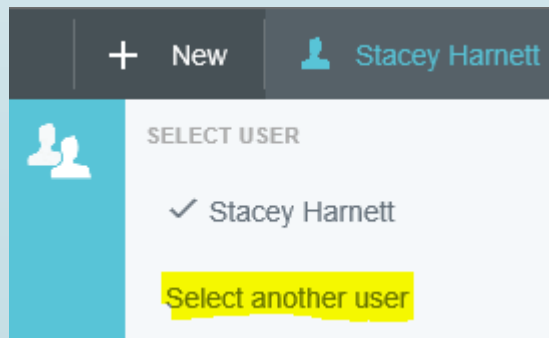# CHROME RIVER

OVERVIEW

The Benefits of Chrome River

- No more printing paper forms!

- Reports are automatically routed for you, and you can easily track where your Pre-Approval and Expense reports are in the approval process

- Snap a photo of your receipts on your mobile device and send them to your Receipt Gallery

- When entering mileage, google maps will automatically pop-up and attach a map to your report

- Approvers receive detailed emails when a report requires their approval and can approve or return a report from the email

- The system will calculate rates for you (ex: per diem, IRS mileage)

- Pcard transactions related to travel will be housed in the E-wallet

- The system will tell you if you are missing something before you fully submit a report

- End Users have the ability to run reports such as: My Delegates, My Expense Approval Items & My Firm Paid Items
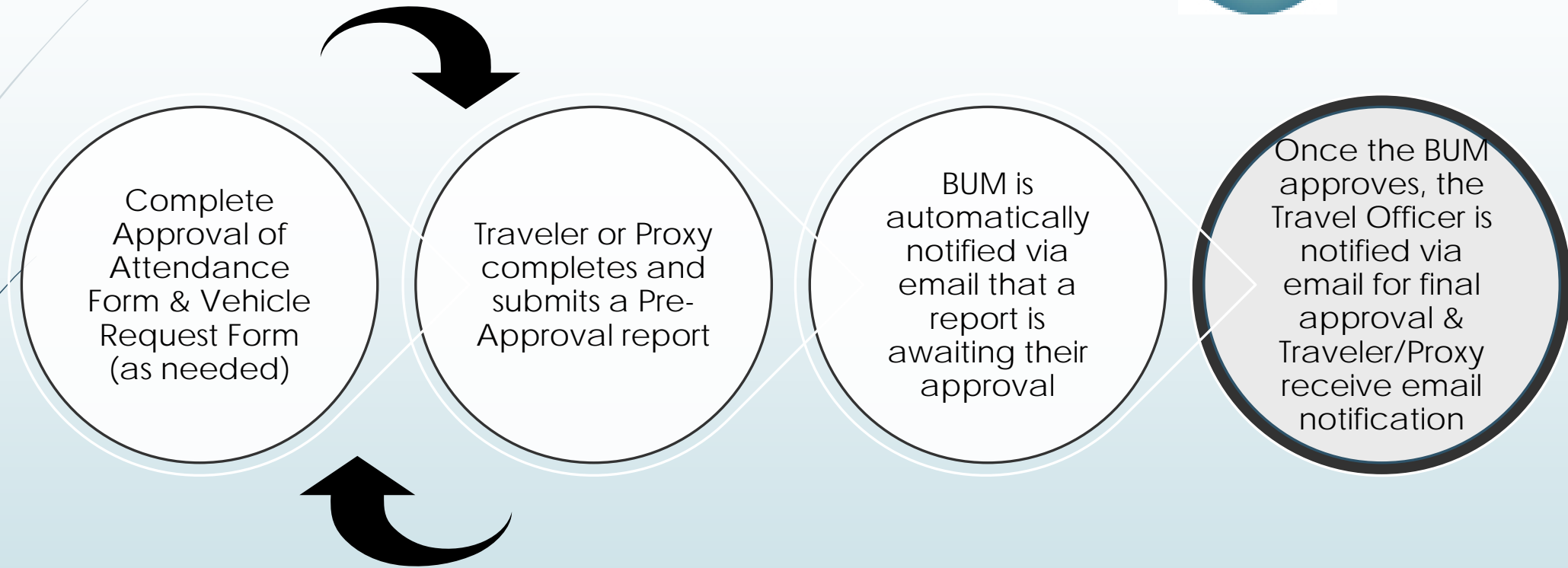
Pre-Approval Reports

Pre-approvals are now used in lieu of the ARRTV form. Pre-approvals allow you to obtain pre-authorization from your BUM and travel officer for an expense before it is incurred or a reservation is made.

