

Creating an Expense Report in Chrome River

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

Follow these steps when creating an Expense Report.

STEP 1: GETTING STARTED

- ☐ If your unit requires a Pre-Approval, is it entered and approved? See [“Creating a Pre-Approval Report in Chrome River”](#) job aid.
- ☐ Do you know your allocation(s) (ChartField string, e.g., 1000-102XX-20457)?
- ☐ Do you know the trip or expense start date and end date? (Dates should be in the past.)
- ☐ Do you have the justification (*Business Purpose*)?
- ☐ Do you have itemized receipts?
 - Email to receipt@chromefile.com (Note: Only PNG, JPG, PDF, or TIFF is acceptable).
 - Upload receipts using [“Uploading Receipts in Chrome River in a SNAP”](#) job aid.

STEP 2: CREATE EXPENSE REPORT

Log in to MyU (myu.umn.edu). Navigate to: **Key Links > U Travel > Chrome River Login.**

1. Click <+ Create> in the *Expenses* section.
2. Enter a title in the *Report Name* field. Report titles should be meaningful to approvers and finance team members.
3. Select the *Voucher or Credit Used* checkbox if applying a credit or voucher to the Expense Report. See [“Applying Credits or Vouchers to Chrome River Expense Reports”](#) job aid.
4. Enter the credit amount applied in *Voucher or Credit Amount Applied*. Note: This field does not display if the *Voucher or Credit Used* field is unchecked.
5. Select your *Affiliation* type from the drop-down menu: Faculty, Staff, Student.
6. Select the *Trip Type* from the drop-down menu.
 - a. Minnesota (Select for travel within Minnesota.)
 - b. Domestic (Select for travel outside Minnesota but within United States.)
 - c. International (Select for travel outside United States. For example, Canada.)
 - i. Travel to international locations must be registered in advance of the trip at <https://travelregistry.umn.edu/register>. Selecting this option displays two fields:

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1. *Registered International Travel* – Check if travel is registered.
2. *Travel Registry ID* – Enter the ID of the registered trip.
See [“Register Your International Trip Prior to Travel”](#) job aid.
- d. *Non Travel* (Select for out-of-pocket purchases, local mileage/parking.)
- e. *Cash Advance - Request Only* (Select when creating a Cash Advance Request. See [“Requesting a Cash Advance in Chrome River”](#) job aid.)
7. Enter dates in the *Trip/Expense Start* and *Trip/Expense End* fields.
8. Enter a primary destination for the trip in the *Destination* field and select the results from the drop-down menu. For non-travel related reports, select the city of your primary office location. (Example display: United States/Illinois/Big Rock.)
9. If the trip involved more than one location, select the *Add another location* checkbox.
10. If the trip involved personal travel, select the *Includes Personal Travel* checkbox.
11. If an entity other than the University will be contributing to the cost of the trip, select the *Externally Funded* checkbox.
12. Enter a justification in *Business Purpose* field following the guidelines in [“Example Justifications for Chrome River Transactions”](#) job aid. Note: If a credit or voucher has been applied, indicate the Report ID incurring the original expense and name of the supplier issuing credit.
13. Click <Save>.

STEP 3: ADD EXPENSES

Add an expense to the report via <U Travel Card>, <Out-of-Pocket Expenses>, or <Create New>.

<U Travel Card> – Use for Travel Card expenses.

1. Click <U Travel Card>. Note: Green dots indicate expenses are ready to process.
2. Select the checkbox of the U Travel Card expense to add to the Expense Report.

The screenshot shows the 'Add to Report' window in Chrome River. On the left is a sidebar with navigation options: eWallet, All, Trips, Cash Advance, U Travel Card (selected), Out-of-Pocket Expenses, Travel Data, Recycle Bin, eReceipts, and Receipt Gallery. The main area displays a list of expenses with columns for the expense type, date, and amount. Each row has a checkbox to select the expense for reporting.

Expense Type	Date	Amount	Status
US Bank Travel Card Lodging	03/02/2023	141.52 USD	<input type="checkbox"/>
MEININGER HOTEL GENF AG			
US Bank Travel Card Airfare	06/07/2023	178.00 USD	<input checked="" type="checkbox"/>
ICELANDAIR			
US Bank Travel Card Airfare	06/08/2023	347.80 USD	<input type="checkbox"/>
DELTA AIR			

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3. Click <Add>. Note: Different expense types display different fields. Populate as needed.
4. *Date* field cannot be changed for U Travel Card expenses.
5. *Spent* field cannot be changed for U Travel Card expenses.
6. *Business Purpose* field cannot be changed.
7. *Additional Information* field can be used to add additional justification for the specific purchase as needed.
8. *Merchant* field may be populated based on the U Travel Card expense. This field can be changed if needed.
9. *U Travel Card Transaction* checkbox will be selected for all U Travel Card expenses, as the expense was paid for by the University of Minnesota.
10. *A portion of this expense is unallowable* checkbox should be checked if part of the expense is unallowed. See [“Unallowable Expenses in Chrome River”](#) job aid for additional details.
11. Enter a DeptID value or department name to search for your *Allocation*. If not known, contact your unit finance person about your allocation strings.

