



Adding a New Expense Line Item

There are two main options for an expense:

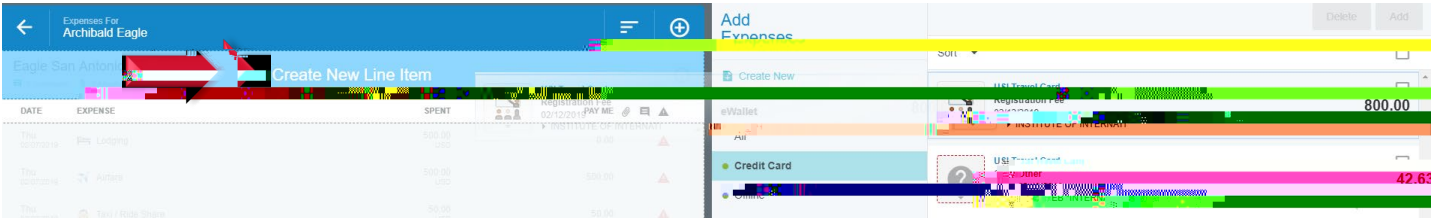
- Credit Card Expense: is a trip item paid with a USI corporate travel card.
 - *Tip:* Transactions are loaded daily, into Chrome River, and are available to apply to related expense reports.
- Direct Expense: is a trip item paid by the individual.



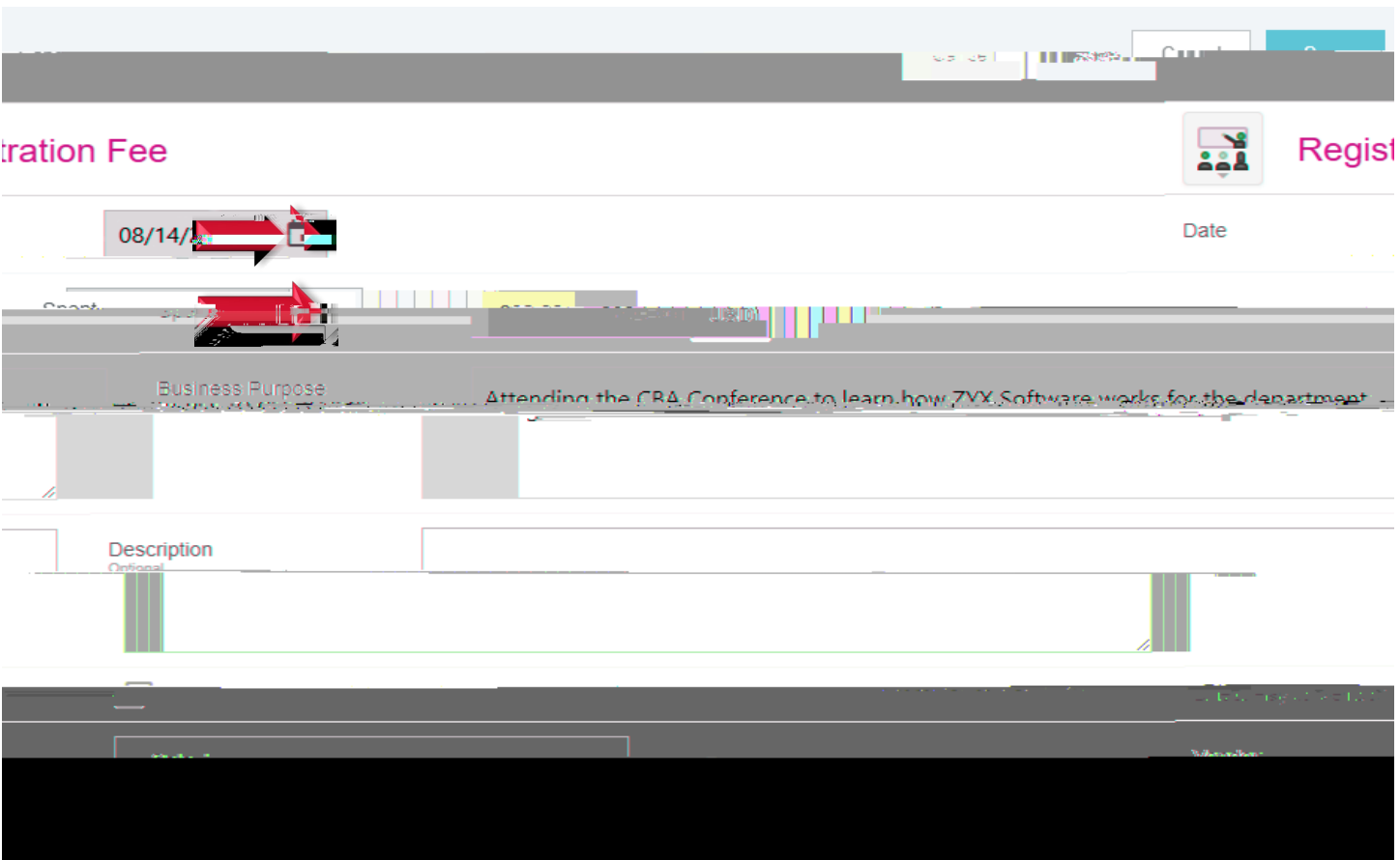
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Select the expense that needs to be added.

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



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





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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.

- *Tip:* From Receipt Gallery will open the Receipt Gallery in the traveler's C&A (ravigom R)-C&A (e) (c) (D R)-C&A)-r.



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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

