



Chrome River User Manual

Table of Contents

Air Travel	3
Train / Rail	10
Ground Transportation	11
Hotel.....	32
FOLIO.....	40
Meals.....	44
Conference Registration / Training.....	52
Miscellaneous	55
Itemization	61

TRAVEL EXPENSE TILE DETAILS

All the expense tile forms, with the exception of **Baggage, Mileage / Private Vehicle, Hotel, and Meals**, contain the following standard fields:

Date: Enter the actual date of the expense which can typically be found on the receipt. The date on each expense form must be within the date range entered on the expense report header in the **Departure Date** and **Return Date** fields.

Spent: Enter the estimated amount for this expense type.

Business Purpose: The business purpose will default with the information entered on the Expense Header, but can be modified (as needed) on any of the expense forms. Once modified, the new **Business Purpose** text will be carried forward to each subsequent expense type.

Description: Provide any additional information about this expense. This field is optional for most expense types.

Personal Expense Charged on PCARD: If the UMB Pcard Expense transaction contains any personal charges, check this box and provide additional details and the amount in the **Explanation** field that displays. Note: Personal expenditures are not allowed on the procurement card per BPC policy. In the event that a personal expense was accidentally charged to the card, the cardholder must immediately reimburse WSU.



Chrome River User Manual

Merchant: This field will pre-populate the vendor name for any UMB Pcard Expense transaction. For all other transactions, the merchant field is optional.

Add Banner Activity and/or Location: Select this check box if you would like to add a Banner Activity and/or Location code.

- **Activity:** Click the drop-down box and select the appropriate value from the list.
- **Location:** Click the drop-down box and select the appropriate value from the list.

Funding: Select the proper funding for the expense type. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

--Select--: Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.

Once a funding option has been selected, Chrome River will carry forward the funding information to each subsequent expense added to the report.

If you have more than one funding string for the expense type, click **Add Funding** to add additional funding lines.

Attachments: All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

[Back to Top](#)



Chrome River User Manual

Air Travel

Airfare

The most economical mode of airline travel is generally tourist or economy class. Specific justification must be furnished with the Expense Report, as an attachment or comment, when these classes are not used. If these classes are not available, a verifying statement from the travel agency or airline must be furnished and attached to the Expense Report.

The screenshot shows the 'Airfare' form in Chrome River. At the top right are 'Cancel' and 'Save' buttons. The form is titled 'Airfare' with an airplane icon. It contains the following fields and controls:

- 1**: Date field with a calendar icon, showing '07/21/2019'.
- 2**: Spent field with a numeric keypad icon, showing '0.00' and a currency dropdown set to 'USD'.
- 3**: Business Purpose text area.
- 4**: Description (Optional) text area.
- 5**: Personal Expense Charged on PCARD? checkbox.
- 6**: Merchant (Optional) text field.
- 7**: Add Banner Activity and/or Location? checkbox.
- A blue instruction box: "Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection."
- Funding** section:
 - 8**: Search for Funding text field.
 - 9**: Dropdown menu showing "-- Select --".
 - + Add Funding button.
- Attachments (0)** section:
 - Drag image here to upload text.
 - Add Attachments dropdown button.
 - 10**: Callout for the Add Attachments button.



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the expense. This should be the invoice date on the airfare receipt. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
2. **Spent:** Enter the total amount of the airfare expense as noted on the airfare invoice. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the airfare receipt.
6. **Merchant:** Enter the name of the airline. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
10. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.


[Back to Top](#)

Baggage

More than 1 checked bag per flight will require justification; additional baggage may not be reimbursable.



Chrome River User Manual

 **Baggage Fee**

More than 1 checked bag per flight will require justification; additional baggage may not be reimbursable.

Date **1**

Spent **2**

Business Purpose **3**

Description **4**
Optional

Personal Expense Charged on PCARD? **5**

Merchant **6**
Optional

Number of Bags checked? **7**

Add Banner Activity and/or Location? **8**

Funding

9

10

[+ Add Funding](#)

Attachments (0)

11



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the expense. This should be the invoice date on the baggage receipt. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
2. **Spent:** Enter the total amount of the baggage expense as noted on the baggage invoice. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the baggage receipt.
6. **Merchant:** Enter the name of the airline. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
7. **Number of Bags checked:** Select the number of bags that were checked from the drop down list.
8. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
9. **Location:** Click the drop-down box and select the appropriate value from the list.
10. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
11. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
12. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Travel Agency Fee

When using Sunflower Travel they will charge a fee to book the service you are requesting. The fee will include all the services they provide regarding the airfare expense.

The administrative fee from the travel agency will come in as a separate charge from UMB and will be funded using this tile. The receipt for this charge is combined with the eInvoice from the travel agency and will be attached to the Airline expense, there is no need to attach it to this expense line.



Chrome River User Manual

The screenshot shows the 'Travel Agency Fee' form in Chrome River. The form is titled 'Travel Agency Fee' and has a 'Cancel' button and a 'Save' button at the top right. The form fields are numbered 1 through 10:

- 1: Date field with a calendar icon, showing '07/21/2019'.
- 2: Spent field with a numeric keypad icon, showing '0.00' and 'USD'.
- 3: Business Purpose text area.
- 4: Description (Optional) text area.
- 5: Personal Expense Charged on PCARD? checkbox.
- 6: Merchant (Optional) text field.
- 7: Add Banner Activity and/or Location? checkbox.
- 8: Search for Funding text field.
- 9: -- Select -- dropdown menu.
- 10: Add Attachments button.

Below the form, there is a section for 'Attachments (0)' with a grid icon and a plus icon. A message says 'Drag image here to upload'.

1. **Date:** Click the calendar icon to select the date for the expense. This should be the invoice date on the airfare or travel agency receipt. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.



Chrome River User Manual

2. **Spent:** Enter the total amount of the travel agency fee expense as noted on the travel agency or airfare invoice. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
 3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
 4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
 5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included with this expense.
 6. **Merchant:** Enter the name of the travel agency. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
 7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
 8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
 9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
- Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Train / Rail

Train / Rail

Expenses may be paid or reimbursed for transportation incurred for travel by public transportation via trains or rails.

The screenshot shows the 'Train / Rail' expense entry form in Chrome River. The form includes the following fields and controls:

- 1**: Date field with a calendar icon, showing 07/21/2019.
- 2**: Spent amount field showing 0.00 and a currency dropdown set to USD.
- 3**: Business Purpose text area.
- 4**: Description (Optional) text area.
- 5**: Personal Expense Charged on PCARD? checkbox.
- 6**: Merchant (Optional) text field.
- 7**: Add Banner Activity and/or Location? checkbox.
- 8**: Search for Funding text input field.
- 9**: Funding dropdown menu showing "-- Select --".
- 10**: Add Attachments button.

Additional form elements include a 'Cancel' button at the top right, a 'Save' button at the bottom right, and an 'Attachments (0)' section at the bottom with a 'Drag image here to upload' area and a grid icon.



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the expense. This should be the invoice date on the train/rail receipt. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
2. **Spent:** Enter the total amount of the train/rail expense as noted on the train/rail invoice. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the train/rail receipt.
6. **Merchant:** Enter the name of the train/rail company. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
10. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)


Ground Transportation

Car Rental

The most economical mode of car rental is generally economy class. Specific justification must be furnished with the Expense Report when this class is not used. If the class was not available, a verifying statement from the travel agency or rental company must be furnished with the Expense Report.



Chrome River User Manual

 **Car Rental**

Date 1 07/21/2019

Spent 2 0.00 USD

Business Purpose 3

Description 4
Optional

Personal Expense Charged on PCARD? 5

Merchant 6
Optional

Add Banner Activity and/or Location? 7

Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection.

