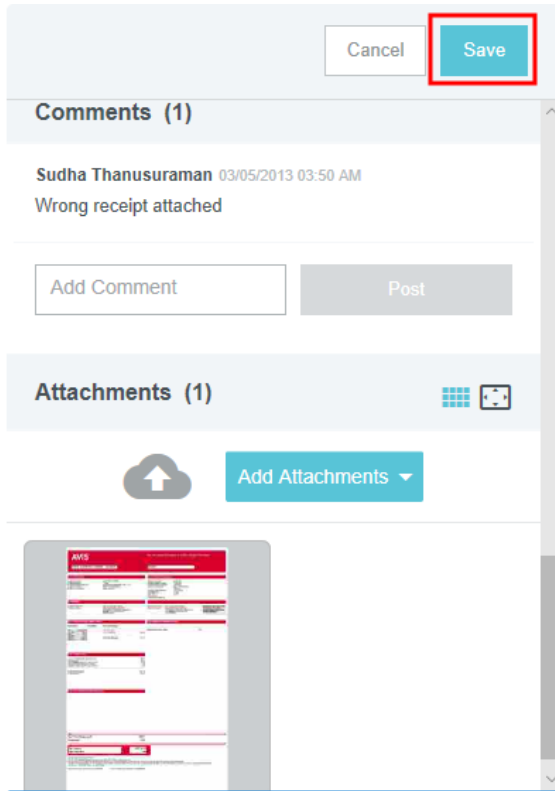


Edit Returned Lines - Only returned line items can be edited. For example, if your expense has four line items and only two are returned, only those two are editable.

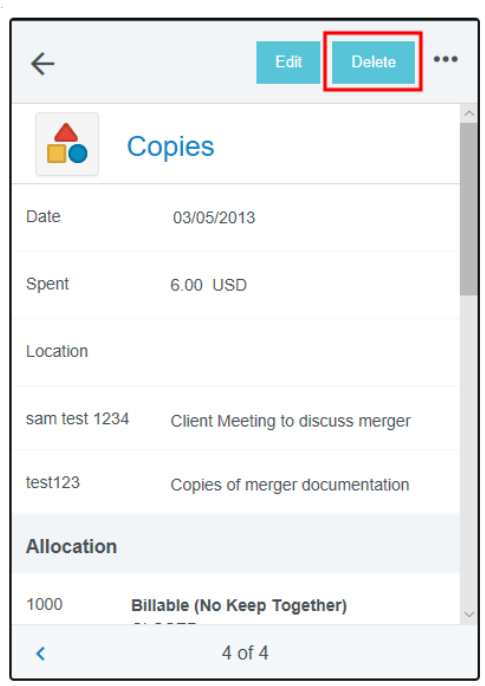
Tap on the returned line item and then tap **EDIT** in the preview.



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



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



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

The screenshot shows an expense report titled "Client Meeting in Dubai" for Steve Vance. It lists four expense items with columns for DATE, EXPE..., SPENT, and PAY ME. The total amount to be paid is 2,736.00 USD. A green "Submit" button is 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 a "Submit Confirmation" pop-up window. It contains a certification statement, three buttons: "Submit" (highlighted with a red box), "Pre-Approval", and "Cancel". Below the pop-up, the details of the expense report are visible.

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

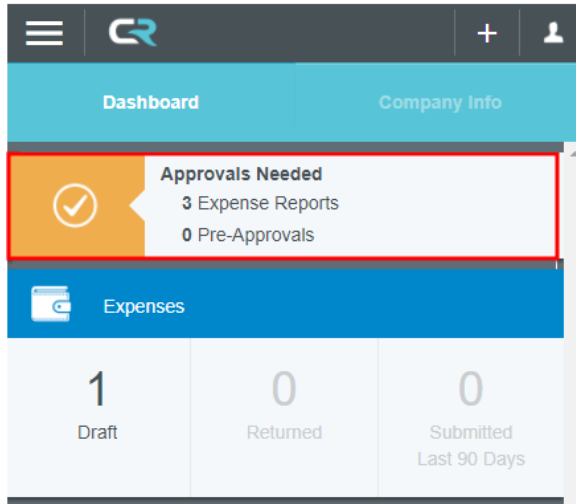
Expense Report Email Notification

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]	
Account Summary		
		Amount
		(USD)
110000-410013-6300	General Funds	Business Office, Bus & Fiscal Management 157.76
Pre-Approval Summary		
	Estimated (USD)	Submitted
Mileage	1,740.00	157.76
Totals	1,740.00	157.76
Expense Details		
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	View	
!! Compliance Warning !!		
Mileage	Mileage Guidelines.	
Response	I have used the STC mileage chart	
Financial Summary		
		Amount (USD)
Total Expense Report	157.76	
Less Company Paid	0.00	
Amount Due Employee	157.76	
Expense Summary		
		Amount (USD)
Mileage	157.76	
<div style="display: flex; justify-content: space-around; margin: 0;"> <div style="background-color: #76b82a; color: white; padding: 10px 20px; border-radius: 5px;">ACCEPT</div> <div style="background-color: #d35400; color: white; padding: 10px 20px; border-radius: 5px;">RETURN</div> </div>		

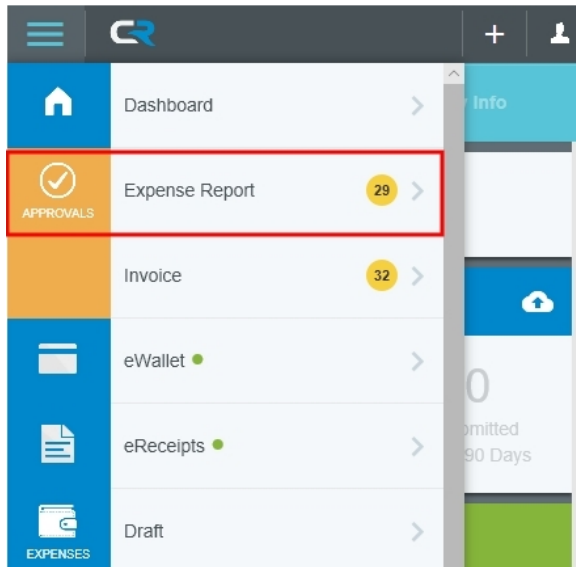
Approve an Expense Report

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.

Expense Owner	Report Name	Report ID	Date	Amount	Currency	Status
Rich, Alan	Trip to Spain	010014875078	11/04/2016	188.00	USD	⚠️
Rich, Alan	Travel to France	010014874865	11/04/2016	75.00	USD	⚠️
Rich, Alan	Travel to France	010014874450	11/04/2016	75.00	USD	⚠️
Le Masurier, Ian	Trip to London	010008197965	04/27/2015	40.00	GBP	⚠️
Rich, Alan	Demo for FishNet Security	01000698433	11/21/2014	114.75	USD	⚠️
Terry, Dave	Travel to Mountains	01000385281	07/01/2013	2,093.59	USD	⚠️

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

Approvals Needed

Expense Reports Invoices

CFA, Chrome River	10/27/2016	1,000.00	EUR	✓
Becknell, Anne 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.