



Chrome River – Travel Cash Advance Expense Reports

Cash advance travel reimbursement requests will be processed on a General Travel expense report and will be approved by the Travel Office no more than 5 days before the trip start date.

Cash advance requests are only allowed for employees who have applied for and been denied a State Travel Card by Citibank. **Cash Advance requests for travelers who do not qualify will be rejected by Travel Admin.**

Before submitting a cash advance reimbursement request, a Pre-Approval expense report must be completed for the trip. The Pre-Approval Report ID will be required for Travel Advance Expense Report submission.

For more information on Travel Pre-Approval Reports and how to submit them, reference the [Travel Training Center](#).

Travel Expense Report – Cash Advance

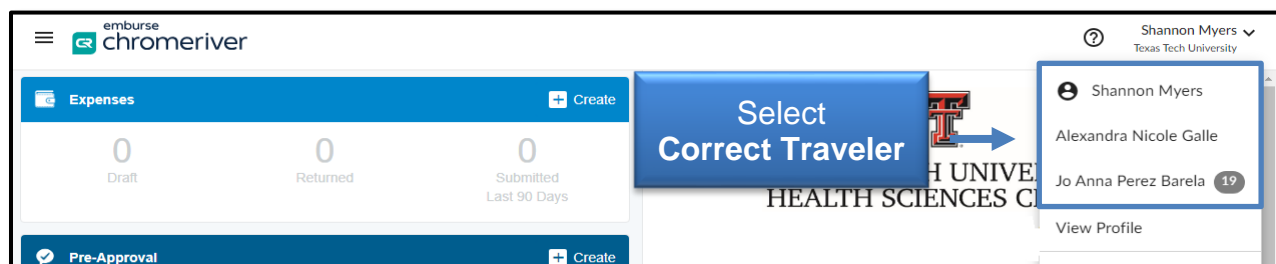
To submit a Travel Expense Report for a cash advance reimbursement request, complete the following:

- Confirm traveler dashboard.
- Create a new expense report.
- Verify report type on expense report header = general travel.
- Verify basic trip information on the expense report header.
- Add cash expense advance line item request to report.

Confirm Traveler Dashboard

If you are an employee submitting your pre-approval report, signing into Chrome River via SSO will automatically place you on your dashboard for report submissions.

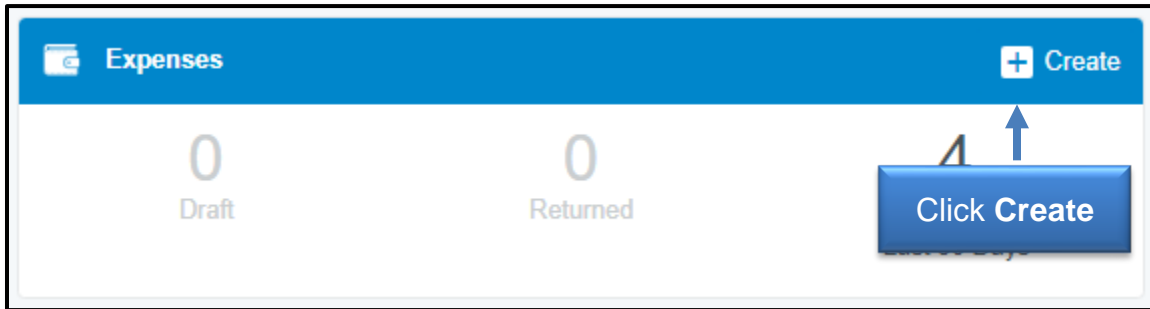
If you are a delegate for another employee and need to submit a pre-approval report on their behalf, click your **account name** in the top right corner. This will populate a drop-down menu that will list other employee accounts that have granted you delegate rights. Click the **correct traveler** to switch to their dashboard.



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Create New Expense Report

Click the **Create** button in the top right corner of the Expenses bar.



The Create button will populate a report header in the right-side panel.

Verify Report Type on Expense Report Header = General Travel

PCard transaction reconciliations are also completed via Chrome River expense reports. Ensure the report type displayed is **General Travel**.

A screenshot of the 'Expenses For Jo Anna Perez Barela' report header form. The form has a light blue header with 'Cancel' and 'Save' buttons. Below the header, there is a section for 'Import Travel Pre-Approval' with an 'IMPORT PRE-APPROVAL' button. The 'Report Name' field is empty. The 'Report Type' dropdown menu is set to 'General Travel' and is highlighted with a blue box. A blue callout box with an arrow points to the 'General Travel' dropdown and contains the text 'Select General Travel'.