Funding

Search for Funding 8

-- Select -- 9

Attachments (0)

Drag image here to upload 10

Document No. CR0019

July 27, 2019

Page 12 of 67



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the expense. This should be the invoice date on the car rental receipt. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
 2. **Spent:** Enter the total amount of the car rental expense as noted on the car rental invoice. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
 3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
 4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
 5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the car rental receipt.
 6. **Merchant:** Enter the name of the car rental company. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
 7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
 8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
 9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
- Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Gasoline

Will be reimbursed if a rental vehicle is also on the Expense Report. The mileage reimbursement rate for personal vehicles includes the cost of gasoline.

The screenshot shows the 'Gasoline' form in Chrome River. At the top right are 'Cancel' and 'Save' buttons. The form is titled 'Gasoline' with a gas pump icon. It contains the following fields and options:

- 1** Date: 07/21/2019
- 2** Spent: 0.00 USD
- 3** Business Purpose: (empty text area)
- 4** Description (Optional): (empty text area)
- 5** Personal Expense Charged on PCARD?:
- 6** Merchant (Optional): (empty text area)
- 7** Add Banner Activity and/or Location?:

A blue instruction box states: "Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection."

Funding

- 8** Search for Funding: (input field)
- 9** -- Select --: (dropdown menu)

Attachments (0)

- Drag image here to upload
- 10** Add Attachments (dropdown menu)



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the expense. This should be the invoice date on the gas receipt. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
2. **Spent:** Enter the total amount of the gas expense as noted on the gas receipt. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the gas receipt.
6. **Merchant:** Enter the name of the merchant. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
10. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual


Mileage / Private Vehicle


When claiming expenses for use of private automobile for in-state driving, mileage must be documented from point-to-point, as well as, destination and purpose. No mileage will be allowed for personal business such as travel to restaurants, etc. In addition to mileage, expenses for parking and turnpike fees are reimbursable.

The mileage rates are considered to cover all costs which includes but is not limited to: gasoline, oil, tires, repairs, insurance (including uninsured losses, and insurance deductibles resulting from damage), license fees, and expenses of any type.



Chrome River User Manual

 **Mileage / Private Vehicle**

Date **1** 

Spent **2**

Description **3**

Rate **4**

Miles **5**

Deduction **6**



Add Banner Activity and/or Location? **7**

Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection.

Funding

8

9

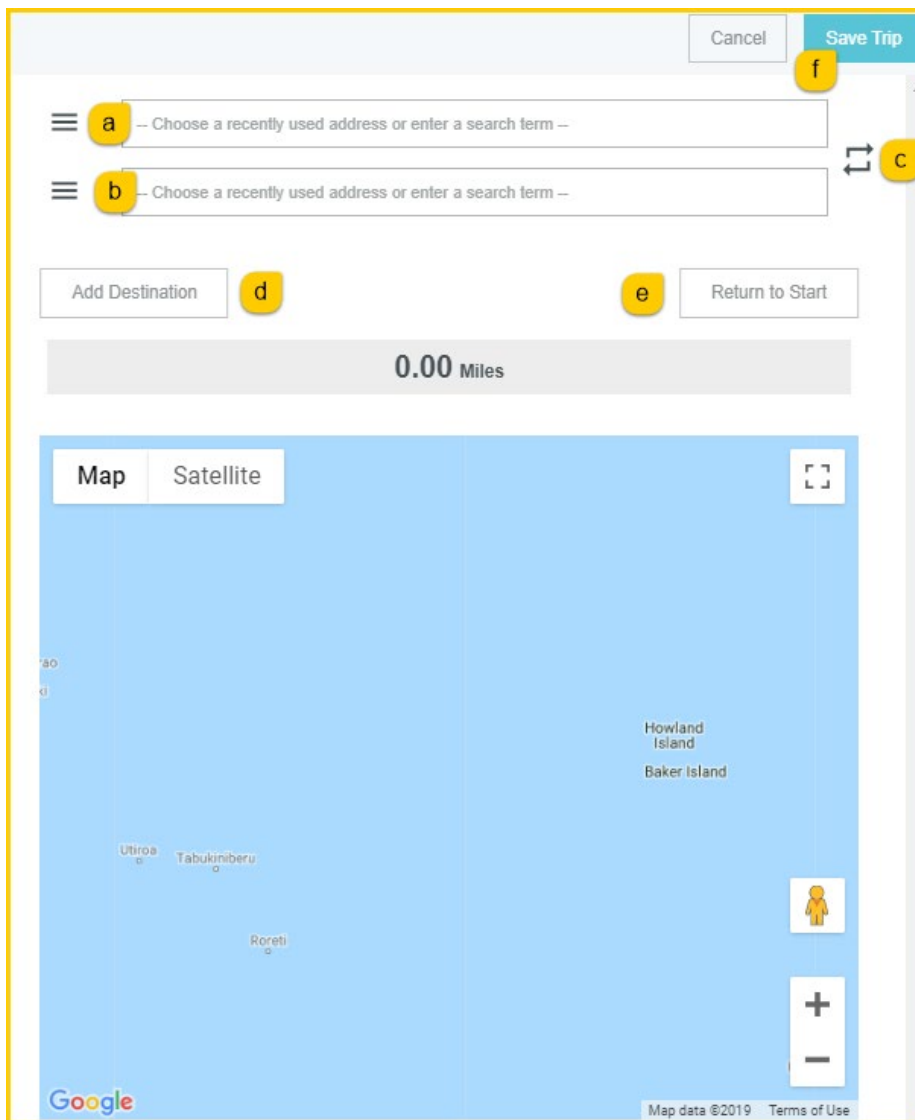
Attachments (0)  

Drag image here to upload **10**



Chrome River User Manual

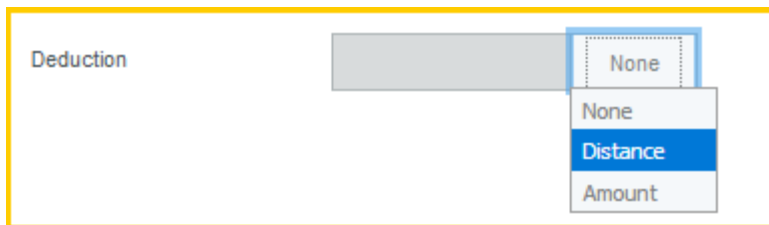
1. **Date:** Enter the first day on which claimed mileage occurred. Note: this date must be within the date range listed on the header of the expense report.
2. **Spent:** The spent amount will populate after information has been entered on the **Calculate Mileage** page.
3. **Description:** The description will populate after information has been entered on the **Calculate Mileage** page.
4. **Rate:** This field displays the current mileage reimbursement rate, and is display only.
5. **Miles:** This field will populate after information has been entered on the calculate mileage page. Click the **Calculate Mileage** link to open up mileage page.





Chrome River User Manual

- a) **-- Choose a recently used address or enter a search term --**: Enter the address of the location you are leaving from. When you begin typing, the system will provide selections.
 - b) **-- Choose a recently used address or enter a search term --**: Enter the address of the location you are going to. When you begin typing, the system will provide selections.
 - c) **Switch order icon**: Click this icon to reorder the locations added in step a) and b).
 - d) **Add Destination**: Click this link to add additional destinations.
 - e) **Return to Start**: Click this link to automatically add an entry returning to the beginning location.
 - f) **Save Trip**: Click this button to save the information entered and return to the **Mileage / Private Vehicle** form.
6. **Deduction**: To reduce the calculated mileage, click the **None** button and select one of the options presented.



- a) **Distance**: Selecting this option allows the user to enter a specific number of miles to deduct from the mileage calculated in steps 8-13. The system will multiply the number of miles enter by the mileage rate, then deduct the calculated amount from the **Estimated Amount** field.
 - b) **Amount**: Selecting this option allows the user to enter a specific dollar amount to deduct from the mileage calculated in steps 8-13. The system will automatically deduct this dollar amount from the calculated amount in the **Estimated Amount** field.
7. **Add Banner Activity and/or Location**: Select this check box if you would like to add a Banner Activity and/or Location code.
- a) **Activity**: Click the drop-down box and select the appropriate value from the list.
 - b) **Location**: Click the drop-down box and select the appropriate value from the list.
8. **Funding**: Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
9. **--Select--**: Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
10. **Add Attachments**: All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.



