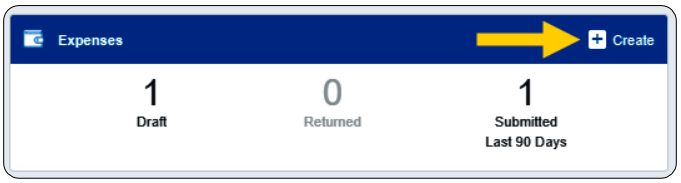
Quick Reference

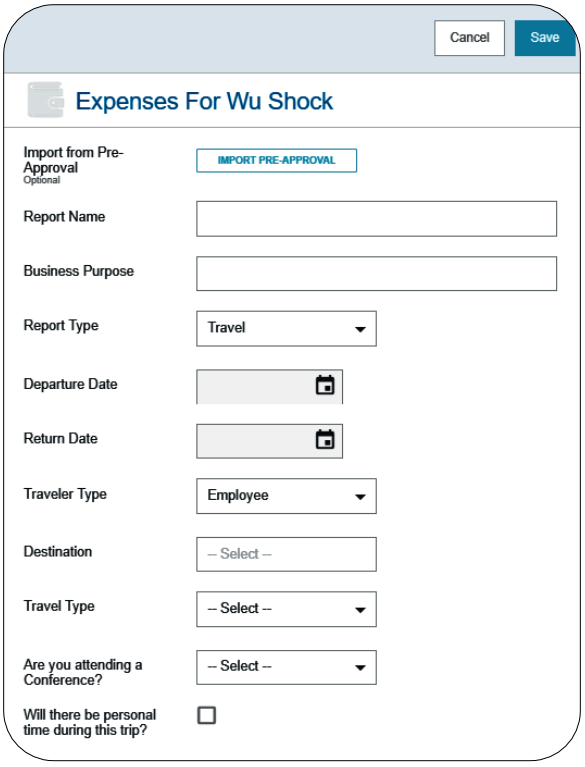
Create Expense Report (Employee)

Create New Expense Report

1. Click the **+CREATE** button in the upper right corner of the Expenses swim lane.



2. Enter the Header data:

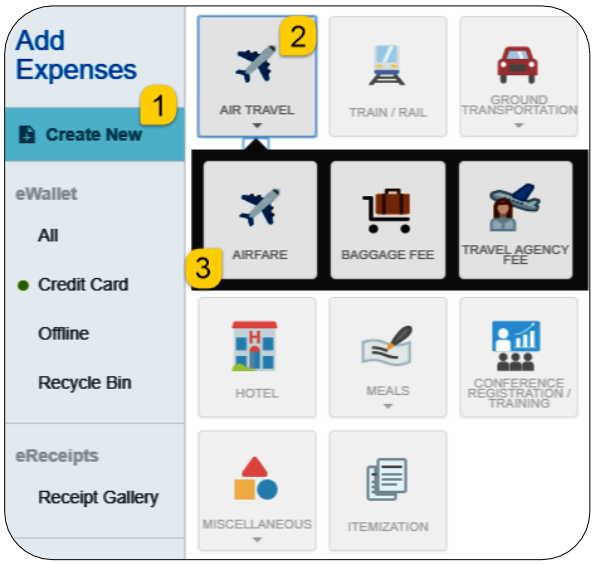


- **Import Pre-Approval:** Pre-Approvals are required to be attached to Out–of-State and International travel requests.
- **Report Name:** Naming Convention: Meeting or Conference Name, Dates of Travel
- **Business Purpose:** Enter a clear, detailed business purpose for the travel event.
- **Report Type:** Select Travel
- **Departure Date:** Click the calendar icon to select the date which represents the actual departure date for this travel event.
- **Return Date:** Click the calendar icon to select the date which represents the actual return date for this travel event.
- **Traveler Type:** Select Employee
- **Destination:** Select the Country/State/City you are traveling to.
- **Travel Type:** Select either In State, Out of State or International
- **Are you attending a conference:** Select **Yes** if you are attending a conference. A conference agenda or schedule at a glance must be attached to the expense report. Select **No** if you will not be attending a conference.
- **Will there be personal time during this trip:** Leave the box blank if there will not be personal time included in this travel event. Select the check box if there will be personal time included in this travel event and enter the appropriate dates in the **Personal Time Start/End Date** fields.

