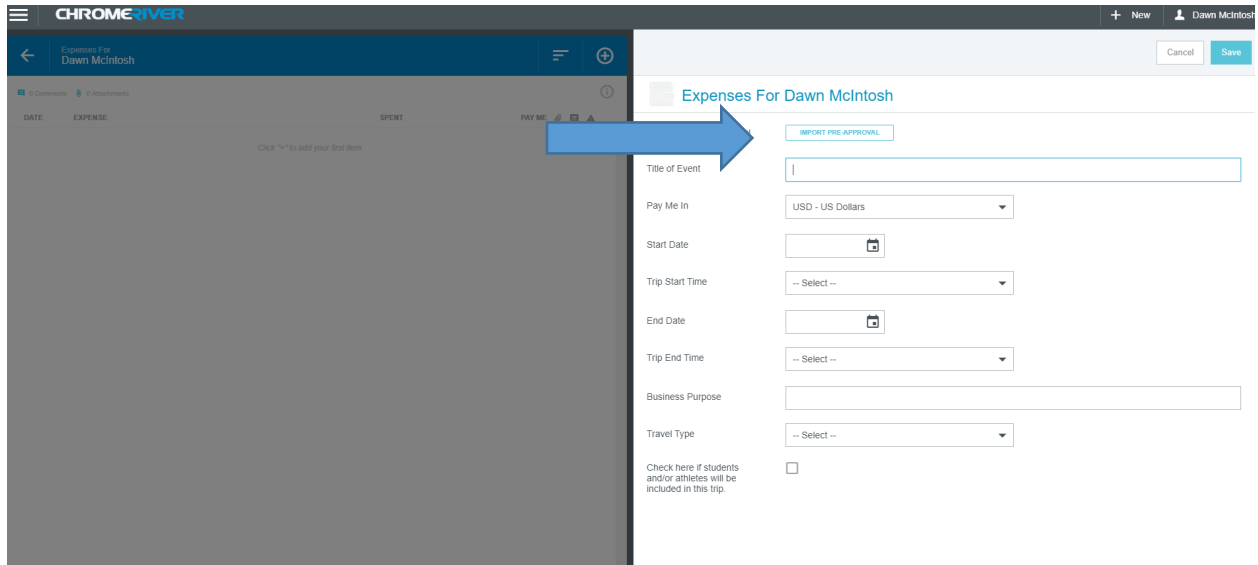


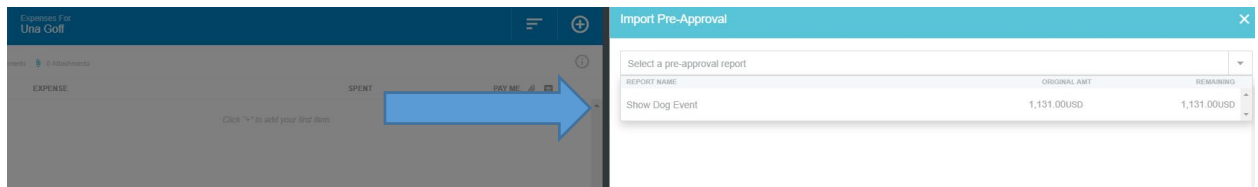
Welcome to Expense in Chrome River!

Now that you've been on your trip, it's time to submit your expense report. Since you completed a Pre-Approval, you just need to import the data!



The screenshot shows the 'Expenses For Dawn McIntosh' form in the Chrome River system. The form includes fields for 'Title of Event', 'Pay Me In' (set to USD - US Dollars), 'Start Date', 'Trip Start Time', 'End Date', 'Trip End Time', 'Business Purpose', and 'Travel Type'. There is also a checkbox for 'Check here if students and/or athletes will be included in this trip.' A blue arrow points from the 'IMPORT PRE-APPROVAL' button to the 'Title of Event' field.

And choose which Pre-Approval you are submitting an expense for...