Chrome River User Manual

Completed Calculate Mileage form example:


The screenshot displays a Google Maps interface with a calculated route. At the top right, there are buttons for "Cancel" and "Save Trip". Below this, three address input fields are shown, each with a red minus sign to its right. The first field contains "1845 Fairmount Street, Wichita, KS, USA". The second field contains "Wichita Dwight D. Eisenhower National Airport (ICT), Eisenhower Airport Parkway, Wichita, K". The third field contains "1845 Fairmount Street, Wichita, KS, USA". Below the input fields are two buttons: "Add Destination" and "Return to Start". A grey bar below these buttons displays the total distance: "24.66 Miles". The main part of the interface is a map showing a blue route connecting three red location pins labeled B, A, and C. Pin B is at the airport, pin A is at the university, and pin C is at the starting address. The map includes various landmarks like Sedgwick County Zoo, Botanic Gardens, and Exploration Place. Map controls like zoom in (+) and zoom out (-) are visible in the bottom right corner. The Google logo and "Map data ©2019" are at the bottom left.




Chrome River User Manual

Example of completed form after a distance deduction has been added.

Cancel Save

 **Mileage / Private Vehicle**

Date 

Spent 1

Description 2 Optional

Rate

Miles 3 [Calculate Mileage](#)

Deduction 4

Add Banner Activity and/or Location?



Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection.

Funding

D10252-101510-01620 D10252: RU Controller's Office 101510: Financial Operations

2511-Employee In-State Mileage

+ Add Funding

Attachments (0)  

Drag image here to upload Add Attachments



Chrome River User Manual

1. **Spent:** Notice the **Spent** amount was calculated and populated based upon the information previously entered on the **Calculate Mileage** page. The amount shown takes into account any amount or distance deduction entered in the **Deduction** field.
2. **Description:** Notice the **Description** was populated based upon the information previously entered on the **Calculate Mileage** page.
3. **Miles:** Notice the **Miles** field was populated based upon the information previously entered on the **Calculate Mileage** page.
4. **Deduction:** Displays either the dollar amount or number of miles to deduct from the mileage calculation.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Parking

Transportation expenses incurred during travel to conduct official business such as parking is reimbursable. Any personal expenses incurred while in travel status will not be reimbursable.

The screenshot shows the 'Parking' form in Chrome River. At the top right are 'Cancel' and 'Save' buttons. The form is titled 'Parking' with a 'P' icon. It contains the following fields and options:

- 1**: Date field with value '07/21/2019' and a calendar icon.
- 2**: Spent field with value '0.00', a calculator icon, and 'USD' currency.
- 3**: Business Purpose text area.
- 4**: Description (Optional) text area.
- 5**: Personal Expense Charged on PCARD? checkbox.
- 6**: Merchant (Optional) text area.
- 7**: Add Banner Activity and/or Location? checkbox.
- A blue instruction box: "Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection."
- Funding** section:
 - 8**: Search for Funding text input.
 - 9**: -- Select -- dropdown menu.
 - + Add Funding button.
- Attachments (0)** section:
 - Drag image here to upload text.
 - Add Attachments dropdown menu.
 - 10**: Yellow callout circle next to the Add Attachments button.



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
2. **Spent:** Enter the total amount of the parking expense. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.
6. **Merchant:** Enter the name of the merchant or leave blank. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
10. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)


Public Transit


Transportation charges incurred during travel to conduct official business such as: city bus, shuttle service and other forms of transportation are reimbursable. Receipts for these charges are not required. Local transportation charges for personal use, such as travel from a lodging establishment to a restaurant are not reimbursable.




Chrome River User Manual

Cancel Save

 **Public Transit**

Date 1 07/21/2019 

Spent 2 0.00  USD

Business Purpose 3

Description 4 Optional

Personal Expense Charged on PCARD? 5

Merchant 6 Optional

Add Banner Activity and/or Location? 7



Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection.

Funding

8

9

[+ Add Funding](#)

Attachments (0)  

Drag image here to upload Add Attachments 10



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
2. **Spent:** Enter the total amount of the public transit expense. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event.
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.
6. **Merchant:** Enter the name of the merchant or leave blank. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
10. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.


[Back to Top](#)

Taxi / Car Service

Transportation charges incurred during travel to conduct official business such as: taxi fares and other forms of transportation are reimbursable. Receipts for these charges are not required. Local transportation charges for personal use, such as travel from a lodging establishment to a restaurant are not reimbursable.



Chrome River User Manual

 **Taxi / Car Service**

Taxi's to and from a restaurant are considered non-reimbursable.

Date **1**

Spent **2**

Business Purpose **3**

Enter a description for the expense (i.e. taxi from airport to conference hotel)

Description **4**

Personal Expense Charged on PCARD? **5**

Add Banner Activity and/or Location? **6**

Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection.

Funding

Search for Funding **7**

-- Select -- **8**

[+ Add Funding](#)

Attachments (0)

Drag image here to upload **9**



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
2. **Spent:** Enter the total amount of the taxi/car service expense. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.
6. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
7. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
8. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
9. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Tolls

Transportation expenses incurred during travel to conduct official business such as tolls is reimbursable. Any personal expenses incurred while in travel status will not be reimbursable.

The screenshot shows the 'Tolls' form in Chrome River. At the top right are 'Cancel' and 'Save' buttons. The form title 'Tolls' is accompanied by a toll icon. The form fields are as follows:

- 1**: Date field with value '07/21/2019' and a calendar icon.
- 2**: Spent field with value '0.00', a calculator icon, and 'USD' currency.
- 3**: Business Purpose text area.
- 4**: Description (Optional) text area.
- 5**: Personal Expense Charged on PCARD? checkbox.
- 6**: Merchant (Optional) text field.
- 7**: Add Banner Activity and/or Location? checkbox.

Below these fields is a blue instruction box: "Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection."

The **Funding** section contains:

- 8**: Search for Funding text input field.
- 9**: A dropdown menu currently showing "-- Select --".
- A blue "+ Add Funding" button.

The **Attachments (0)** section at the bottom includes:

- A "Drag image here to upload" area.
- A blue "Add Attachments" button with a dropdown arrow.
- 10**: A yellow callout circle next to the "Add Attachments" button.



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
2. **Spent:** Enter the total amount of the toll expense. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.
6. **Merchant:** Enter the name of the merchant or leave blank. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
10. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Rental Booking Fee

When using Sunflower Travel they will charge a fee to book the service you are requesting. The fee will include all the services they provide regarding the airfare expense.

The screenshot shows the 'Rental Booking Fee' form in Chrome River. The form is titled 'Rental Booking Fee' and has a 'Cancel' button and a 'Save' button at the top right. The form fields are as follows:

- Date:** 07/21/2019 (Callout 1)
- Spent:** 0.00 USD (Callout 2)
- Business Purpose:** (Callout 3)
- Description:** (Optional) (Callout 4)
- Personal Expense Charged on PCARD?:** (Callout 5)
- Merchant:** (Optional) (Callout 6)
- Add Banner Activity and/or Location?:** (Callout 7)
- Funding:** Search for Funding (Callout 8), -- Select -- (Callout 9)
- Attachments (0):** (Callout 10)

At the bottom of the form, there is a 'Drag image here to upload' area and an 'Add Attachments' button.



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
2. **Spent:** Enter the total amount of the rental booking fee expense. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.
6. **Merchant:** Enter the name of the merchant or leave blank. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
10. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)

Hotel


In addition to room charges, hotel bills usually include charges for taxes and other expenses related to your stay. To make the process of recording these charges quick and simple, the Hotel expense-entry screen allows you to itemize them.


When you are ready to enter the Hotel expense, tap the Hotel tile.