Allocation
12247
1000-12247-20135 NONSP Financial Training - System Finance
1026-12247-21853 NONSP Financial Training - CO Payroll Default
1026-12247-23000 NONSP Financial Training - HRMS Payroll Default
1701-11173-20090-1224741-UMF0012816 NONSP SPH EnHS Division - General Research Support

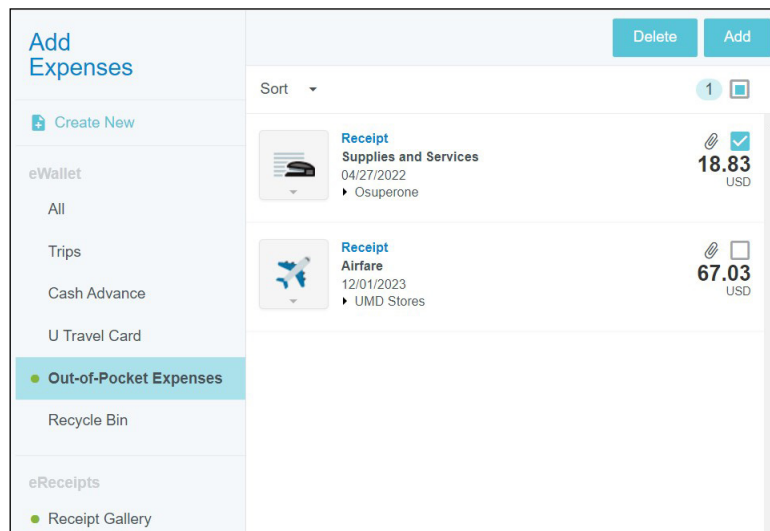
12. Select the appropriate ChartField string from the search results.
13. In the *Select* field drop-down, select the appropriate Account value for the expense or credit.
14. If the amount should be split between allocations, click <+ Add Allocation>. Follow the instructions in [“Allocations/ChartField Strings in Chrome River”](#) job aid.
15. Receipts may already be attached, but if not, click <Add Attachments> if required.
16. Click <Save>. Note: Saved reports can be modified at any point prior to submitting for approval. See [“Modifying an Expense Report in Chrome River”](#) job aid.

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17. If the expense requires itemization, a warning message displays. Click <Itemize>. Select the appropriate expense icon to break out the costs (e.g., Room Charge, Taxes/Fees, Parking, etc.). Follow the same steps as adding expenses. Once done, click <Save>.
18. Add additional expenses as needed.

<Out-of-Pocket Expenses> – Use for out-of-pocket expenses where receipt has been sent to Chrome River. Most receipts are converted to expense transactions and provide date, amount, and supplier. Verify for accuracy.

1. Click <Out-of-Pocket Expenses>. Note: Green dots indicate expenses are ready to process.
2. Select the checkbox of the expense to add to the Expense Report.



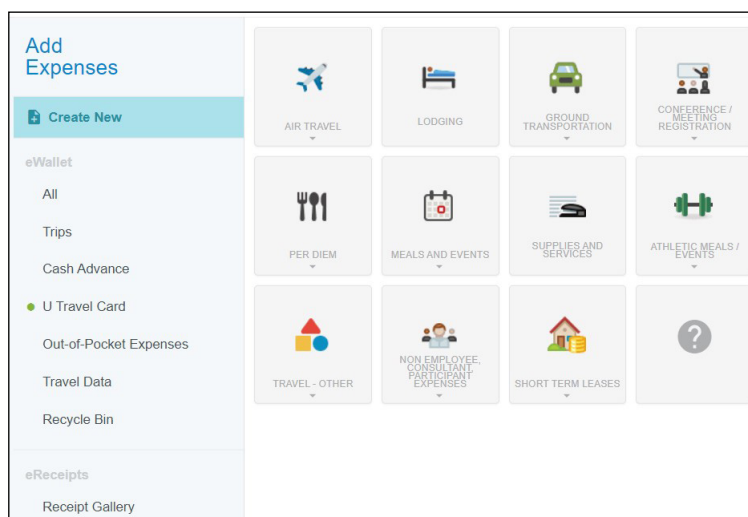
3. Click <Add>. Note: Different expense types display different fields. Populate as needed.
4. *Date* field should reflect the date of out-of-pocket expenditure.
5. *Spent* field should reflect the amount of out-of-pocket expenditure.
6. *Business Purpose* field cannot be changed.
7. *Additional Information* field can be used to add additional justification for the specific purchase as needed.
8. *Merchant* field may populate based on the scanned image of the uploaded receipt. This field can be changed if needed.
9. Enter a DeptID value or department name to search for your *Allocation*. If not known, contact your unit finance person about your allocation strings.

