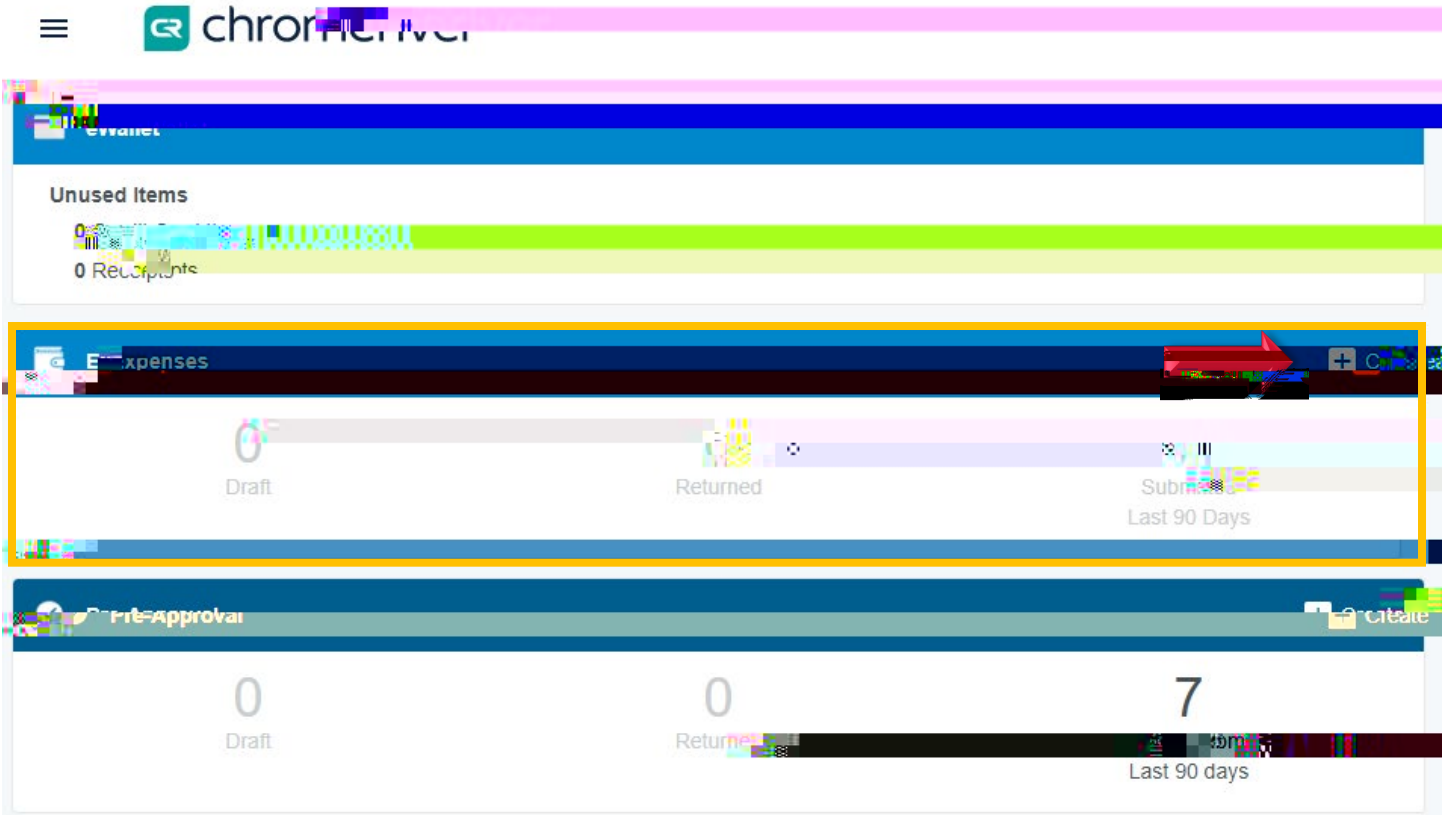




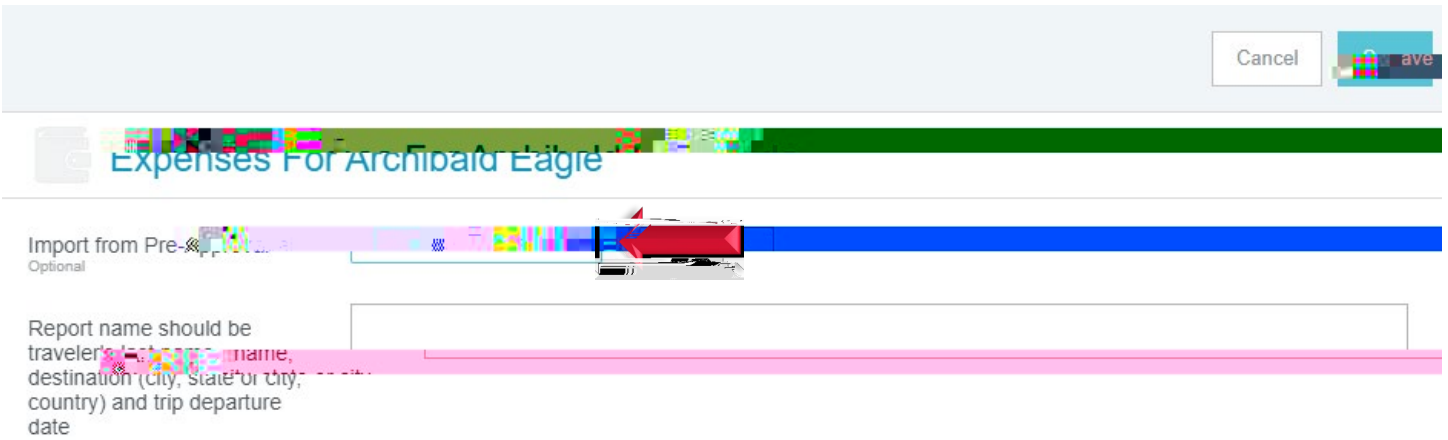
Creating and Submitting an Expense Report

Step 1: Create the Expense Report

Click **+Create** in the top right-hand corner of the Expense Report ribbon.



The Expense Entry Screen will appear. Click on **Import Pre-Approval**.





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A new screen will appear with the imported trip's information.

x



Step 2: Reconcile Expenses

Below is the next screen (B) - (c) - (l) - (on) - (na) - (c) - (t) - (w) - (t) - (l) - (t) - (t) - (a) - (c) - (p) - (p) - (J) - (a) - (c) - (r) - (M) - (i) - (O) - (n) - (e) - (l) - (l) - (o) - (f) - (t) - (s) - (t) - (h) - (e) - (a) - (c)



Reconcile an Expense Line Item

Once the line item(s) that will not be reconciled on this Expense Report has been deleted, it is time to review and update the expense(s) that will be reconciled on this Expense Report.

- x *Tip:* If an expense incurred is not listed on the Expense Report, then a new expense line item will need to be created. For more details, see the guide [Adding a New Expense Line Item](#).

If the expense item was paid with a USI corporate travel card, then drag and drop the credit card transaction to create a new expense line item. The receipt in the Receipt Gallery should automatically attach to the new expense line item. Delete the old expense line item. For more details, see the guide [Adding a New Expense Line Item](#).

If the expense item was paid with personal funds, then click on the line item from the list of the expenses to start the allocation



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Each expense line item will include the following fields for review:

- x *Tip:* There may be other fields to review depending on the expense line item type.

Date

Is the date of the receipt.

Spent

Is the amount listed on the receipt. This amount must match the amount on attached backup documentation.

Business Purpose

Is required for all line items. The information provided should answer the question of 'WHY' this is considered a business expense.

Description

Is required for certain line items.

Allocation

The FOAP used on the Pre-Approval Report will be pre-populated on all expense lines. The FOAP may be adjusted, if needed, in cases where additional funding, not known at the time of the Pre-Approval was prepared, needs to be added. Click on **Add Allocation**, and search for the FUND by number or name.

Comments

Information entered here are for specific comments pertaining to the line item being worked on.

- x *Tip:* Comments are visible to anyone who has access to the Expense Report, and once posted they cannot be deleted.

Attachments

Each expense **requires** a receipt. If a receipt is not already attached, then click **Add Attachments**. Select either **From Receipt Gallery** or **Upload Attachments**. Upload the receipt (PDF, PNG, and JPEG formats only).