Chrome River User Manual

Cancel Save Itemize

 **Hotel**

Date 1 07/21/2019 

Spent 2 0.00  USD


Allowable Total 0.00 USD Calculate 3


Business Purpose 4

Description 5 Optional

Personal Expense Charged on PCARD? 6

Merchant 7

Check In Date 8 07/21/2019 

Check Out Date 9 07/24/2019 

Add Banner Activity and/or Location? 10



Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection.

Funding

11

12

+ Add Funding

Attachments (0)  

Drag image here to upload Add Attachments 13



Chrome River User Manual

Hotel Form Fields:

1. **Date:** Enter the hotel invoice date. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
2. **Spent:** This should be the total dollar amount of the hotel stay as noted on the hotel invoice. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
3. **Allowable Total:** This amount represents the maximum allowable lodging rate for the destination location. The field is calculated based upon the details entered on the **Calculate Allowable Total** page which is accessed by clicking the **Calculate** link.

Calculate: Click this link to enter details used for calculating the maximum allowable lodging amount

Calculate Allowable Total	
Departure Date/Time	a 07/03/2019
End Date/Time	b 07/05/2019
Location	c Pine Grove-Jefferson County, Colorado (CO), United States
Rooms	d 1
Nights	e 2
Average Daily Room Rate	f 181.00 USD
Base Total	g 362.00 USD
Allowable Total	h 543.00 USD
Cancel Save	



Chrome River User Manual

- a) **Departure Date/Time:** Enter the check-in date of the hotel stay
 - b) **End Date/Time:** Enter the check-out date of the hotel stay
 - c) **Location:** Begin typing to locate and select the appropriate location of your stay
 - d) **Rooms:** Enter the number of rooms
 - e) **Nights:** Calculated number of nights based upon the **Departure Date** and **End Date** entered above
 - f) **Average Daily Room Rate:** The base allowable lodging amount per night
 - g) **Base Total:** Calculated total of the **Average Daily Room Rate** multiplied by the calculated number of nights
 - h) **Allowable Total:** This is the total maximum lodging amount allowed. This amount applies only to the room rate – not taxes and fees.
Click the **Save** button to return to the Hotel form.
4. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
 5. **Description:** Enter any additional information that will provide greater detail of the expense for clarity in the approval process. Any special circumstances or relevant details should be included in this field.
 6. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.
 7. **Merchant:** Enter the name of the Hotel. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction
 8. **Check In Date:** Click the calendar icon to select the date which represents the actual hotel check in date for this travel event.
 9. **Check Out Date:** Click the calendar icon to select the date which represents the actual hotel check out date for this travel event.
 10. **Add Banner Activity and/or Location:** Select this check box if your department utilizes the Banner Activity and/or Location codes. Once selected, the system will display two additional fields:
 - a) **Activity:** Select the appropriate value from the drop down list.
 - b) **Location:** Select the appropriate value from the drop down list
 11. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
 12. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
 13. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.
- Tap **Itemize** in the upper right corner of the form. The **Add Itemization** page will appear. Click the **Hotel - Lodging** expense tile.



Chrome River User Manual

The screenshot shows the 'Add Itemization' interface. At the top, there is a 'Done' button. Below it, the category 'Hotel' is selected, with a 'TOTAL AMOUNT' of 580.00 and a 'REMAINING' amount of 580.00. The interface displays several itemization tiles: HOTEL - LODGING (with a bed icon), HOTEL - TAXES / FEES (with a percentage icon), HOTEL - INTERNET / WIFI (with a Wi-Fi icon), HOTEL - PARKING (with a 'P' icon), MEALS (with a fork and knife icon), and HOTEL - LAUNDRY (with a laundry icon). A yellow arrow points to the HOTEL - LODGING tile.

The **Hotel - Lodging** form will display. Complete the form, making sure to only enter the room rate in the **Spent** field. Taxes and other charges will be entered on their respective tiles.



Chrome River User Manual

The screenshot shows a web form for entering an expense. At the top left is an 'Images' button. At the top right are 'Cancel' and 'Save' buttons, with a yellow arrow pointing to the 'Save' button. Below the buttons, there are two summary fields: 'TOTAL AMOUNT' with the value '580.00' and 'REMAINING' with the value '580.00'. The main category is 'Hotel - Lodging', indicated by a bed icon and the text 'Hotel - Lodging'. The 'Date' field is set to '07/03/2019'. The 'Spent' field is set to '520.00' with a calculator icon and 'USD' currency. Below the 'Spent' field is a decorative wavy line. Underneath is a 'Funding' section with two text boxes: the first contains 'D10252-101510-01620 D10252: RU Controller's Office 101510: Financial Operations' and the second contains '2582-Employee Out-of-State Meals/Lodging'.

Click **Save** in the upper right corner of the form. The **Add Itemization** page will display. Notice the values listed in the **Total Amount** and **Remaining** fields. The system requires for the expense to be fully itemized. Click on the **Hotel - Taxes / Fees** tile.



Chrome River User Manual

The screenshot shows the 'Add Itemization' form. At the top right is a 'Done' button. A summary box displays 'TOTAL AMOUNT 580.00' and 'REMAINING 60.00'. The main area contains several category buttons: 'HOTEL - LODGING', 'HOTEL - TAXES / FEES' (indicated by a yellow arrow), 'HOTEL - INTERNET / WIFI', 'HOTEL - PARKING', 'MEALS', and 'HOTEL - LAUNDRY'. A 'HOTEL - OTHER' button is located below the first row.

Complete the form making sure to enter the total amount of all taxes and fees in the **Spent** field. When finished, click **Save** in the upper right corner of the form.



Chrome River User Manual

Images Cancel Save

TOTAL AMOUNT 580.00 REMAINING 60.00

Hotel - Taxes / Fees

Date 07/03/2019

Spent 60.00 USD

Funding

D10252-101510-01620 D10252: RU Controller's Office 101510: Financial Operations

2582-Employee Out-of-State Meals/Lodging

When fully itemized, the hotel expenses will be added to the expense report located on the left side of the screen.



Chrome River User Manual

The screenshot shows a mobile application interface for 'Expenses For Wu Shock'. The title is 'Demo Hotel Itemize Steps'. Below the title, it indicates '0 Comments' and '1 Attachments'. The main content is a table with the following data:

DATE	EXPENSE	SPENT	PAY ME	
Wed 07/03/2019	Hotel	580.00 USD	580.00	✓
Wed 07/03/2019	Hotel - Lodging	520.00 USD	520.00	✓
Wed 07/03/2019	Hotel - Taxes / Fees	60.00 USD	60.00	✓

[Back to Top](#)

FOLIO

FOLIO is a service that automatically creates line-item expenses for all hotel folio items. Users simply forward the text-based PDF or HTML receipt emailed to them by the hotel, and FOLIO automatically creates a hotel expense in Chrome River—complete with such itemized expenses as room charges, parking, and Internet fees.

Forward FOLIO Receipt

When you receive a text-based PDF or HTML receipt from a hotel after your stay, simply forward it to receipt@ca1.chromeriver.com.

- PDFs must be text-based; image-based PDFs are not accepted.
- Putting the amount and currency code (USD) in the subject line will make it easier to track the receipt.
- If the folio is a PDF, remove any forwarded text from the body of the email.
- If you have a signature block, delete it from the body of the email..

