

Unallowable Expenses in Chrome River

Travelers are expected to be familiar with all University policies related to travel prior to travel. See page B for information related to policy.

UNALLOWABLE EXPENSES – OUT-OF-POCKET

Unallowable out-of-pocket expenses should be removed from the Expense Report. If an uploaded receipt includes multiple expenses (allowable and unallowable), change the *Spent* amount to reflect the amount that is being requested for reimbursement.

UNALLOWABLE EXPENSES – U TRAVEL CARD

All U Travel Card transactions must be reconciled and submitted for approval regardless of allowability. Since the U Travel Card is paid directly by the University, the employee is responsible for reimbursing the University for any transaction deemed unallowable.

Follow these instructions to reconcile the unallowable expenses in Chrome River.

Flagging Unallowable Expenses When Adding Expenses in Chrome River

Follow the steps in the [“Creating an Expense Report in Chrome River”](#) job aid. During step 3, Add Expenses, follow the guidelines below when a portion of the expense cost is unallowable.

1. Navigate to eWallet and click <U Travel Card>.
2. Select the checkbox of the credit card expense to be added to the Expense Report.
3. Click <Add>.
4. Populate the required fields.
5. Select the *A portion of this expense is unallowable* checkbox.
6. The *Allocation* field populates with: “UNALLW UMN01 UNALLOWABLE EXPENSE.” If only a portion of the expense is unallowable, add an allocation that captures the allowable expense amount.
7. Click <Save>.

Repaying the University for Unallowable Travel Card Expenses

Expenses on the Travel Card that have been deemed unallowable must be reimbursed to the University. Amounts owed to the University will be collected:

1. The amount will be deducted from any amount due to the cardholder on the Expense Report that includes the unallowable expense.
2. If the unallowable amount exceeds the amount due to the employee on the Expense Report, the system will offer the cardholder the options of:

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- a. receiving a bill from the University
 - b. a one-time payroll deduction
- ✦ Bills and payroll deductions for unallowable activity will be generated centrally.
 - ✦ Departments cannot pay for unallowable expenses on the cardholder's behalf.
 - ✦ Departments cannot create other methods for the cardholder to reimburse the University for unallowable expenses.



Itemized Expenses

- ✦ For portions of itemized expenses that are unallowed, leave *A portion of this expense is unallowable* selected. In the *Additional Information* field, include a note about the item and why it is unallowable. This reconciles the expense and calls out the amount the employee owes back to the University.
- ✦ All costs must be fully itemized, and the *Remaining* field will need to reflect 0.00.

Travel Policies

Travelers are expected to understand all travel-related policies prior to traveling. Consult the Policy Library (policy.umn.edu) prior to travel. Key policies and procedures related to travel include:

- ✦ Traveling on University Business
- ✦ Reimbursable / Non-reimbursable Travel-related Expenses
- ✦ Using the University Travel Card