Chrome River Expense Report
Directions

1. In the GO portal click on the employee tab. On the right side, in the first box, 2/3s of the way down is the Chrome River link.

2. Open Chrome River by clicking on the link. In the upper right-hand corner click the plus sign next to New

3. Click the Wallet next to New Expense Report.

4. First import you Pre-Approval, click on import, use down arrow to pick the Pre-Approval you need (before you finish the import, remember the Departure Date and Return Date) you will have to add them back in after you click on the import button. Reenter the dates, then save.

5. Now you see all your tractions on the left side of the page. The red triangle is telling you that it needs to be edited and a receipt may be needed. You can take a picture of your receipt and email it to your Stockton email, then you can send it to: receipt@chromefile.com. You can also download the New Phone App and do your receipts from there.

6. The persons who have Stockton Pcards, you will need your TXN# for that tractions you put on your card. You can get that number off your Pcard statement. (Just like your personal Credit Card you have access to your Pcard statement. (Expense Report that have Pcard traction will not be reconciled until the Pcard traction is reconciled by Donna Hagen, so get your receipts to her or upload the receipt to the Pcard statement in Works)

7. You are going to go into each traction on your Expense Report and edit it. Attach receipt for each, change the amount to match the receipt, after this click on Edit and Save in the upper right corner. Delete expenses that you did not use or need, for the Per Diem for meals, if the conference provided meals you did not know about beforehand, correct this now.

8. For each transaction make sure the Organization/Fund/Program are correct. **Please contact Donna Hagen for the numbers**

9. When you have all the receipts attached and the amounts edited, you can submit the report.

10. **You do not have to complete the Expense Report all in one sitting. When you close all that you worked on is saved as a draft. REMEMBER IT WILL NOT BE RECONCILED UNTIL YOU SUBMIT IT.**