

## Adding a New Expense Line Item

There are two main options for an expense:

- Credit Card Expense: is a trip item paid with a USI corporate travel card.
  - *Tip*: Transactions are loaded daily, into Chrome River, and are available to apply to related expense reports.
- Direct Expense: is a trip i2/s) 3/2 w 2/t (basTT 3/3/3/2 w paip) 1/w .15/d byly)-1/hely)-1/0/d aiploInpense



Select the expense that needs to be added.

Drag and drop the transaction in to the Expense Summary, to the left, on top of the header to create a new line.

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A new screen will appear on the right. Notice that it has prepopulated the required fields.

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## CHROME RIVER USER GUIDE

Scroll down until the **Downloaded Details** and **Attachments** sections are in view.

In the **Downloaded Details** section, click the arrow, to the right of USI Travel Card.

The details of the transaction will appear.

In the Attachments section, a receipt needs to be attached. If a receipt is not already attached, then click Add Attachments.

Select either From Receipt Gallery or Upload Attachments. Upload the receipt.



When documents are uploaded, the images will appear under the Attachments section.

• *Tip*: To remove an attachment, click the file in the Attachments section. A window will appear on the