Verify Basic Trip Information on Expense Report Header

Expense Report Header information can be manually input in the report header or the information can be imported from the completed Pre-Approval report.

To import basic trip information, click **Import Pre-Approval** at the top of the report header.

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Expenses For Jo Anna Perez Barela

Cancel Save

Import Travel Pre-Approval
Optional

IMPORT PRE-APPROVAL

Click
Import Pre-Approval

Report Name

Report Type
General Travel

The system will display a drop-down list of completed Pre-Approvals. Select the appropriate **Pre-Approval Report** that coincides with the advance request.

Note: If you are completing the expense advance request immediately after submitting a Pre-Approval report, the Pre-Approval report will not display in the Import Pre-Approval list until it has been fully completed and an encumbrance has been created in Banner.

Import Pre-Approval

Select a Pre-Approval Report

Select a pre-approval report

REPORT NAME	ORIGINAL AMT	REMAINING
Barela, J - 2/13/2023, Austin, TX	1,260.96USD	1,260.96USD

The system will display a summary of the Pre-Approval report. If it's the correct report, click the **Import** button at the bottom of the summary.

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Import Pre-Approval

Barela, J - 2/13/2023, Austin, TX

Report Summary

From Date

02/13/2023

To Date

02/16/2023

Business Purpose

Will be attending Emburse in Motion 2022 (11/2-11/3) and attending sessions related to Higher Education special interests and best practices for Reporting and Chrome River Admins . I will also be participating in a Customer Success Panel. This will be beneficial to ongoing configuration and maintenance of TTUHSC's Chrome River environment and processes for PCard and Travel.

Expense Summary

	REMAINING (USD)	SPENT (USD)
Airfare	321.96	0.00
Lodging	597.00	0.00
Meals - Itemized	192.00	0.00
Taxi / Car Service	150.00	0.00
Total	1,260.96	0.00

Allocations


Click Import



Import

The system will display your Travel expense report header in the right-hand panel and auto-fill all basic trip information from the related Pre-Approval.

Verify the report type as **Advance Request**.

Chrome River – Travel Cash Advance Expense Reports

 **Expenses For Jo Anna Perez Barela**

Report Name	Barela, J - 2/13/2023, Austin, TX		
Report Type	General Travel		
Chart	H		
Start Date	02/13/2023		
End Date	02/16/2023		
Vacation taken on this trip	<input type="checkbox"/>		
Trip purpose must clearly state the benefit to the institution and/or grant.			
Business Purpose	Will be attending Emburse in Motion 2022 (11/2-11/3) and attending sess		
Type	<div><div>-- Select --</div><div>-- Select --</div><div>Advance Request</div><div>Expense Report (After Trip)</div></div>		
Traveler Type (H)			
Trip Purpose (H)	Attend Conference		
Approver	R008 / Turpin, Lora Anne ...		
Origination	Lubbock, Texas, USA		
Destination	Austin, Texas, USA		

Verify/Select Advance Request

Scroll to the bottom of the report header, **enter the Pre-Approval Report ID** and **remove the imported Pre-Approval** by clicking the **X** to the left of the report name.

The imported PA can only remain on expense reports that are submitted after trip completion. The import PA option is being used for the convenience of auto-filling basic trip information.

Chrome River – Travel Cash Advance Expense Reports

Type	Advance Request
Traveler Type (H)	Employee
Trip Purpose (H)	Attend Conference
Approver	R008 / Turpin, Lora Anne ...
Origination	Lubbock, Texas, USA
Destination	Austin, Texas, USA
PA Report ID	QA0000967127
Fiscal Year	FY23

Enter
Pre-Approval
Report ID

Pre-Approval Report Applied

x Barela, J - 2/13/2023, Austin, TX

Click X
to remove imported
Pre-Approval Report

	REMAINING (USD)	SPENT (USD)
Airfare	321.96	0.00
Lodging	597.00	0.00
Meals - Itemized	192.00	0.00
Taxi / Car Service	150.00	0.00
Total	1,260.96	0.00

Once the Pre-Approval Report is removed, click the **Save** button at the top right corner of the expense report header.