- x **From Receipt Gallery** will open the Receipt Gallery in the traveler's Chrome River account, where the traveler may choose the correct attachment to upload to the credit card transaction.
- x **Upload Attachments** will allow the traveler to select a file from the computer to upload to the credit card transaction.
 - o *Tip:* Email receipts with the Chrome River SNAP App, which allows a traveler to use a



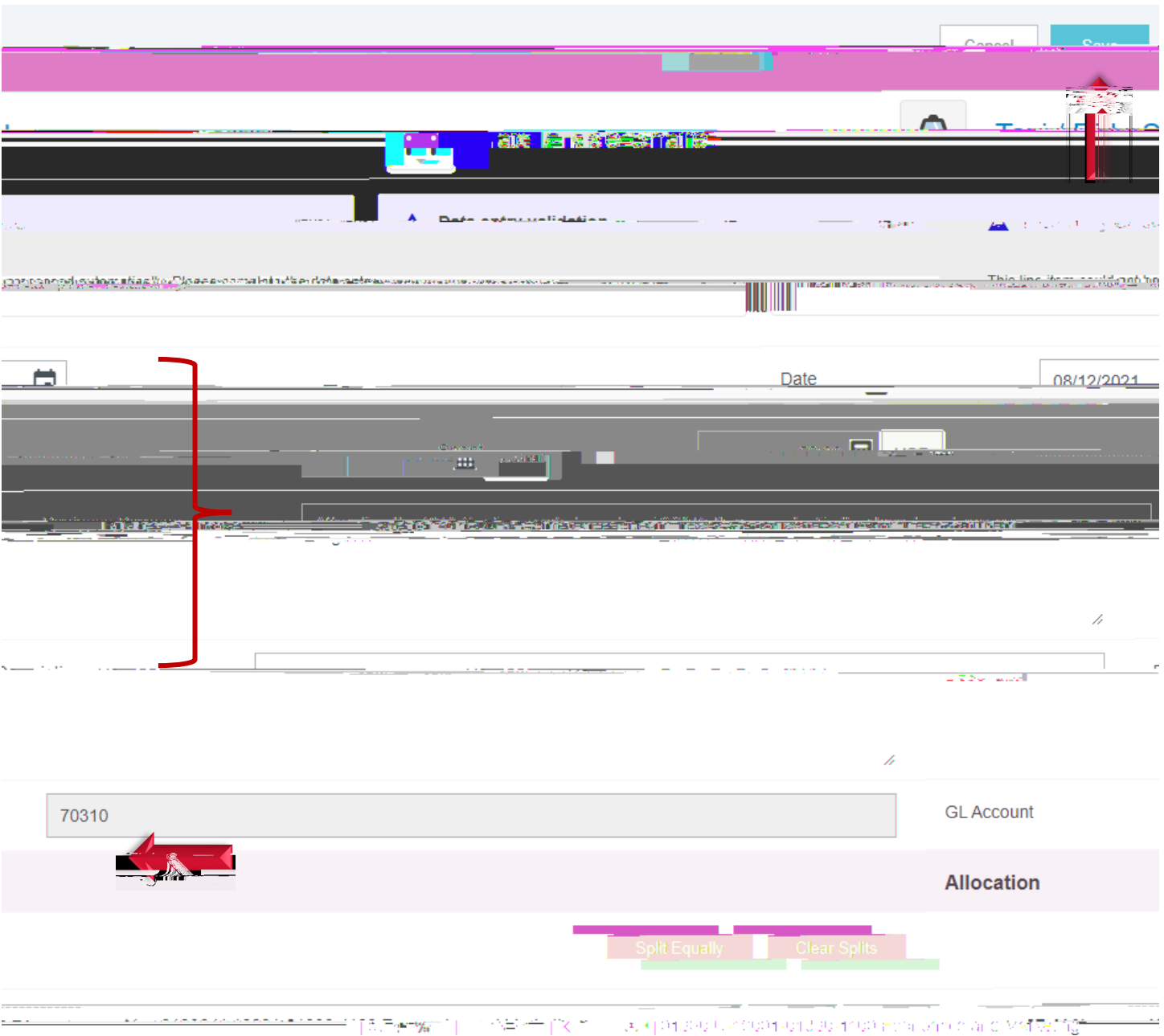
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When documents are uploaded, the images will appear under the Attachments section.

- x *Tip:* To remove an attachment, click the file in the Attachments section. A window will appear on the left displaying the document. Click the paperclip in the upper left-hand corner to delete it.

After all required fields are populated and documentation is attached for the expense line, click **Save** in the upper right-hand corner. Any previous warning/violation boxes should disappear from that expense line.