The screenshot shows the 'Import Pre-Approval' dialog box in the Chrome River system. The dialog box has a dropdown menu for 'Select a pre-approval report' and a table with the following data:

REPORT NAME	ORIGINAL AMT	REMAINING
Show Dog Event	1,131.00USD	1,131.00USD

A blue arrow points from the 'Import Pre-Approval' button in the previous screenshot to the 'Import Pre-Approval' dialog box.

Then, Import your Pre-Approval!

Import Pre-Approval

Show Dog Event

Report Summary

From Date: 01/20/2020
To Date: 01/22/2020
Business Purpose: To see the Best Dog of 2020

Expense Summary

	REMAINING (USD)	SPENT (USD)
Airfare	550.00	0.00
Baggage Fee	75.00	0.00
Conference / Seminar / Event	25.00	0.00
Hotel	300.00	0.00
Meals - Per Diem	106.00	0.00
Taxi / Car Service / Shuttle	75.00	0.00
Total	1,131.00	0.00

Allocations

00000-14020-5200-677000 Business Services/Logistical Services

Import

Choose whether your trip was In or Out of District and Save your Expense Report.

Expenses For Una Goff

Cancel Save

Title of Event: Show Dog Event

Pay Me In: USD - US Dollars

Start Date: 01/20/2020

Now, you'll see all the information that was in your Pre-Approval show in your Expense.

You'll need to open each line and edit each line so that Chrome River knows it's correct.

⚠ Data entry validation. #PX01

During the Import of Pre-Approval process, it is required you click "Edit", verify all information and resave the line item to run appropriate compliance. Please review ALL information on this form for accuracy, complete any additional fields, then save expense type.

Here is the first screen you see after you save your Expense:

The screenshot shows the Chrome River interface for 'Expenses For Una Goff'. The main area displays a table of expense lines for a 'Dog Event'. The table has columns for DATE, EXPENSE, SPENT, and PAY ME. The expense lines are:

DATE	EXPENSE	SPENT	PAY ME
Mon 01/20/2020	Meals - Per Diem	33.00 USD	33.00
Tue 01/21/2020	Meals - Per Diem	28.00 USD	28.00
Wed 01/22/2020	Baggage Fee	75.00 USD	75.00
Wed 01/22/2020	Airtare	550.00 USD	550.00
Wed 01/22/2020	Meals - Per Diem	45.00 USD	45.00
Wed 01/22/2020	Taxi / Car Service / Shuttle	75.00 USD	75.00
Wed 01/22/2020	Conference / Seminar / Event	25.00 USD	25.00
Wed 01/22/2020	Hotel	300.00 USD	300.00

The right sidebar is titled 'Add Expenses' and includes a 'Create New' section with options like eWallet, All, Credit Card, Offline, Cash Advance, and Recycle Bin. There is also a 'Receipts' section with a 'Receipt Gallery' link.

Open each line – start with Meals Per Diem in this case. Click on Edit in the top right followed by Save.

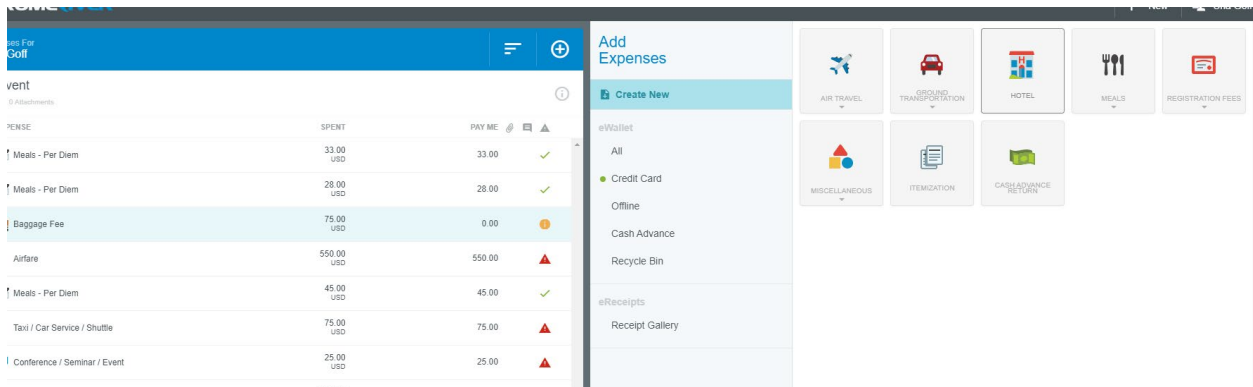
This screenshot shows the 'Meals - Per Diem' expense line selected. The 'Edit' button in the top right corner is highlighted with a blue arrow pointing to it.