If you are a Proxy completing a report on behalf of the traveler, you must select the appropriate person under "Select Another User" on your home page. Any report submitted on behalf of the traveler will go to the traveler first for approval.

Pre-trip Authorization Process

Complete Approval of Attendance Form & Vehicle Request Form (as needed)

Traveler or Proxy completes and submits a Pre-Approval report

BUM is automatically notified via email that a report is awaiting their approval

Once the BUM approves, the Travel Officer is notified via email for final approval & Traveler/Proxy receive email notification

International Travel will require additional approval from Global Engagement, Risk Management, and VP/Provost. Chrome River will automatically route your Pre-Approval to the appropriate person for each step.

What Information is Required on a PA Report Header?

- The types of fields and drop-downs on the PA Header entry screen will vary based on the Report Type (employee, student, candidate etc.). Once you have chosen your report type, you will not be able to change it.

- **Conference Name/Report Name:** Name of the trip/conference and start date of travel.

- **Start/End Dates**

- **Departure/Return Time**

- **Trip Type:** Account code

- **Official Campus Location**

- **Trip Destination**

- **Business Purpose:** Include the destination in this field

- **Events/Ethical Questions:** Choose "yes" or "no" from drop-down and complete and submit Request for Approval Form with Institutional Diversity and Equity.

- **Allocations:** Search the list by typing the first four digits of the number or typing the name of the Org. If you are unsure of the allocation, use *Temporary 000000* in order to continue completing your form, and you can go back at a later time to input the correct allocation.

- Once you have filled out the basic header information, click **SAVE**, and then you will be able to add potential expenses.
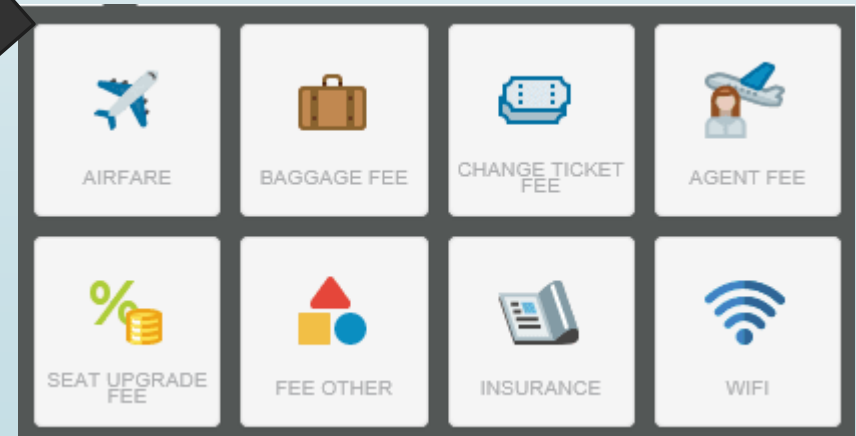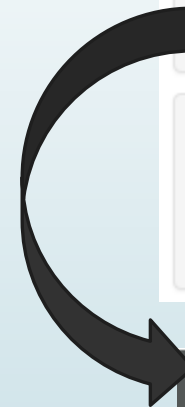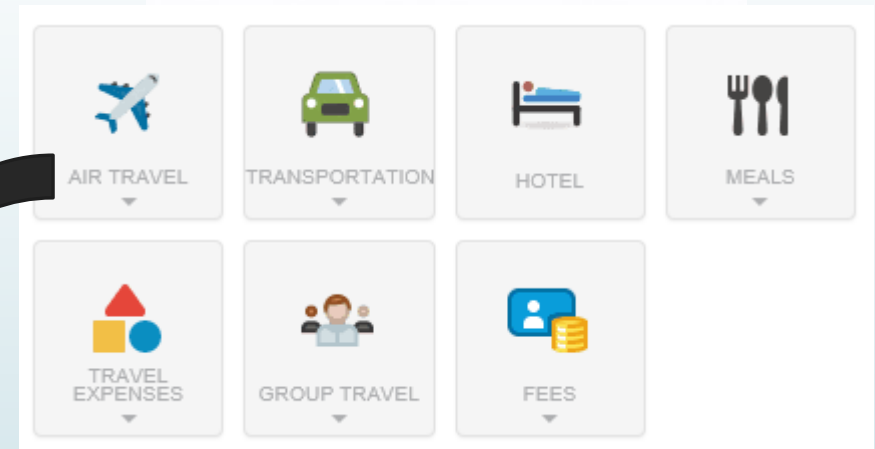
Adding Potential Expenses to a PA Report

