



Policy Compliance Warnings for an Expense Report

Instructions to Correct Compliance Warnings

Compliance Warning (orange box): indicates that additional information is required before the expense can be submitted for approval and processing.

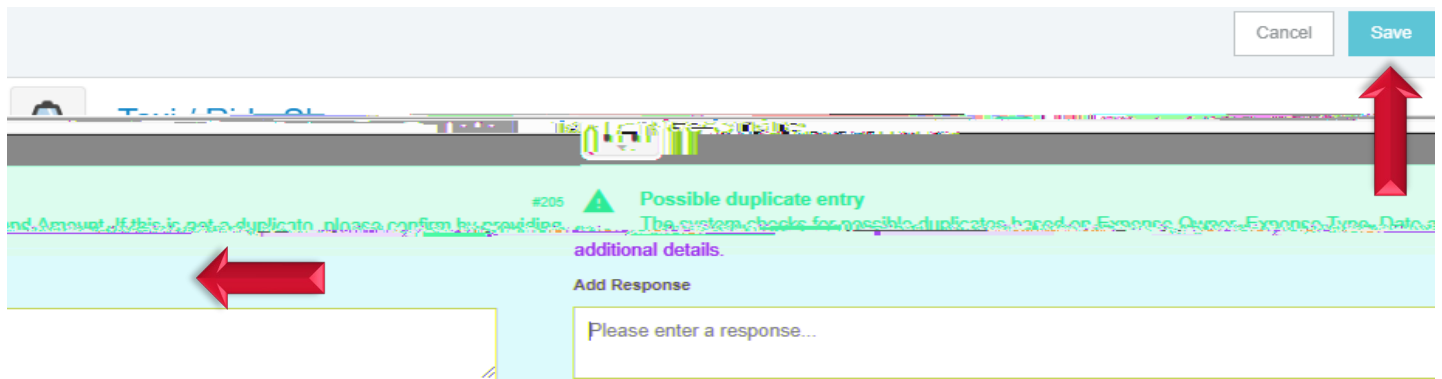
Available options to correct:

- Modify the data
- Enter a reply in the expense warning box

To add a reply, click **Add Response** and enter further details regarding the expense entry.

Once entered, click **Save** to move the request forward.

- If you click elsewhere in the screen before clicking **Save**, then the changes will not be added to the report.



Compliance Warnings that May be Encountered

#202 – Reporting Requirement

Provide the reason for not reconciling your expenses within 60 days of your return trip.



#203 – Exchange Rate in Excess of Allowable Variance

Chrome River automatically calculates the exchange rate based on the currency. If your receipt documentation shows an amount outside the 5% limit, then please provide a reason for this amount variation.





CHROME RIVER USER GUIDE

#205 – Possible Duplicate Entry

The reason may include a statement such as “multiple rooms at the same rate for a group trip.”

▲ Possible duplicate entry #205

Add Response

#207 – Airfare Warning

Provide a business reason for purchasing non-economy airfare tickets. Without a business reason for the additional costs, the cost may be deemed personal.

▲ Airfare Warning #207

Non-economy airfare requires an explanation

Add Response

#208 – Google Map Warning

The Google Map function should be used for all mileage calculations. If you are providing a set number of miles that the Travel Office has approved, then indicate the justification for the exception as your response.

▲ Google Map Warning #208

Use the 'Calculate Mileage' function of Google Map to determine the number of miles for which you may be eligible for reimbursement.

It provides justification for your request to your supervisor and is necessary for efficient and accurate claim calculation by Chrome River.

Add Response

#209 – Baggage Fee Over \$30

Provide a business reason for the additional baggage. Without a business reason, the additional costs may be deemed personal.

▲ Baggage Fee over \$30 #209

Provide justification for Baggage Fee over \$30

Add Response

#300 – PA Required

Pre-Approval is required to obtain proper approval from the financial manager. Pre-Approvals should be completed before a trip occurs.

▲ PA Required #300

PA always needs to be attached

Add Response

Please enter a response...



#301 – Cash Advance Requirement

To allow processing time, all cash advances, which are allowed only in certain circumstances, must be requested more than seven days