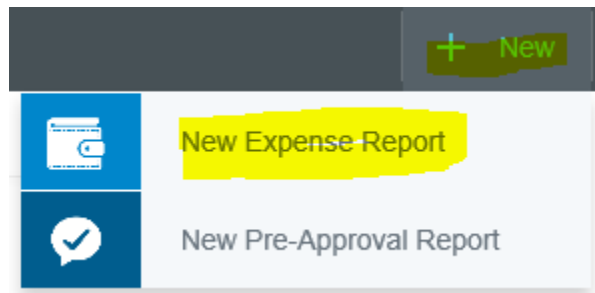


## Creating an Expense Report

*Expense Reports will only be completed when a traveler is requesting reimbursement and should list all trip expenses. An Expense Report cannot be completed without a corresponding, fully approved Pre-Approval Report. Travel reimbursements for candidates and students will be done via a direct pay.*

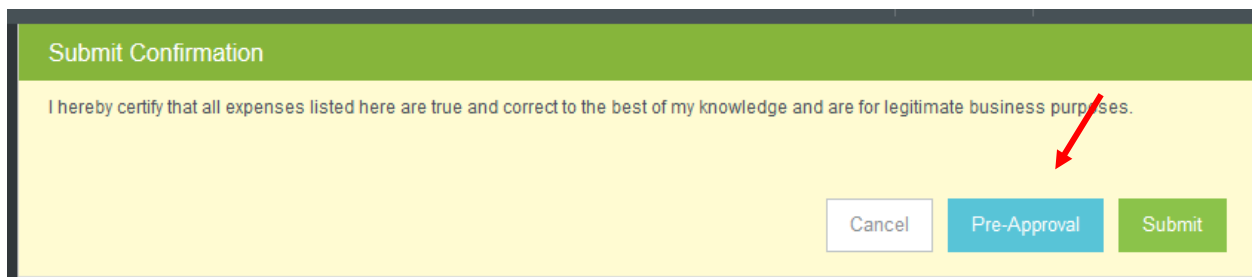
- 1) From your home page, click on **+NEW** in the upper right-hand corner. If you are a Proxy, click on your name and then click on the traveler's name. Then click on **New Expense Report**.



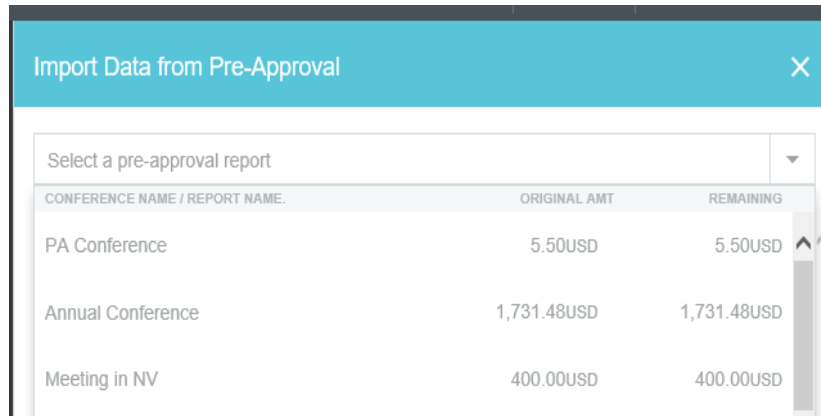
- 2) A new Expense Report Header will pop-up. Click on:



Note: Do NOT import data from blanket Pre-Approval reports as Expense Reports related to blankets should be filled out manually with the specific information related to the reimbursement. In this scenario, when your Expense Report is complete, click on Submit, then click on Pre-Approval to attach the appropriate Pre-Approval Report. Go to Step if you are not using a blanket Pre-Approval.



3) Click on the drop-down menu and click on the appropriate Pre-Approval Report.



4) Click on **IMPORT** at the bottom right of the page to import the data from the Pre-Approval to this Expense Report.

5) Enter the Departure and Return dates and then click **SAVE**.

6) Any expenses that cannot be processed automatically and will need to have the data validated will have a violation sign next to the line item.

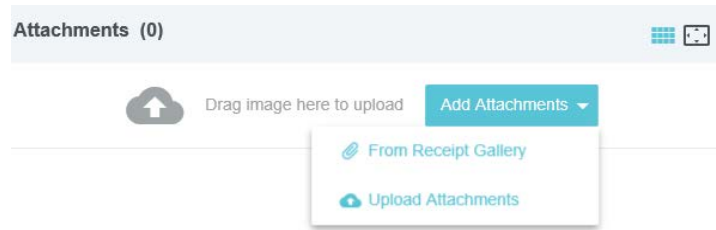
Wed 03/14/2018	Per Diem Wizard	69.00 USD	69.00	✓
Thu 03/15/2018	Parking	165.00 USD	165.00	⚠
Thu 03/15/2018	Registration Fee	650.00 USD	650.00	⚠
Thu 03/15/2018	Train	247.50 USD	247.50	⚠

7) Click on each line item and the expense will pop-up on the right-hand side of your screen. It is required that you click “Edit”, verify all information and resave the line item to run appropriate compliance.