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10. Select the appropriate ChartField string from the search results.
11. In the *Select* field drop-down, select the appropriate Account value for the expense or credit.
12. If the amount should be split between allocations, click <+ Add Allocation>. Follow the instructions in [“Allocations/ChartField Strings in Chrome River”](#) job aid.
13. Receipts may already be attached, but if not, click <Add Attachments> if required.
14. Click <Save>. Note: Saved reports can be modified at any point prior to submitting for approval. See [“Modifying an Expense Report in Chrome River”](#) job aid.
15. If the expense requires itemization, a warning message displays. Click <Itemize>. Select the appropriate expense icon to break out the costs (e.g., Room Charge, Taxes/Fees, Parking, etc.). Follow the same steps as adding expenses. Once done, click <Save>.
16. Add additional expenses as needed.

<Create New> – Use for out-of-pocket expenses such as mileage or per diem.

1. Click <Create New>.



2. Click an expense icon. Note: Different expense types display different fields. Populate as needed.
3. Enter the date of the expense in the *Date* field.
4. Enter the amount of the expense in the *Spent* field.
5. *Business Purpose* field cannot be changed.
6. *Additional Information* field can be used to add additional justification for the specific purchase as needed.

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7. Enter a DeptID value or department name to search for your *Allocation*. If not known, contact your unit finance person about your allocation strings.
8. Select the appropriate ChartField string from the search results.
9. In the *Select* field drop-down, select the appropriate Account value for the expense or credit.
10. If the amount should be split between allocations, click <+ Add Allocation>. Follow the instructions in [“Allocations/ChartField Strings in Chrome River”](#) job aid.
11. Receipts may already be attached, but if not, click <Add Attachments> if required.
12. Click <Save>. Note: Saved reports can be modified at any point prior to submitting for approval. See [“Modifying an Expense Report in Chrome River”](#) job aid.
13. If the expense requires itemization, a warning message displays. Click <Itemize>. Select the appropriate expense icon to break out the costs (e.g., Room Charge, Taxes/Fees, Parking, etc.). Follow the same steps as adding expenses. Once done, click <Save>.
14. Add additional expenses as needed.
15. All warning messages for expenses must be resolved in order to submit the report. Click the warning message and follow instructions for how to resolve.

←

Expenses For
Meredith Stenet

☰

+

Business Trip to California for XYZ Conference

0 Comments

0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Thu 10/29/2020	Cash Advance	-500.00 USD	-500.00	✓
Thu 10/29/2020	Parking	15.00 USD	15.00	⚠
Thu 10/29/2020	Parking	16.00 USD	16.00	✓
▶ Thu 10/29/2020	Lodging	150.00 USD	150.00	⚠
▶ Thu 10/29/2020	Lodging	10.00 USD	10.00	ⓘ
Mon 12/28/2020	Daily Per Diem	55.00 USD	55.00	✓
Mon 01/11/2021	Daily Per Diem	76.00 USD	76.00	⚠

Expense Report
QA0044169624

Total Pay Me Amount
-178.00 USD

Submit

Creating an Expense Report in Chrome River (cont.)

STEP 4: APPLY CASH ADVANCE (IF APPLICABLE)

Follow instructions in [“Reconciling a Cash Advance to an Expense Report in Chrome River”](#) job aid.

STEP 5: APPLY PRE-APPROVAL (IF APPLICABLE)

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

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.

2. Select the Pre-Approval Report related to this Expense Report from the drop-down menu.
 - a. If the unit does not require pre-approval, enter an explanation indicating “Pre-Approval Not Required by Unit” in the response field.
3. Click <Apply>.

STEP 6: SUBMIT EXPENSE REPORT

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



Fraudulent charges must also be reconciled. Indicate the charges are being disputed and the credits (once returned to the card by the bank) can be pulled into the report to offset charges.