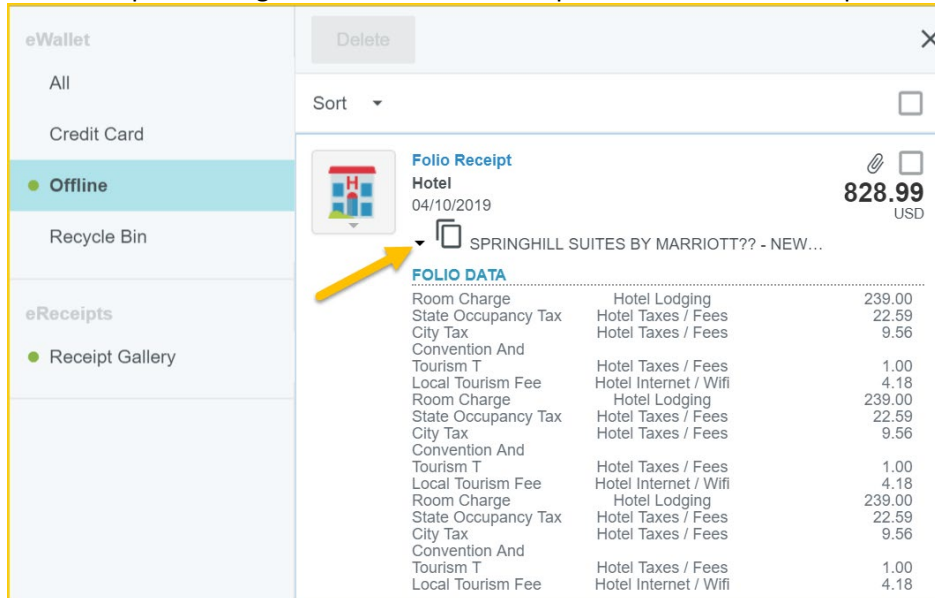
View FOLIO Receipt in Chrome River



Chrome River User Manual

Once the receipt has been processed by Chrome River, you will find it in the **Offline** section of the E-Wallet, labeled "Folio Receipt."

- Tap the triangle next to the stacked-squares icon to see the captured folio itemizations.



Add FOLIO Transaction to an Expense

1. Create a new expense report and tap the + button to add line items
2. Find the desired Hotel Folio Receipt in the E-Wallet, check its box, and tap **ADD**.
3. Calculate the allowable total



Chrome River User Manual

Images Cancel Save Itemize

Hotel

Date 04/10/2019

Enter the total amount spent on the hotel, including all taxes and fees.

Spent 828.99 USD

Click the Calculate link to calculate the maximum allowable room rate.

Allowable Total 0.00 USD Calculate

4. Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in. Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.

Step 1: Type the funding you would like to search for in the Search for Funding box below. As you type, a drop down list of matching items will be displayed for selection. Step 2: In the **--Select--** box, choose the value that best describes the expense. The **-- Select--** box will not appear until Step 1 has been completed.

Funding

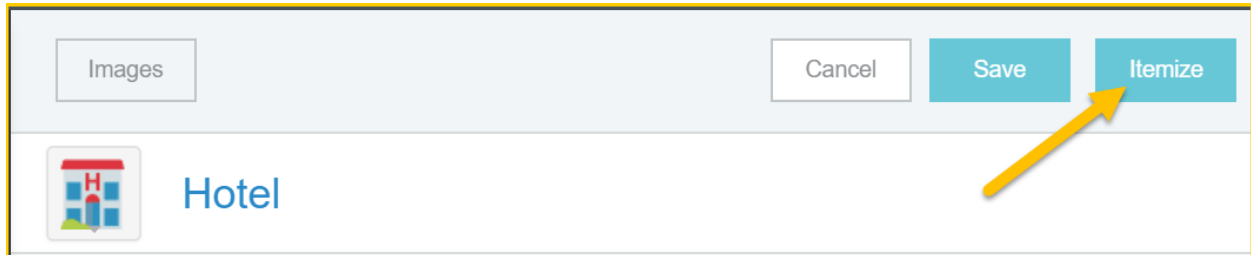
Search for Funding

-- Select --

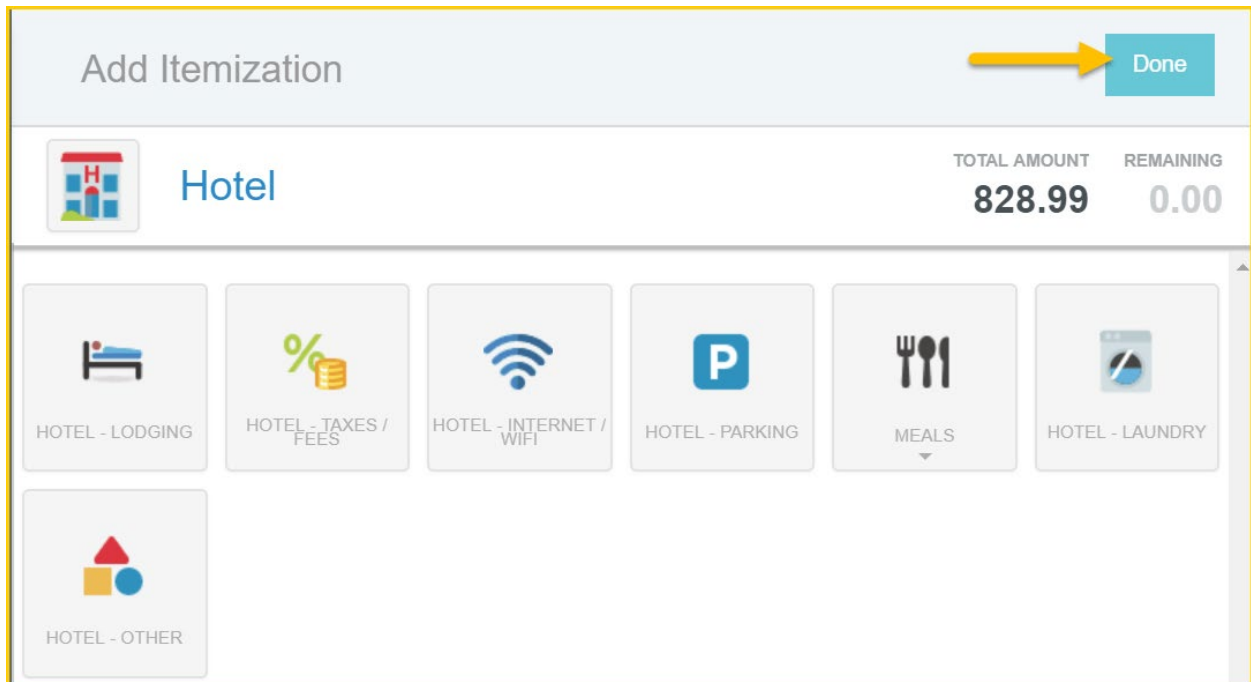
5. Tap **ITEMIZE**



Chrome River User Manual



6. On the Add Itemization pane, simply tap **DONE**



7. All of the itemizations from the hotel folio you forwarded have automatically been added to the report

[Back to Top](#)



Chrome River User Manual

Meals

Single Day Per Diem

In limited circumstances and at the discretion of the Budget Officer, a meal may be reimbursed for travel that occurs in one day. The following questions will have to be answered and then the system will determine a meal can be reimbursed. Did the traveler go over 30 miles from their official station? Did the traveler extend their work day 3 hours past their normal scheduled work day? Was a meal provided at no cost to the traveler?

The meal rate is determined by the location traveled to and the following percentage of the daily rate: Breakfast 15%, Lunch 35% or Dinner 50%.



Chrome River User Manual

[Cancel](#) [Save](#)

Single Day Per Diem

Date **1**

Start Time **2**

End Time **3**

Spent **4**

Business Purpose **5**

Description **6**

Location **7**

This expense type should only be used for single day per diem

Did you travel over 30 miles from official station? **8**

Did you extend work hours 3 hours past normal scheduled work day? **9**

Was a meal provided to you? **10**

Add Banner Activity and/or Location? **11**

Please uncheck one of the boxes below to indicate which single day per diem meal you are claiming.