8) If the traveler is being reimbursed for an expense, **DO NOT** check any of the boxes shown below:

- University Credit Card** – expenses charged to the Pcard (you will need the TXNs)
- Personal** – personal convenience charge that is not being reimbursed ex: fee for extra leg room, room upgrade, non-economy rental vehicle
- Other** – expenses paid via direct pay or PO

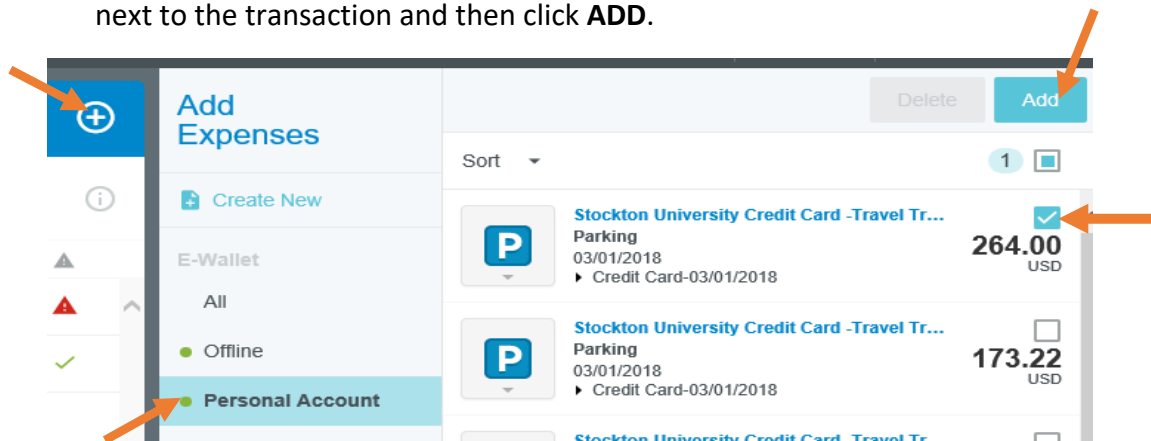
- 9) Attachments, receipts, and comments can be added to each specific expense. Any images of receipts sent to [receipt@chromefile.com](mailto:receipt@chromefile.com) from your Stockton email address will be housed in the receipt gallery.



- 10) All approved travel related P-card transactions will be housed in the E-wallet. You have the option of creating a new line item from an E-wallet item or merging an E-wallet transaction with an existing line item.

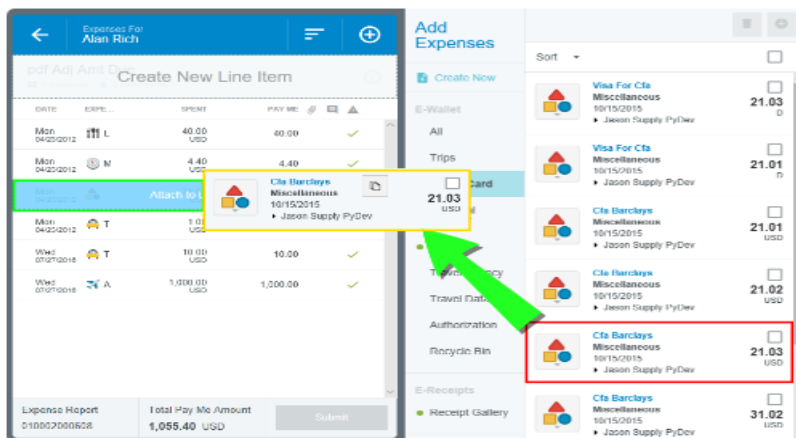
**Create A New Line Item:**

- From inside the expense report click on the + > Personal Account > check the box next to the transaction and then click **ADD**.



**Merge with an Existing Line Item:**

- Drag the expense from your E-wallet to the corresponding line item



11) After you have completed and submitted your report, the report will go to your BUM for approval and then to Disbursement Services for final approval. You will only receive an email from Chrome River if your report has been returned and action is required.

ACTION REQUIRED		Chrome River
One or more expenses from the following expense report have been returned to you for further information prior to processing.		
<b>Expense Report for</b>	Stacey Harnett	
<b>Report Name</b>	Student Report	
<b>Submit Date</b>	05/11/2018	
<b>Report ID</b>	0100-2347-5800	
<b>Created By</b>	Stacey Harnett	
<b>Returned By</b>	Mary Hughes	
<b>Item Notes</b>		
Expense	Airfare	
Date	03/27/2018	
Amount	200.00 USD	

An approved expense report will show in Banner as a direct pay with the following information:

**Document Number:** Will start with a TR

**Vendor Invoice Field:** Start date of travel and last 4 numbers of the document

ex: 07082018 5728

**Commodity Description:** Expense Report Name & full Expense Report ID # in CR (if there is enough space in this field)