- There are 7 expense-type tiles. Clicking on one will open up additional expenses for that type. EX: under Air Travel you will see airfare, baggage fee, WIFI, etc.

BEST PRACTICES

- Under the Meals expense tile, use the *Per Diem Wizard* to have the system calculate the per diem rate for you based on the location.

- Attach images and documents such as an airfare estimate while you are creating your report. Click anywhere in the header to bring up the header preview. Scroll down and you will see a spot to upload attachments. You can also post comments as needed in this section.

- Under the Hotel tile, use the Hotel-Other tile to add taxes/fees associated with Hotel lodging expenses.

- If you are attending a conference, include the conference website under the registration fee (you will see an optional field labeled *website*).

- You will receive email notification once your report has been approved, but you can also track your request by clicking on **SUBMITTED LAST 90 DAYS** in the PA section of the dashboard, find the report in the list, click on it, and then click on **TRACKING** to see the status.

AIR TRAVEL TRANSPORTATION HOTEL MEALS

TRAVEL EXPENSES GROUP TRAVEL FEES

AIRFARE BAGGAGE FEE CHANGE TICKET FEE AGENT FEE

SEAT UPGRADE FEE FEE OTHER INSURANCE WIFI

Examples of Emails

Email Sent to BUM →

- The BUM can approve or return all line items on the report from the email
- A new email will open when you click on **ACCEPT** or **RETURN** and comments can be added
- The BUM has the option of logging into Chrome River to open the report to approve or reject individual line items

Email Sent to End User →

- Serves as a notification of approval
- Will be sent to the traveler & Proxy if the Proxy completed and submitted on behalf of the traveler

---

ACTION REQUIRED Chrome River

Pre-Approval Request For	Stacey Harnett
Report Name	SRA Annual Meeting 4/13/2018
Pre-Approval ID	0100-0043-5815
Submit Date	04/25/2018
Expense Dates	04/13/2018 - 04/19/2018
Total Expenses Approved	3,762.02 USD

Business Purpose

Society and Research Administrators International (SRA) annual meeting. Networking and professional development.

Account Summary Amount (USD)

430006	100%	Disbursements	430006	3,762.02
		110005 University Operating Unrestricted	60 Institutional Support	

Expense Summary Amount (USD)

Airfare	720.00
Hotel - Lodging	1,000.00
Other Travel Expenses	550.00
PerDiem	692.50
Personal Vehicle Mileage	74.52
Registration Fee	725.00

ACCEPT **RETURN**

Pre-Approval ID: 0100-0043-5815

NO ACTION REQUIRED Chrome River

The following Pre-Approval Request has been approved.

Pre-Approval Request for	Stacey Harnett
Report Name	SRA Annual Meeting 4/13/2018
Pre-Approval ID	0100-0043-5815
Submit Date	04/25/2018
Expense Dates	04/13/2018 - 04/19/2018
Total Expenses	3,762.02 USD

