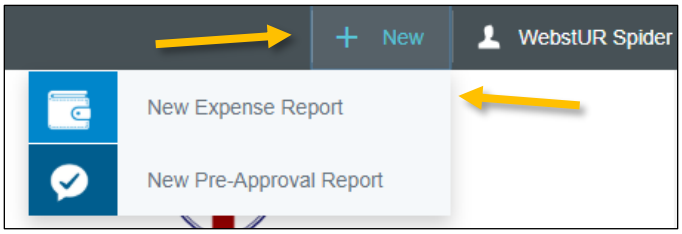
CHROME RIVER QUICK GUIDE – CREATING AN EXPENSE REPORT – NON-UR EMPLOYEE

Note: Only UR employees have accounts in Chrome River. Accordingly, a faculty or staff member will need to complete the expense report on behalf of the individual.

1. Click the **+ New** button on the Navigation Bar and select **New Expense Report** from the dropdown menu.



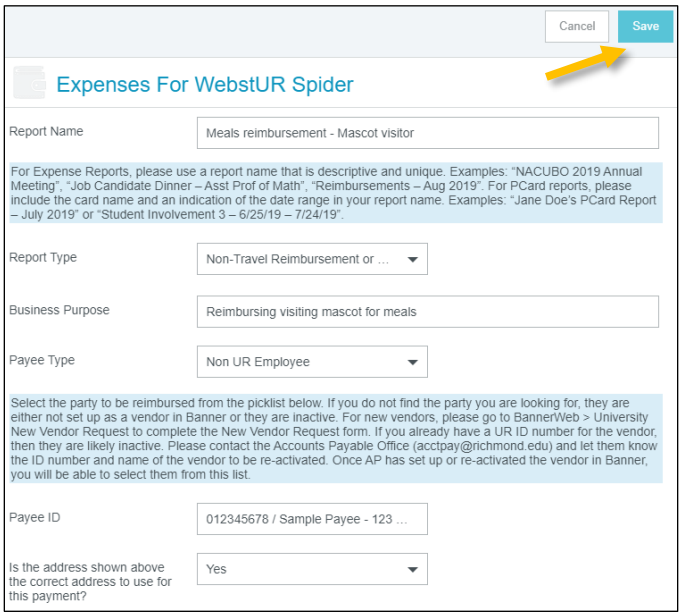
2. Complete the expense report header with the following:

- **Report Name –** Provide a descriptive, unique report name
- **Report Type –** Select ***Travel Reimbursement (not to a student)*** or ***Non-Travel Reimbursement or Refund (not to a student)***
- **Business Purpose –** Enter a clear, detailed business purpose for the report describing why the expenses are reasonable, necessary, and appropriate
- **Payee Type –** Select ***Non UR Employee*** (on non-travel only)
- **Payee ID –** Begin typing the payee's URID and select the appropriate payee from the picklist (*If you do not find the party you are looking for, they are either not set up as a vendor or are inactive. For new vendors, complete the University New Vendor Request in BannerWeb. If you have a URID number, contact Accounts Payable to ask for the vendor to be reactivated.*)
- **Address Confirmation –** Review the address listed for the payee in the Payee ID field, and confirm its accuracy. If it is not, you will be asked to enter the correct address (*Any vendors with [DD] listed before their address are set up for direct deposit and will not receive a mailed check, so you can simply select **Yes**.*)

If you select ***Travel Reimbursement*** for the **Report Type**, you will also be asked to enter the following:

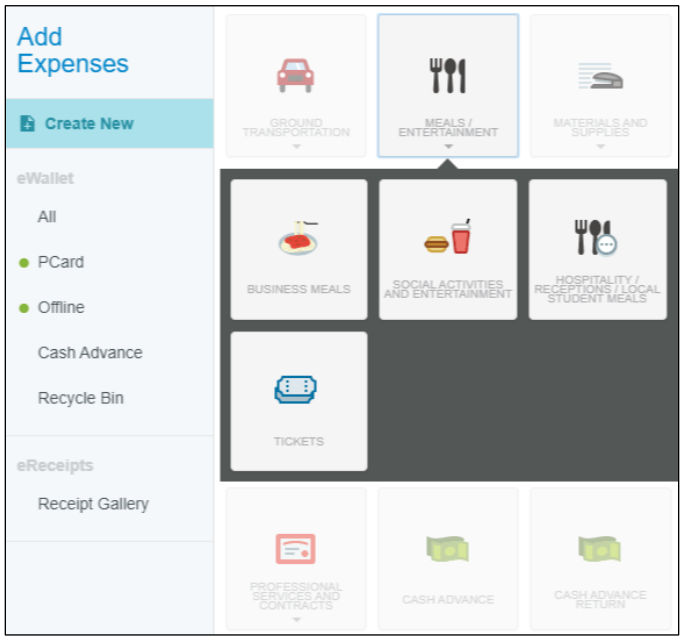
- **Trip Type –** Select the appropriate trip type. This selection will be used to populate the account code for the report's expenses. Generally, non-employee reimbursements will use ***Non-Employee Travel***
- **Traveler Type –** This should default in as ***Non UR Employee***
- **Start Date –** Click the calendar icon to select the date of departure
- **End Date –** Click the calendar icon to select the date of return
- **Travel Type –** Select ***Domestic*** or ***International***
- **Trip Destination –** Begin typing to select the City/State (Domestic) or Country (International) to which the individual traveled

After the report header has been fully completed, click **Save** in the upper right corner to continue.