Deductibles **12**

- Breakfast
- Lunch
- Dinner

Funding

13

14

[+ Add Funding](#)

Attachments (0)

Drag image here to upload [Add Attachments](#) **15**



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the single day travel event. Note: this date must be within the date range listed on the header of the expense report.
2. **Start Time:** Enter the actual departure time for the trip. The system will default to 00:00, but travelers are required to select the actual departure time. Note: Times are displayed in military time.
3. **End Time:** Enter the actual return time for the trip. The system will default to 23:59, but travelers are required to select the actual return time. Note: Times are displayed in military time.
4. **Spent:** This field will automatically populate after the form has been completed.
5. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
6. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
7. **Location:** Begin typing to locate and select the appropriate location of your travel event.
8. **Did you travel over 30 miles from official station:** Select either Yes or No from the drop down list.
9. **Did you extend work hours 3 hours past normal scheduled work day:** Select either Yes or No from the drop down list.
10. **Was a meal provided to you:** Select either Yes or No from the drop down list.
11. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
12. **Deductibles section:** This section will expand to display three meal choices if the traveler qualifies to receive the Single Day Meal Per Diem. Complete steps 13 and 14 before deselecting the meal you are requesting per diem for.
13. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
14. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code. Return to step 12 and uncheck the meal you are requesting per diem for.
15. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Multiple Day Per Diem

Employees may be reimbursed for Meals & Incidental Expense (M&IE) while in travel status. Incidental expenses are included in this rate such as charges for taxes, fees and tips to waiters, bellhops, etc. M&IE reimbursement is based on quarter days with the daily M&IE rate divided equally between quarters. M&IE is provided for the time in which the employee is in travel status, including the quarters the employee departs and returns.

Per Diem Wizard

Departure Date/Time **1** 07/03/2019 **2** 07:30

End Date/Time **3** 07/05/2019 **4** 17:30

Days **5** 3

Business Purpose **6** Demo Hotel Itemize Steps

Description **7** Add Description

Location **8** Pine Grove-Jefferson County, Colorado (CO), United States

Add Banner Activity and/or Location? **9**

Funding

Search for Funding **10**

-- Select -- **11**

+ Add Funding

12 Add Entries Cancel



Chrome River User Manual

- Departure Date:** Click the calendar icon to select the departure date for the travel event. Note: this date must be within the date range listed on the header of the expense report.
- Departure Time:** Enter the actual departure time for the trip. The system will default to 00:00, but travelers are required to select the actual departure time. Note: Times are displayed in military time.
- End Date:** Click the calendar icon to select the end date for the travel event. Note: this date must be within the date range listed on the header of the expense report.
- End Time:** Enter the actual return time for the trip. The system will default to 23:59, but travelers are required to select the actual return time. Note: Times are displayed in military time.
- Days:** This field is automatically calculated based upon the values entered in step 1 and 3.
- Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the **CR0027 Business Purpose** help document for more detailed information.
- Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
- Location:** Begin typing to locate and select the appropriate location of your travel event.
- Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - Activity:** Click the drop-down box and select the appropriate value from the list.
 - Location:** Click the drop-down box and select the appropriate value from the list.
- Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
- Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code. Return to step 12 and uncheck the meal you are requesting per diem for.
- Add Entries:** When all fields of the form have been completed, click the Add Entries button. The system will generate per diem entries for the date range entered in steps 1 and 2 above, and display them on the right side of the screen.

DATE	LOCATION	AMOUNT
× Wed, 07/03/2019	Pine Grove, Colorado (CO),United States	57.00 USD >
× Thu, 07/04/2019	Pine Grove, Colorado (CO),United States	76.00 USD >
× Fri, 07/05/2019	Pine Grove, Colorado (CO),United States	57.00 USD >



Chrome River User Manual

Click the arrow next to each entry to mark any meals that were provided to you, at no cost, during the travel event.

DATE	LOCATION	AMOUNT
× Wed, 07/03/2019	Pine Grove, Colorado (CO), United States	57.00 USD >
× Thu, 07/04/2019	Pine Grove, Colorado (CO), United States	38.00 USD ▾
Deductibles		
<input checked="" type="checkbox"/> Breakfast	<input type="checkbox"/> Dinner	
<input checked="" type="checkbox"/> Lunch		
× Fri, 07/05/2019	Pine Grove, Colorado (CO), United States	45.60 USD >

Notice: When meals are marked in the Deductibles section, the system will automatically reduce the per diem to account for the provided meal.

When finished entering all meal deductibles, click the **Add to Report** button.



Chrome River User Manual

Expenses For Wu Shock

Demo Hotel Itemize Steps

0 Comments 1 Attachments

DATE	EXPENSE	SPENT	PAY ME
Wed 07/03/2019	Hotel	580.00 USD	580.00
Wed 07/03/2019	Meals - Per Diem	57.00 USD	57.00
Thu 07/04/2019	Meals - Per Diem	38.00 USD	38.00
Fri 07/05/2019	Meals - Per Diem	45.60 USD	45.60

Expense Report 010019290166

Total Pay Me Amount **720.60** USD

Submit

The meal per diem entries will be added to the expense report and displayed on the left side of the screen.

[Back to Top](#)



Chrome River User Manual

Food Non-Per Diem Related

A department may reduce the meal per diem, with prior approval, using the Reimbursement at a Reduced Subsistence Allowance form. The traveler will complete this tile and attach the completed form along with any receipts.

The screenshot shows the 'Food Non-Per Diem Related' form in Chrome River. The form is titled 'Food Non-Per Diem Related' and includes a 'Cancel' button and a 'Save' button at the top right. The form fields are as follows:

- 1** Date: 07/21/2019
- 2** Spent: 0.00 USD
- 3** Business Purpose: (Empty text box)
- 4** Description: (Optional, Empty text box)
- 5** Personal Expense Charged on PCARD?:
- 6** Merchant: (Optional, Empty text box)
- 7** Add Banner Activity and/or Location?:
- 8** Search for Funding: (Text input box)
- 9** -- Select -- (Dropdown menu)
- 10** Add Attachments: (Button)

Below the 'Add Attachments' button, there is a note: 'Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection.'



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report.
2. **Spent:** Enter the total amount of the food non per diem related expense.
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.
6. **Merchant:** This field will automatically populate if the expense was created from a UMB Pcard Expense transaction. Otherwise, enter the name of the merchant or leave blank.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
8. **Funding:** Select the proper funding for the expense.
9. **-Select-:** Tap anywhere in the field labeled -Select- and chose the appropriate account code.
10. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)


Conference Registration / Training

Conference Registration / Training

Registration fees to attend a conference or training are reimbursable. Agenda must be attached to the Expense Report. Conference lodging is allowed at the actual rate based on the itemized receipt. Documentation from the conference website listing accommodation details must be furnished with the Expense Report. If meals are included in the cost of registration fees, the meal must be reduced from the multiple day per diem tile in the Expense Report.



Chrome River User Manual

 **Conference Registration / Training**

Date **1**

Spent **2**

Business Purpose **3**

Description **4**
Optional

Personal Expense Charged on PCARD? **5**

Merchant **6**
Optional

Add Banner Activity and/or Location? **7**

Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection.

Funding

8

9

Attachments (0)

Drag image here to upload **10**



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report.
2. **Spent:** Enter the total amount of the Conference Registration or Training expense.
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.
6. **Merchant:** This field will automatically populate if the expense was created from a UMB Pcard Expense transaction. Otherwise, enter the name of the merchant.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
8. **Funding:** Select the proper funding for the expense.
9. **-Select-:** Tap anywhere in the field labeled -Select- and chose the appropriate account code.
10. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Miscellaneous

Copies / Printing

Miscellaneous expenses incurred during travel to conduct official business may be reimbursable at the discretion of the Budget Officer based upon the business purpose. Any personal expenses incurred while in travel status will not be reimbursable.

The screenshot shows the 'Copies / Printing' form in Chrome River. The form is titled 'Copies / Printing' and has a 'Cancel' button and a 'Save' button at the top right. The form fields are as follows:

- 1**: Date field with the value '07/21/2019' and a calendar icon.
- 2**: Spent field with the value '0.00' and a currency selector set to 'USD'.
- 3**: Business Purpose text area.
- 4**: Description (Optional) text area.
- 5**: Personal Expense Charged on PCARD? checkbox, which is unchecked.
- 6**: Merchant (Optional) text area.
- 7**: Add Banner Activity and/or Location? checkbox, which is unchecked.
- 8**: Search for Funding text area.
- 9**: -- Select -- dropdown menu.
- 10**: Add Attachments button.