Creating & Tracking a Pre-Approval Report

Demonstration
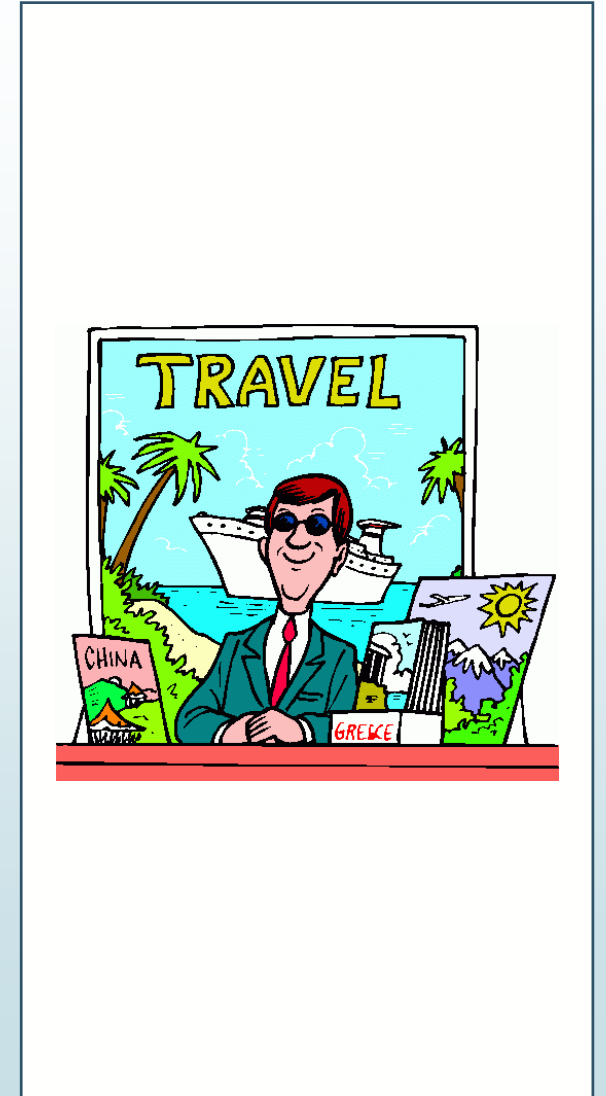
Expense Reports

Expense reports will be completed when a traveler is requesting reimbursement and the completed, approved report will feed into Banner as a direct pay with the following information:

Document Number: *Will start with a TR*
Vendor Invoice Field: *First date of travel, and the last 4 numbers of the document*
Commodity Description: *Report Name and the Expense Report ID number created by CR*

Best Practices & Tips: Expense Reports

- From your home page, click on your name in the upper right-hand corner (or select the appropriate user), click on **+NEW, NEW Expense Report**. The header will pop-up. Scroll down and click on **+Import Data from Pre-Approval** to ensure all data from your approved PA report will carry over.

- Travelers should take pictures of their receipts and send them to receipt@chromefile.com from their Stockton email address, The subject line of the email should be the dollar amount for the receipt. The system will recognize and store the receipt within the Receipt Gallery, and the traveler receives an email confirmation that the receipt has been received.

RECEIPT RECEIVED	Chrome River

Your receipt has been received, processed and is ready to be expensed.

Amount	2873.22 USD
Date	02/09/2018
Expense Type	Hotel
Merchant	Caesars
Description	

If a receipt image was attached, the data has also been extracted by Chrome River and will make it easier for you to quickly create an expense item. All data can be changed when the expense item is created within the app.

- Your E-wallet will contain any Pcard transactions related to travel. These transactions will only show in Chrome River if they have been closed by Disbursement Services. In order to expedite reimbursements, please ensure the Pcard transactions are reconciled and receipts are attached in a timely manner.

- The Pre-Approval Report number (last 6 digits) should be entered in the Reference field of the transactions in WORKS.

- When creating an Expense Report for a blanket Pre-Approval, you will <u>NOT</u> be able to import the PA report data. You will have to attach the PA report instead, in order to reference the same PA report multiple times. A data import can only occur once.

- The only time you will complete a direct pay in Banner for reimbursement is for candidate & student travel reimbursement.

- Users have the ability to store the mileage and amount for their normal work day commute under *User Settings > Preference Settings.* When adding Personal Vehicle Mileage as an expense, users can automatically deduct the distance or amount as needed.

- Indicate if the travel is occurring on a normal workday or not in the optional Description box.

Stacey Harnett	User Preferences		
Personal Settings	Language	English	
Preferences Settings			
Delegate Settings	Date Format	MM/DD/YYYY	
Notification Settings			
	Mileage Deduction	6.20	Miles
Privacy Policy		1.00	Amount
About Chrome River		Save Cancel	

Personal Vehicle Mileage

Date	03/26/2018
Spent	223.06 USD
Business Purpose	conference
Description Optional	Normal workday commute deducted
Rate	0.54
Miles	419.28 Map
Deduction	6.20 None / Distance / Amount
Mileage	IRS Rate
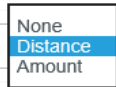
Creating an Expense Report
Demonstration

Notes & Reminders

- A Proxy will always have to choose the traveler under *Select Another User* in order to view reports or create a report on behalf of the traveler.