This screenshot shows the 'Meals - Per Diem' expense line with the 'Save' button in the top right corner highlighted by a blue arrow.

Now is the fun part! You get to drag your credit card charges to the appropriate lines on your expense. What does that mean? See the plus sign? Click on it!

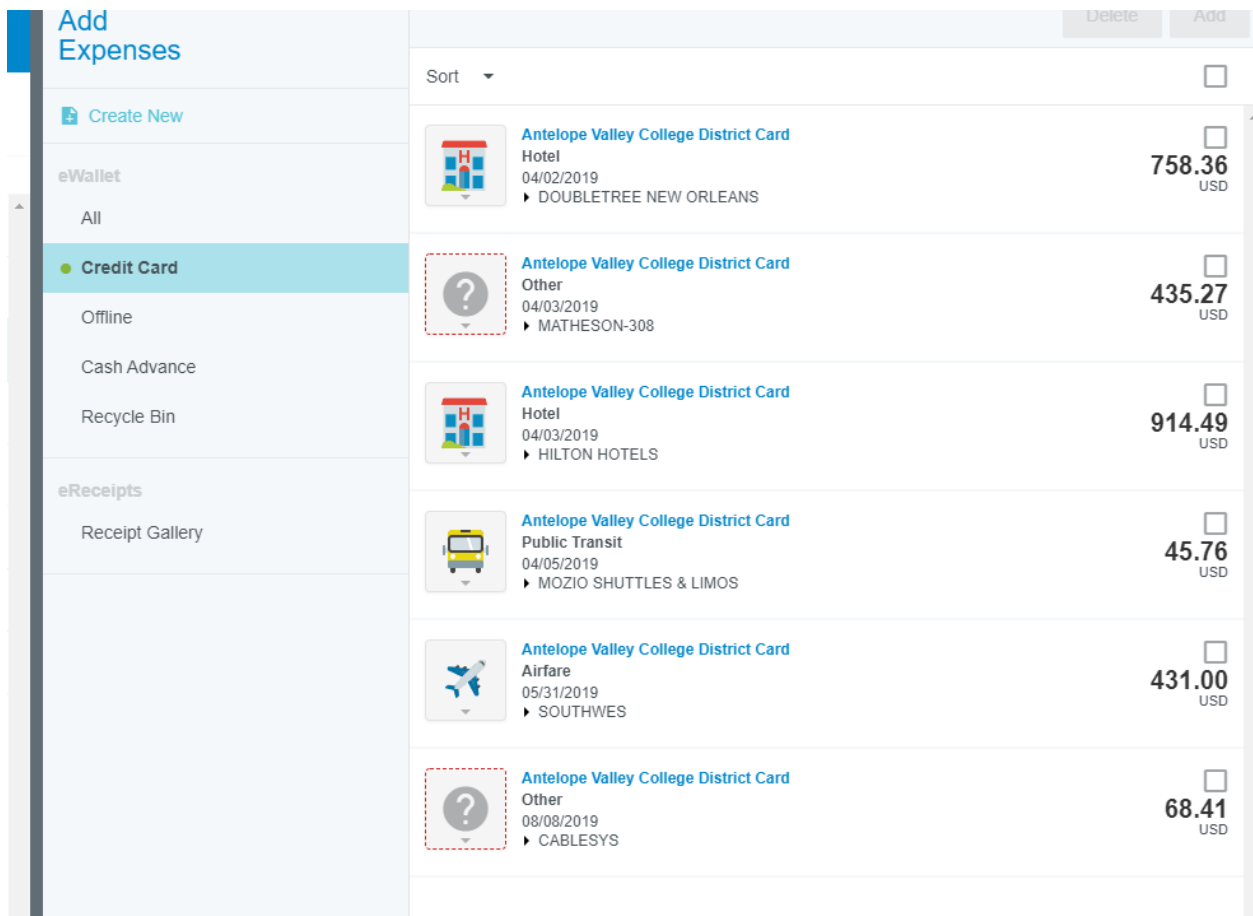
This screenshot shows the 'Baggage Fee' expense line. A blue arrow points to the plus sign icon in the top right corner of the expense line, indicating where to click to add a credit card charge.