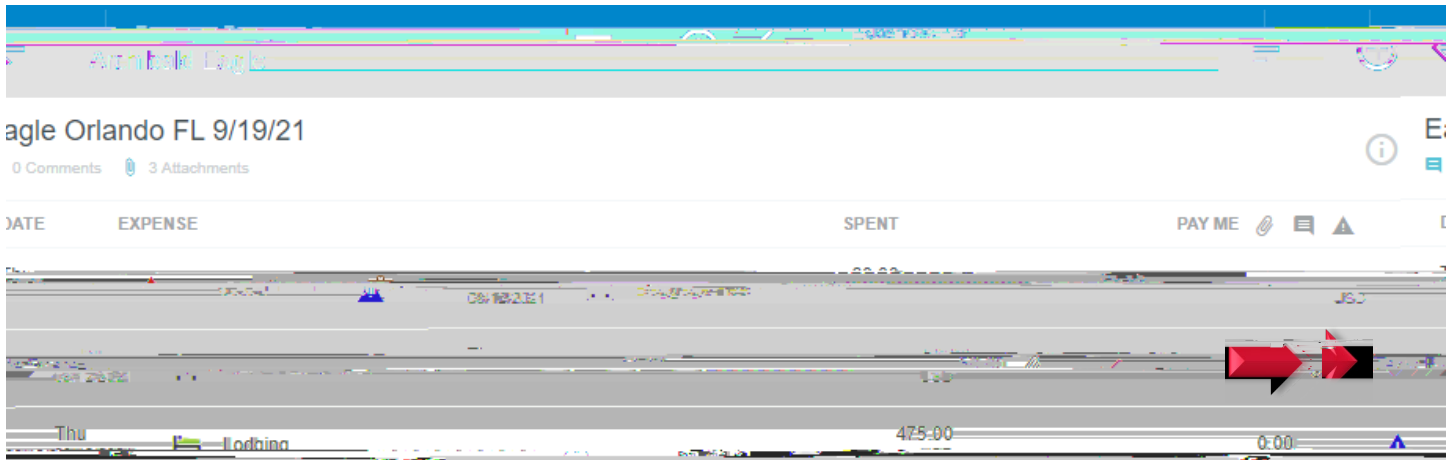
- x *Tip:* If a new warning/violation box appears, then follow the instructions indicated in the box. For more information on warning and violation boxes, view the guide [Policy Compliance Warnings and Violations for an Expense Report](#).





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In the Expense Summary, a green checkmark has replaced the warning symbol.



Repeat this step on each line item that needs to be reconciled on this Expense Report.

For a more detailed procedure on reconciling expense line items such as lodging, airfare, bag fees, car rental, membership, per diem, mileage, cash advance, and group scenarios, see the guide [Detailed Expense Type Examples for Expense Reports](#).

To add a new expense line item to the Expense Report, see the guide [Adding a New Expense Line Item](#).



Step 3: Add Comments

To add notes to the overall Expense Report, click the **Report Description** on the left-hand side.

Scroll down inside the Expense Report header, on the right-hand side, until the **Comments** section is in view.

Tc 0w 8Td()Tj- BMCID BDC -41d()Tj0(er)okm7C/MCr14t-- (a)E-2Ie A.90ar 1e A(7Tw 8Td()TjTd/MCID BDC -0w 30



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Step 4: Submit the Expense Report

An Expense Report may only be submitted when all the expenses have green checkmarks.

To submit an open Expense Report, click **Submit** in the lower right-hand corner of the Expense Summary Section.


Expenses For: Eagle Orlando FL 08/12/21

0 Comments 6 Attachments

Thu 08/12/2021	Baggage Fee	USD	00.00	00.00	✓
Thu 08/12/2021	Taxi / Ride Share	USD	50.00	50.00	✓
Thu 08/12/2021		USD	475.00	475.00	✓
Thu 08/12/2021	Airfare	USD	450.00	450.00	✓
Thu 08/12/2021			275.00		
Sun 09/19/2021	Meals - Per Diem	USD	32.00	32.00	✓
Mon 09/20/2021	Meals - Per Diem	USD	32.00	32.00	✓
Tue 09/21/2021		USD	32.00		
Wed 09/22/2021		USD	32.00		

Expense Report
QA0023531754

Total Pay Me Amount
1,436.00 USD





After **Submit**