Chrome River – Travel Cash Advance Expense Reports

The screenshot shows the Chrome River Travel Cash Advance Expense Report form. At the top right, there are 'Cancel' and 'Save' buttons. A blue box labeled 'Click Save' with an arrow points to the 'Save' button. The form fields include: Chart (H), Start Date (02/13/2023), End Date (02/16/2023), Vacation taken on this trip (checkbox), Trip purpose must clearly state the benefit to the institution and/or grant. (instruction), Business Purpose (Will be attending Emburse in Motion 2022 (11/2-11/3) and attending sess), Type (Advance Request), Traveler Type (H) (Employee), Trip Purpose (H) (Attend Conference), Approver (R008 / Turpin, Lora Anne ...), Origination (Lubbock, Texas, USA), Destination (Austin, Texas, USA), PA Report ID (QA0000967127), and Fiscal Year (FY23). A blue box labeled 'Pre-Approval Report removed' with an arrow points to the PA Report ID field. At the bottom left, there is a link 'Import Travel Pre-Approval Optional' and a button 'IMPORT PRE-APPROVAL'.

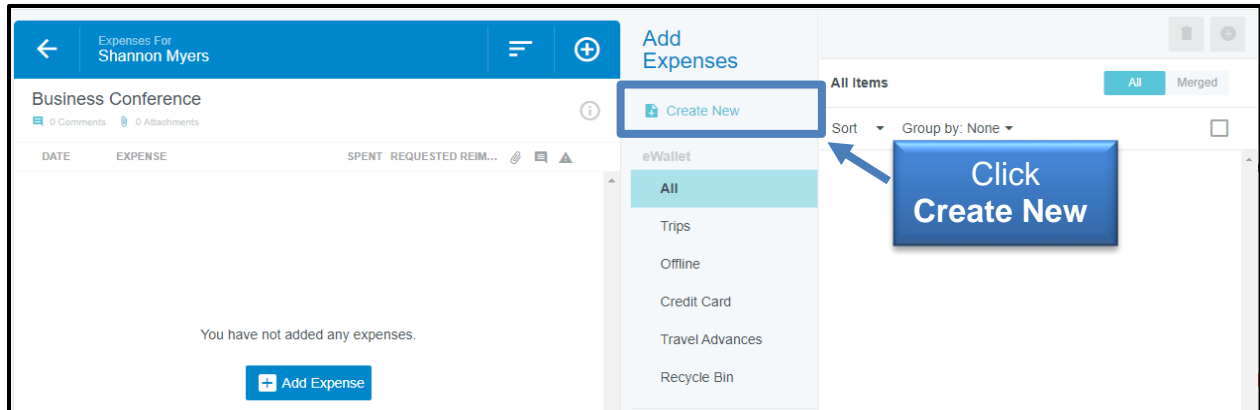
Chart	H
Start Date	02/13/2023
End Date	02/16/2023
Vacation taken on this trip	<input type="checkbox"/>
Trip purpose must clearly state the benefit to the institution and/or grant.	
Business Purpose	Will be attending Emburse in Motion 2022 (11/2-11/3) and attending sess
Type	Advance Request
Traveler Type (H)	Employee
Trip Purpose (H)	Attend Conference
Approver	R008 / Turpin, Lora Anne ...
Origination	Lubbock, Texas, USA
Destination	Austin, Texas, USA
PA Report ID	QA0000967127
Fiscal Year	FY23
Import Travel Pre-Approval Optional	IMPORT PRE-APPROVAL

Add Cash Expense Advance Line Item Request to Report

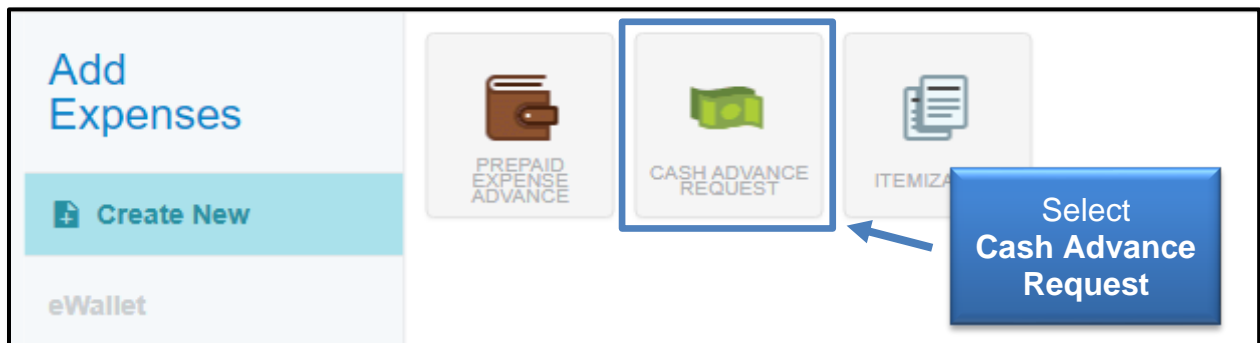
After saving your expense report header, the system will display the empty expense report in the left-hand panel and the traveler's eWallet in the right-hand panel.