And here is what comes up next!



This is your E-Wallet, Credit Card Transaction Gallery.

Click on Credit Card and you'll see transactions from your trip!



The Offline section is for items you've added via CR SNAP – the app!

Next, Drag the appropriate charge to the correct line on the left. For example, you estimated airfare at \$550.00 but it was only \$431.00. Drag the \$431.00 charge to the Airfare Line, then choose the name of the Airline and the type of fare that was paid. (Economy is best price to District) and Save! You'll see that the estimated dollar amount will change to the actual dollar amount.

Airline	<input type="text" value="Southwest"/>
Class	<input type="text" value="-- Select --"/> <small>This field is required. Please enter</small>
Paid By	<input type="text" value="District Credit Card"/>

Please choose Fund-Org-Program (Allocation) and then choose Direct Supervisor.

There may be questions...



Airfare

Invalid Date #244

The date of this expense type falls outside your trip dates. If the date was entered incorrectly, please correct. If the merchant charged you in advance, or if the event dates were changed after pre-approval, please let us know in the box below. Please attach all approval documentation.

Paid for in advance

Cancel Post

Receipt required for this expense #201

Don't Forget! A receipt is required for this expense.

Attched

Cancel Post

Expense over 30 days old #202

Expenses should be submitted in a timely manner. Please provide an explanation why an exception should be made.

Paid in advance

Cancel Post

Answer and “POST” the questions. Move to the next line. Drag and drop the charges for Hotel, Shuttle and the Conference. Answer the questions and post the answers.

On each line, when you Edit, you should scroll through the page to ensure all appropriate documentation is there. For example, on the Shuttle line, it will ask you the name of the Shuttle Company you used and verify the credit card. For the hotel, upload the folio and so forth.

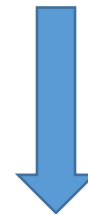
Now, you’ll see that all of the items on the left have a green check mark and you can submit your Expense!

Show Dog Event

0 Comments 1 Attachments



DATE	EXPENSE	SPENT	PAY ME	
Mon 01/20/2020	Meals - Per Diem	33.00 USD	33.00	✓
Tue 01/21/2020	Meals - Per Diem	28.00 USD	28.00	✓
Wed 01/22/2020	Baggage Fee	75.00 USD	0.00	✓
Fri 05/31/2019	Airfare	431.00 USD	0.00	✓
Wed 01/22/2020	Meals - Per Diem	45.00 USD	45.00	✓
Fri 04/05/2019	Public Transit	45.76 USD	0.00	✓
Wed 01/22/2020	Conference / Seminar / Event	25.00 USD	0.00	✓
Wed 01/22/2020	Hotel	300.00 USD	300.00	✓



Expense Report
JA0020225007

Total Pay Me Amount
406.00 USD

Submit

Now you certify that all your expenses are true and correct and submit again!

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Pre-Approval Applied: Show Dog Event [\[Remove\]](#)

Available Balance: 1,131.00 USD

Cancel

Submit