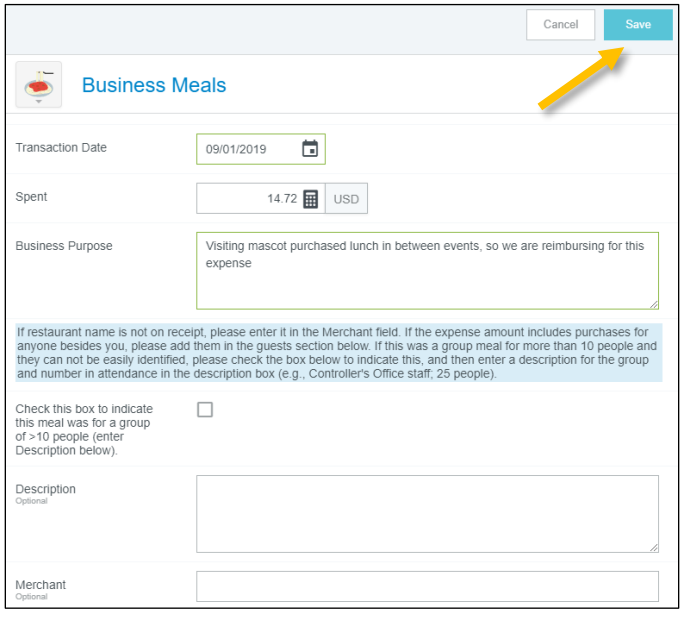


Add Expenses

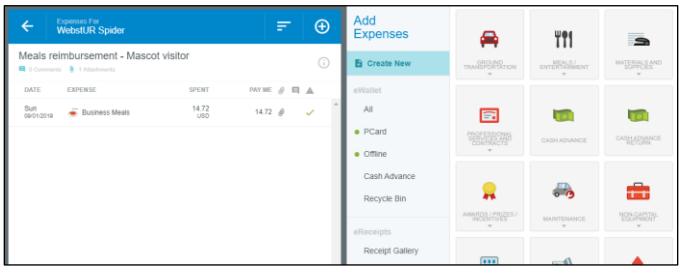
3. Selecting **Create New** in the Add Expenses window will display an expense tile mosaic to the right. Select an expense to add to the expense report from the mosaic. Tiles with a downward facing arrow at the bottom are "parent" tiles that have additional expense tiles organized under them.



4. Complete the expense tile form, including adding a receipt (where applicable) and selecting the **Index(s)** where the expense should be charged. Click **Save** in the upper right corner to continue.



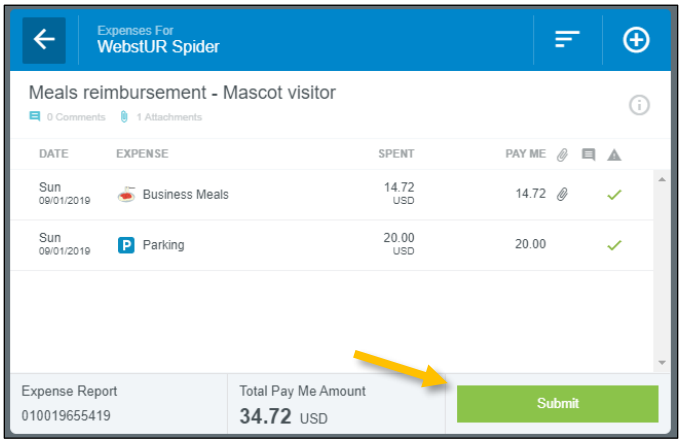
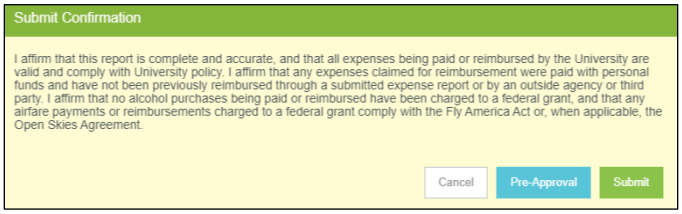
5. The expense will be added to your expense report and will be visible on the report summary to the left. The Add Expense page will appear again on the right side of the screen.



6. Continue adding expenses to your report by selecting the appropriate expense tile, completing the expense tile form, and clicking **Save** at the top right.

Submit

7. Once you have finished adding all expenses to your expense report, click the green **Submit** button at the bottom of the report summary.



8. A submit confirmation will appear at the top right of the screen. Click **Cancel** to return to the report and make any changes. Click **Pre-Approval** to attach a previously submitted pre-approval report to your expense report for informational purposes. Click **Submit** to submit the expense report to the approval workflow.