Click **Create New** in the eWallet panel to add a cash expense advance line item request to the report.

Chrome River – Travel Cash Advance Expense Reports



Different expense tiles will become viewable. Select the **Cash Advance Request** tile.



The Cash Advance Request form will be displayed in the left-hand panel after selection.

Provide the following information on the form:

- **Fund:** Search and select the main fund being utilized for the trip. The fund must match the Chart chosen on the expense report header.
- **Date:** Enter today's date.
- **Spent:** Enter the requested advance amount.
- **Description:** Optional field to provide any additional information you believe may be note-worthy or necessary for Travel Admin's review.
- **Allocation:** This is a locked field that will validate the expense as an advance. **Do not attempt to alter.** Advance expenses upload to a balance account in Banner, therefore a full FOP is not required.
- **Attachments:** The traveler's related Pre-Approval PDF report must be attached in order to ensure the requested advance amount is realistic to the actual expenses that will be incurred.

Up to 90% of the estimated expenses is allowed, but travelers should only request what is needed and should cover a small amount of their travel expenses personally to ensure funds are not owed back to the institution.

Chrome River – Travel Cash Advance Expense Reports

Advances will be denied if an employee owes reimbursement back to the institution due to an excessive advance received more than once.

After completing the Cash Advance expense form, click **Save** at the top right corner to add the line item to the report.

The screenshot shows the 'Cash Advance Request' form in Chrome River. At the top right, there are 'Cancel' and 'Save' buttons. A blue box labeled 'Click Save' with an arrow points to the 'Save' button. The form includes a header with a green bill icon and the title 'Cash Advance Request'. Below this is a light blue informational banner: 'Cash advances will be issued 5 business days prior to departure date and are only allowable for Employees who have been denied a State Travel Card.' The form fields include: 'Fund' with a dropdown showing 'H-181183-Purchasing'; 'Date' with a calendar icon and the date '02/01/2023'; 'Spent' with a text input '200.00', a calculator icon, and a currency dropdown 'USD'. A blue box labeled 'Enter Information' with an arrow points to the 'Date' field. Below the 'Spent' field is another light blue banner: 'Attach full Pre-Approval PDF report to Cash Advance request. Request cannot exceed 90% of the traveler's estimated, encumbered expenses.' The 'Description' field is labeled 'Optional' and is empty. Below the description is an 'Allocation' section with a dropdown showing 'H-Advance - Chart H - Advance'. At the bottom is an 'Attachments (0)' section with a 'Drag image here to upload' area and an 'Add Attachments' button with a dropdown arrow. A blue arrow points from the 'Enter Information' box to the description field.

Note: A Travel Expense Report for Advances should not include both a Prepaid Expense and Cash Advance request. Cash Advance requests for qualified employees cannot be approved more than 5 days before the trip start date and including both advance types on the same report will substantially delay reimbursement of a Prepaid Expense Advance request. If a Prepaid Expense Advance is also needed, submit an additional Travel Advance Expense Report.

Click **Submit** at the bottom of the left panel to submit the cash advance request.

Chrome River – Travel Cash Advance Expense Reports

Expenses For
Jo Anna Perez Barela

Barela, J - 2/13/2023, Austin, TX

0 Comments 1 Attachments

DATE	EXPENSE	SPENT	REQUESTED REIMB...			
Wed 02/01/2023	Cash Advance Request	200.00 USD	200.00			

Expense Report
QA0030559444

Total Requested Reimburse...
200.00 USD

Submit

Click Submit

Submission confirmation and report summary will be displayed in the right-hand panel. Click **Submit** again to verify the report submission.

Submit Confirmation

By submitting this report, I hereby certify that all expenses listed are true, correct, and related to official State business. I approve all corrections made to this report by my Institution due to errors or changes necessary to comply with State of Texas laws and rules, as well as Texas Tech policies and procedures.