- The traveler will have to approve any reports created and submitted by the Proxy prior to BUM approval.

- A direct pay will still need to be created for Candidate & Student travel reimbursements.

- Mileage and tolls for travel between instructional sites will not be reimbursed, unless the distance is more than 25 miles one-way or negotiated in a union local agreement.

- Saving your report header (first page of the Pre-Approval or Expense Report) will automatically save your report as a draft if you do not complete/submit it.

- When creating an Expense Report, always import the data from the Pre-Approval report unless you are referencing a blanket Pre-Approval. In this case, the Pre-Approval should be applied or attached to the Expense Report.

- The Per Diem Wizard tile should be used so you do not have to look up per diem rates based on location.

- If there is a website for the conference you are attending, input the link under the Registration Fee expense on the Pre-Approval report.

Notes & Reminders…continued

- For Group Travel expenses, use the items listed under the *Group Travel* tile, but it is recommended to use the Per Diem Wizard under the *Meals* tile so the system can determine the per diem amount and multiple entries can be added.

- Addendums for Pre-Approvals will no longer be needed as Expense Reports that are over the approved amounts on a Pre-Approval will be reviewed and approved by the BUM prior to review by Disbursement Services.

- Approval for Attendance forms will still need to be completed and submitted to the Office of Institutional Diversity & Equity. It is suggested that you put your Pre-Approval ID # on the top of the form.

- Users have the ability to type in the TXN # for Pcard transactions that have not yet been uploaded from Works to Chrome River by clicking on the box next to University Credit Card.

- Travelers are encouraged to take photos of receipts on their mobile device and draft a new email message containing the following information:

  To: receipt@chromefile.com
  From: your Stockton email address
  Subject: xx.xx [dollar amount]
  Body: Description of expense ex: Taxi to airport

  The receipt will be housed in the Receipt Gallery and an expense line item will be created and housed in the Offline section of the E-Wallet. Regularly clean out your Receipt Gallery/Offline section of your E-wallet by deleting any duplicates.
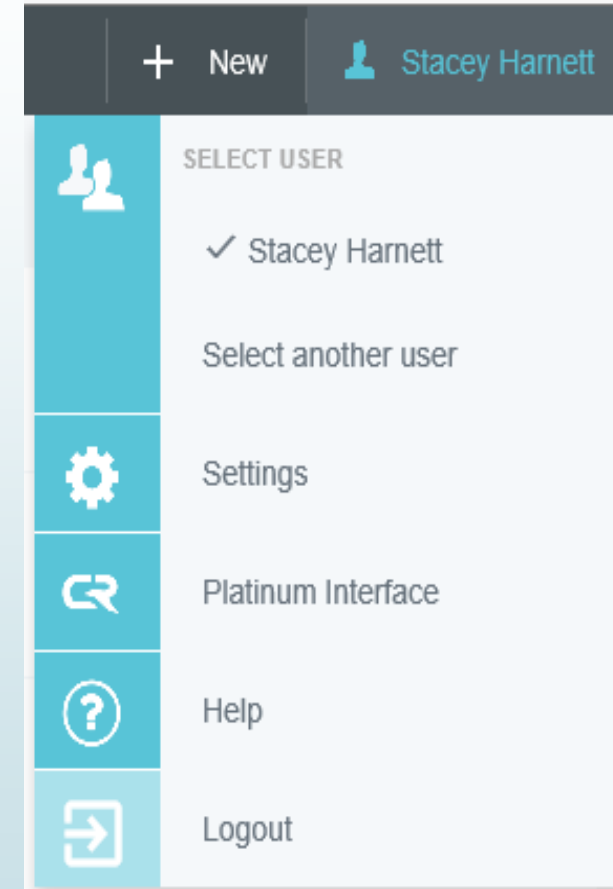
- When entering Personal Vehicle Mileage on an Expense Report, indicate if it is a normal workday in the description box.

Action Items

- Proxy: Please check to see that all travelers you support are listed under your name in Chrome River.

- Please send me your mileage for a normal workday (home to official campus location) <u>round-trip</u>, so I can update everyone's Preferences Settings.

Stacey.Harnett@stockton.edu

609-652-4745