Below the form, there is a section for 'Attachments (0)' with a grid icon and a 'Drag image here to upload' instruction.



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report.
2. **Spent:** Enter the total amount of the copy or printing expense.
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.
6. **Merchant:** This field will automatically populate if the expense was created from a UMB Pcard Expense transaction. Otherwise, enter the name of the merchant.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
8. **Funding:** Select the proper funding for the expense.
9. **-Select-:** Tap anywhere in the field labeled -Select- and chose the appropriate account code.
10. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.


[Back to Top](#)

Other Services


Miscellaneous expenses incurred during travel to conduct official business may be reimbursable at the discretion of the Budget Officer based upon the business purpose. Any personal expenses incurred while in travel status will not be reimbursable. Items may include building space rentals, memberships, event tickets, banquet fees at a hotel, or international VISA fees.




Chrome River User Manual

 **Other Services**

2990 - Event Tickets, Banquet fees at hotel, International VISA fees

Date **1** 

Spent **2** 

Business Purpose **3**

Description **4**
Optional

Personal Expense Charged on PCARD? **5**

Merchant **6**
Optional

Add Banner Activity and/or Location? **7**



Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection.

Funding

8

9

[+ Add Funding](#)

Attachments (0)  

Drag image here to upload **10**



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report.
2. **Spent:** Enter the total amount of the other services expense.
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.
6. **Merchant:** This field will automatically populate if the expense was created from a UMB Pcard Expense transaction. Otherwise, enter the name of the merchant or.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
8. **Funding:** Select the proper funding for the expense.
9. **-Select-:** Tap anywhere in the field labeled -Select- and chose the appropriate account code.
10. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Miscellaneous / Other

Miscellaneous expenses incurred during travel to conduct official business may be reimbursable at the discretion of the Budget Officer based upon the business purpose. Any personal expenses incurred while in travel status will not be reimbursable. If the account code is not found in any other expense tile select this one and give a detailed description of the expense and the business purpose for it so we can determine which account code to use.

The screenshot shows the 'Miscellaneous / Other' form in Chrome River. The form is titled 'Miscellaneous / Other' and has a 'Cancel' button and a 'Save' button at the top right. The form fields are as follows:

- 1**: Date field with the value '07/21/2019' and a calendar icon.
- 2**: Spent field with the value '0.00', a calculator icon, and a 'USD' dropdown.
- 3**: Business Purpose text area.
- 4**: Description text area.
- 5**: Personal Expense Charged on PCARD? checkbox, which is unchecked.
- 6**: Merchant (Optional) text field.
- 7**: Add Banner Activity and/or Location? checkbox, which is unchecked.
- Funding** section:
 - 8**: Search for Funding text field.
 - 9**: Dropdown menu with the value '- Select -'.
 - + Add Funding** button.
- Attachments (0)** section:
 - Drag image here to upload text.
 - Add Attachments** button with a dropdown arrow.
 - 10**: Callout for the Add Attachments button.



Chrome River User Manual

1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report.
2. **Spent:** Enter the total amount of the miscellaneous expense.
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
4. **Description:** Provide a detailed description of the item purchased. Any special circumstances or relevant details should be included in this field.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.
6. **Merchant:** This field will automatically populate if the expense was created from a UMB Pcard Expense transaction. Otherwise, enter the name of the merchant.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
8. **Funding:** Select the proper funding for the expense.
9. **-Select-:** Tap anywhere in the field labeled -Select- and chose the only account code.
10. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Itemization

Itemization

Only the expense tiles that display can be used. Use this tile when the receipt has more than one expense on it with two different account codes. Select an account code on the header form that will match at least one expense you are itemizing.

The screenshot shows the 'Itemization' form in Chrome River. At the top right are buttons for 'Cancel', 'Save', and 'Itemize'. Below the title 'Itemization' is a blue instruction bar: 'Use this tile when the receipt has more than one expense on it with two different account codes.' The form fields are as follows:

- 1**: Date field with value '07/21/2019' and a calendar icon.
- 2**: Spent field with value '0.00', a calculator icon, and 'USD' currency.
- 3**: Business Purpose text area.
- 4**: Description (Optional) text area.
- 5**: Personal Expense Charged on PCARD? checkbox.
- 6**: Merchant (Optional) text field.
- 7**: Add Banner Activity and/or Location? checkbox.
- Funding Section**:
 - 8**: Search for Funding text field.
 - 9**: -- Select -- dropdown menu.
 - + Add Funding button.
- Attachments (0)**:
 - Drag image here to upload text.
 - Add Attachments dropdown button.
 - 10**: Callout for the Attachments button.



Chrome River User Manual

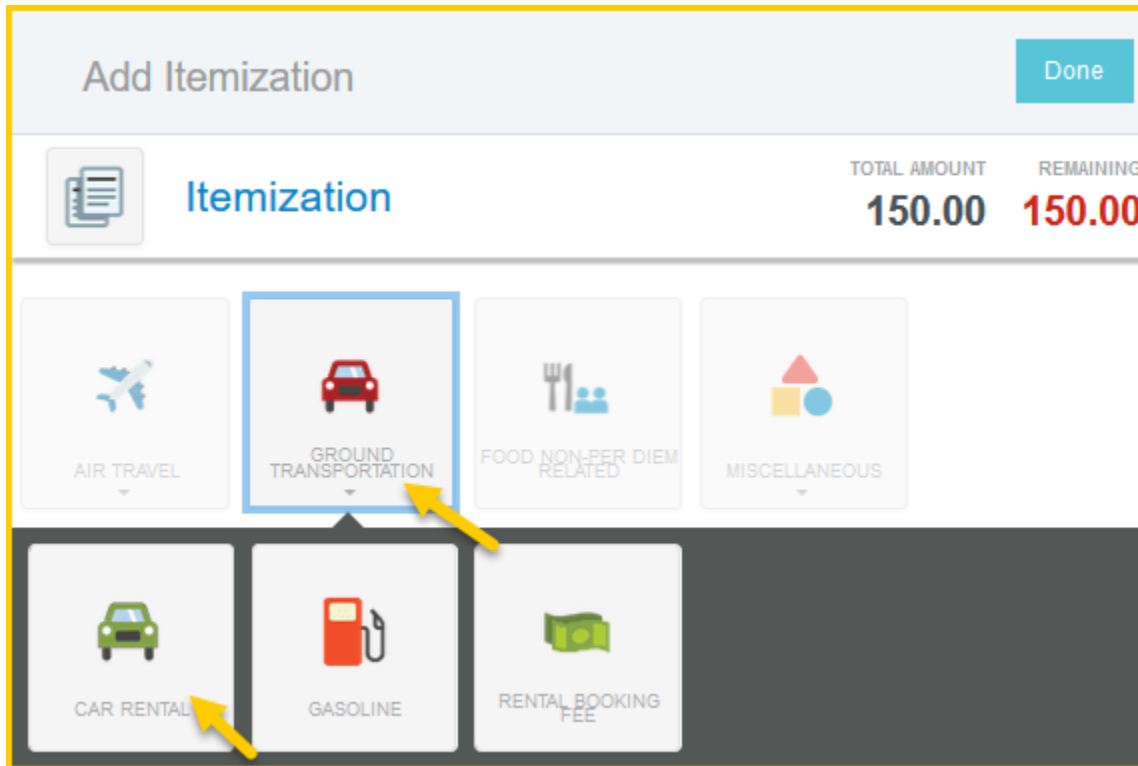
1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report.
2. **Spent:** Enter the total amount of all expenses included on the invoice or receipt.
3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.
6. **Merchant:** This field will automatically populate if the expense was created from a UMB Pcard Expense transaction. Otherwise, enter the name of the merchant.
7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) **Activity:** Click the drop-down box and select the appropriate value from the list.
 - b) **Location:** Click the drop-down box and select the appropriate value from the list.
8. **Funding:** Select the proper funding for the expense.
9. **-Select-:** Tap anywhere in the field labeled -Select- and chose the appropriate account code.
10. **Add Attachments:** All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.