PDF Cancel Pre-Approval Submit

Barela, J - 2/13/2023, Austin, TX

Click Submit

Travel Expense Report – Cash Advance Routing

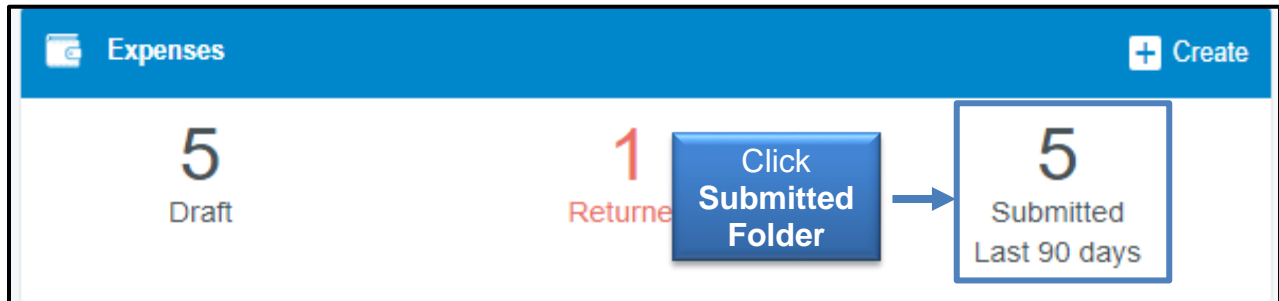
Submitted Cash Advance Reports will electronically route as follows:

- **Supervisor Approval** – Individual chosen in Report Header
- **Travel Office Approval**
- **Export to Banner for Invoice Creation** – Reimbursement to traveler will process the following business day

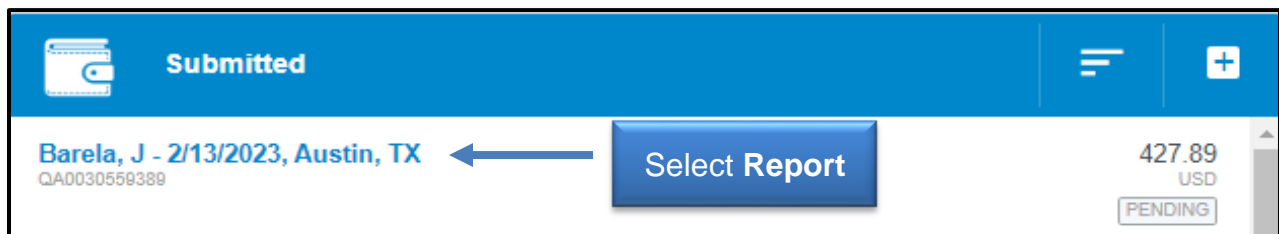
Chrome River – Travel Cash Advance Expense Reports

Travel Expense Report – Tracking & Recall

Submitted reports can be viewed in the Submitted folder of the Expense bar. Click the **Submitted folder** (3rd option) to view all Expense Reports that have been submitted in the current dashboard.

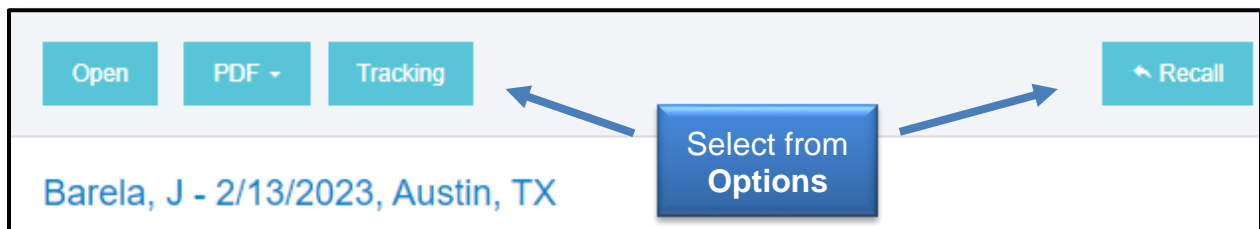


Select the **appropriate report** for review from the list of submitted expense reports.



A summary of the report will open in the right-hand panel with the following options:

- **Open** – Open the report and review the expense report line items.
- **PDF** – Generate a PDF version of the expense report.
- **Tracking** – View the status of the expense report line items.
- **Recall** – Return any expense report to a Draft Status as long as none of the line items have been fully approved. All line items must be in a pending status in order to recall the expense report.



Note: The buttons will disappear if your browser window is too narrow to display them. If the buttons do not appear, click the **ellipsis** to display the options or widen the browser window.

Fully Approved Cash Advances

After a cash advance report has been fully approved and exported to Banner for reimbursement to the traveler, the Chrome River system will generate an Advance tile in the traveler's eWallet.

The Advance tile identifies the expense as already being paid by the institution and should be added to the final expense report after the trip has been completed.

For more information on Travel Expense Reports after trip completion and how to submit them, reference the [Travel Training Center](#).

If you have questions, email travel@ttuhsc.edu.