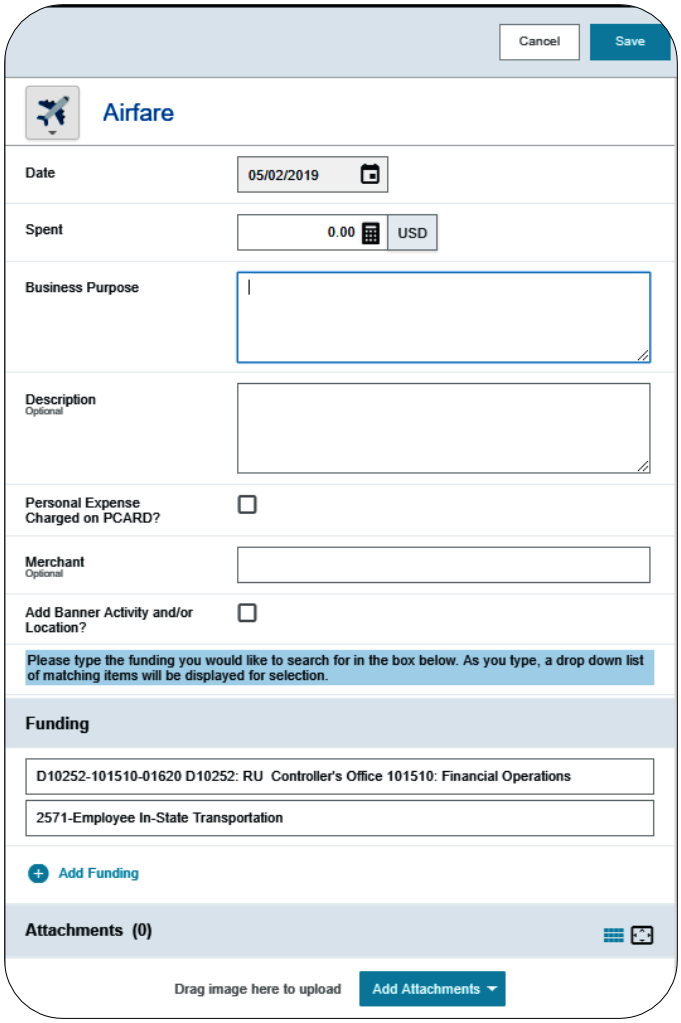
3. Click Save at the top right side of the screen to continue.

Add Expenses

4. Select the specific expense tile you want to add to the Expense Report



5. Complete the expense tile form and click Save at the top right-hand side of the screen to continue.



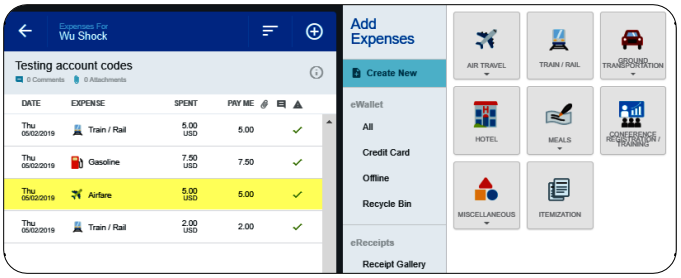
- **Date:** Enter the actual date of the expense which can typically be found on the receipt. The date on each expense form must be within the date range entered on the expense report header in the Departure Date and Return Date fields.
- **Spent:** Enter the actual amount spent for this expense type.
- **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 expense is associated with a WSU issued pcard

transaction **and** the charge is a personal charge, select this checkbox. An Explanation field will display. Enter the amount and a brief description of the personal charge. The cardholder will need to submit reimbursement to WSU via cash or personal check for any personal charges. If there are no personal expenses charged on the pcard, leave the box unchecked.

- **Merchant:** This field will pre-populate the vendor name for any pcard transactions. 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.
- **-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.

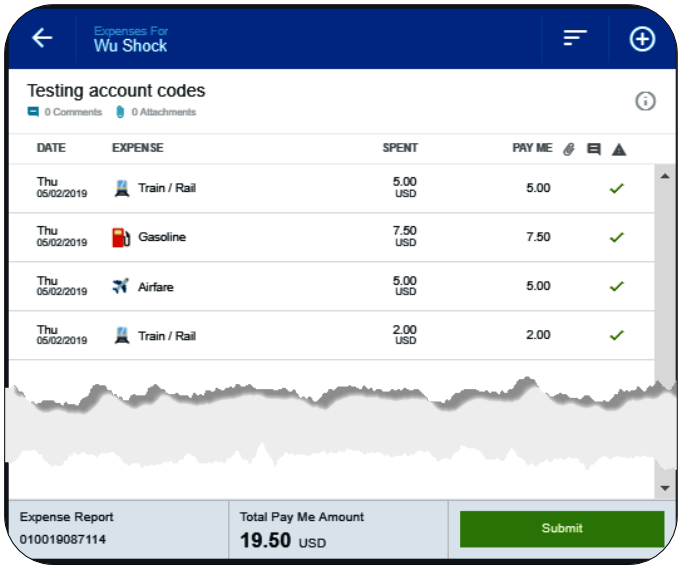
6. The expense will be added to the Expense Report and will be visible on the left side of the screen. The Add Expense page will appear on the right side of the screen.



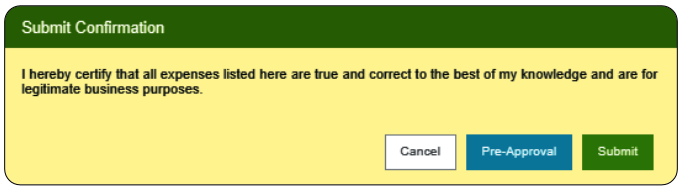
7. Continue adding expenses to the report by selecting the appropriate expense tile, completing the expense form, and clicking save at the top right side of the screen.

Submit

8. When you have completed all the entries for the Expense Report, click the Submit button located at the bottom of the left side of the screen.



9. A submit confirmation will appear at the top of the right side of the screen.



- **Cancel:** Clicking cancel allows you to return to the expense report to make any needed changes. You can chose to leave the report in draft status.
- **Pre-Approval:** If linking a pre-approval to the expense report, select the Pre-Approval button.
- **Submit:** Once you have read the certification statement, click the Submit button to submit the expense report into workflow for approvals.