Click the Itemize button located in the upper right hand corner of the form.

[Back to Top](#)



Chrome River User Manual



Select the proper expense tile for the first item(s). The corresponding expense form will open.



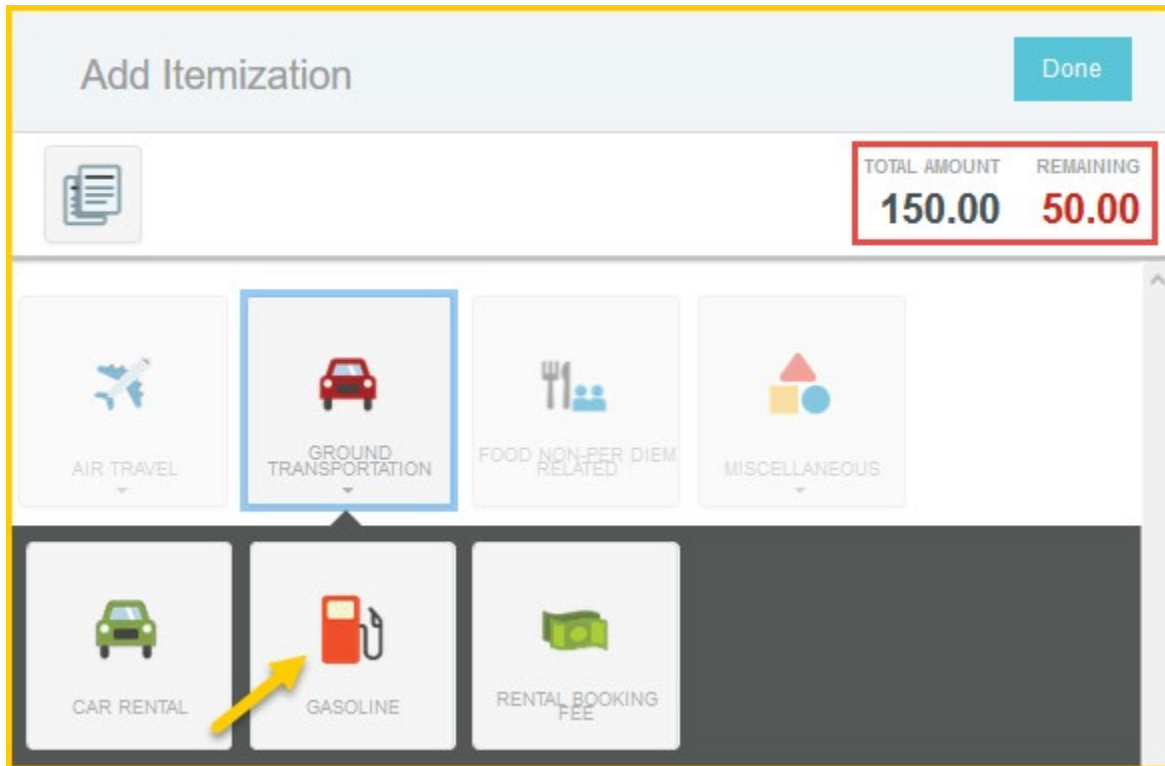
Chrome River User Manual

The screenshot shows a mobile interface for an expense report. At the top, there are 'Cancel' and 'Save' buttons. Below them, a summary shows 'TOTAL AMOUNT' as 150.00 and 'REMAINING' as 150.00. The main category is 'Car Rental'. The 'Date' field is set to 07/05/2019. The 'Spent' field is set to 100.00 USD. The 'Funding' section contains two lines: 'D10252-101510-01620 D10252: RU Controller's Office 101510: Financial Operations' and '2521-Employee In-State Transportation'. A yellow arrow points to the 'Save' button, and another yellow arrow points to the 'Spent' field.

Enter the appropriate amount in the **Spent** field, complete the remaining expense form fields, and select the appropriate account code for the item(s). Click the **Save** button located in the upper right corner of the form.



Chrome River User Manual



The Add Itemization screen will appear. Notice the **Total Amount** and **Remaining** fields. The system requires for transactions to be fully itemized. Select the proper expense tile for the next item(s). The corresponding expense form will open.



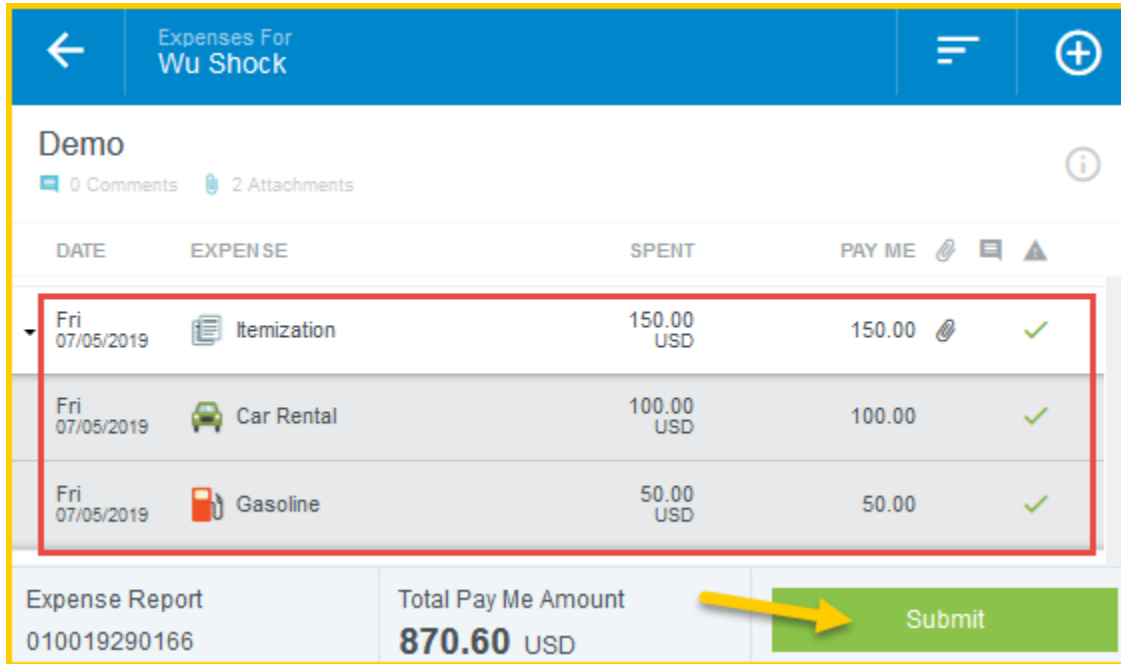
Chrome River User Manual

The screenshot shows a web-based expense entry form. At the top right, there are 'Cancel' and 'Save' buttons. Below them, a summary table shows 'TOTAL AMOUNT' as 150.00 and 'REMAINING' as 50.00. The main category is 'Gasoline'. The 'Date' field is set to 07/05/2019. The 'Spent' field contains 50.00 USD. The 'Funding' section contains two lines: 'D10252-101510-01620 D10252: RU Controller's Office 101510: Financial Operations' and '3510-Gasoline'. Yellow arrows point to the 'Save' button, the 'Spent' field, and the '3510-Gasoline' funding line.

Enter the appropriate amount in the **Spent** field, complete the remaining expense form fields, and select the appropriate account code for the item(s). Click the **Save** button located in the upper right corner of the form.



Chrome River User Manual



When the expense has been fully itemized, the expense will appear on the left side of the screen.

[Back to Top](#)