Chrome River – Travel Prepaid Expense Advance Reports

Prepaid advance travel reimbursement requests for individual airfare and hotel expenses that are incurred before the trip will be processed on a General Travel expense report.

Before submitting a prepaid advance reimbursement request, a Pre-Approval expense report must be completed to encumber funds for the trip. The Pre-Approval Report ID will be required for all Travel Advance Expense Report submissions.

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

Note: Registration fees cannot be submitted for a Travel advance reimbursement through Chrome River. PCard is the preferred method of payment for registration fees. If the traveler has personally incurred the registration fee before the trip, reimbursement should be claimed through an Employee Reimbursement Direct Pay form in TechBuy.

Travel Expense Report - Prepaid Advance

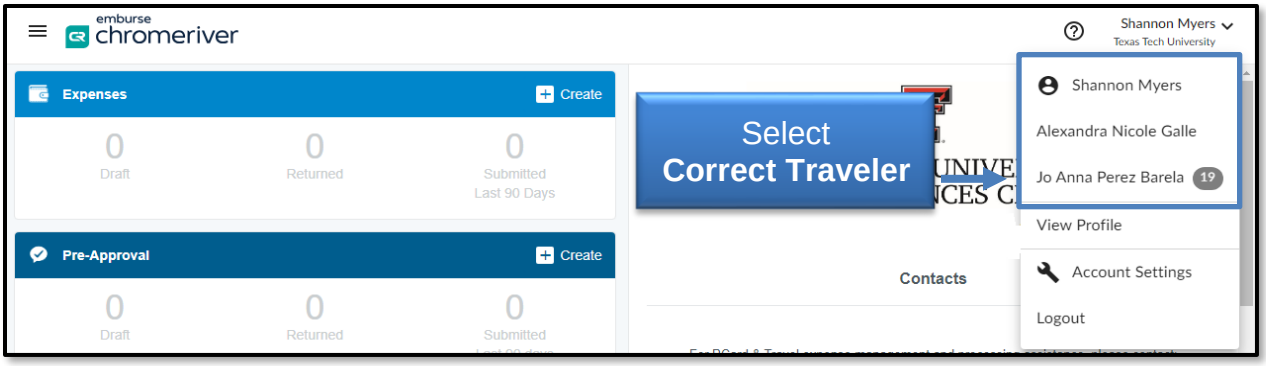
To submit a Travel Expense Report for an advance reimbursement request, complete the following:

- 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 prepaid expense advance line-item request to report.

Confirm Traveler Dashboard

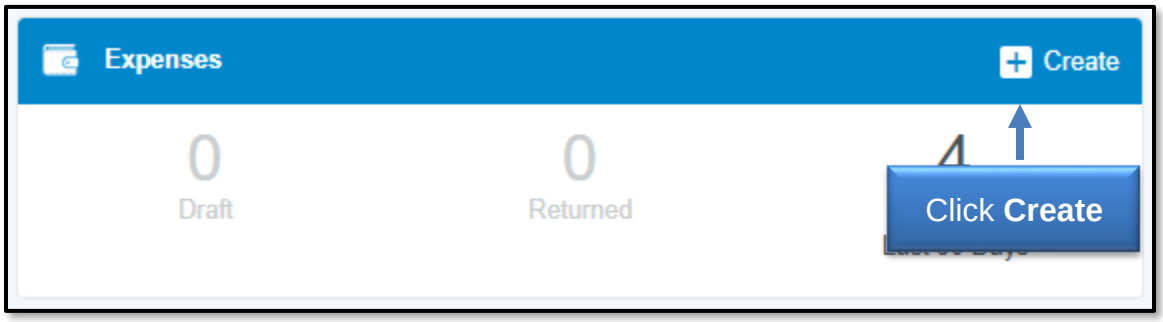
If you are an employee submitting your pre-approval report, signing into Chrome River via SSO will automatically place you on your dashboard for report submissions.

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.



Create New Expense Report

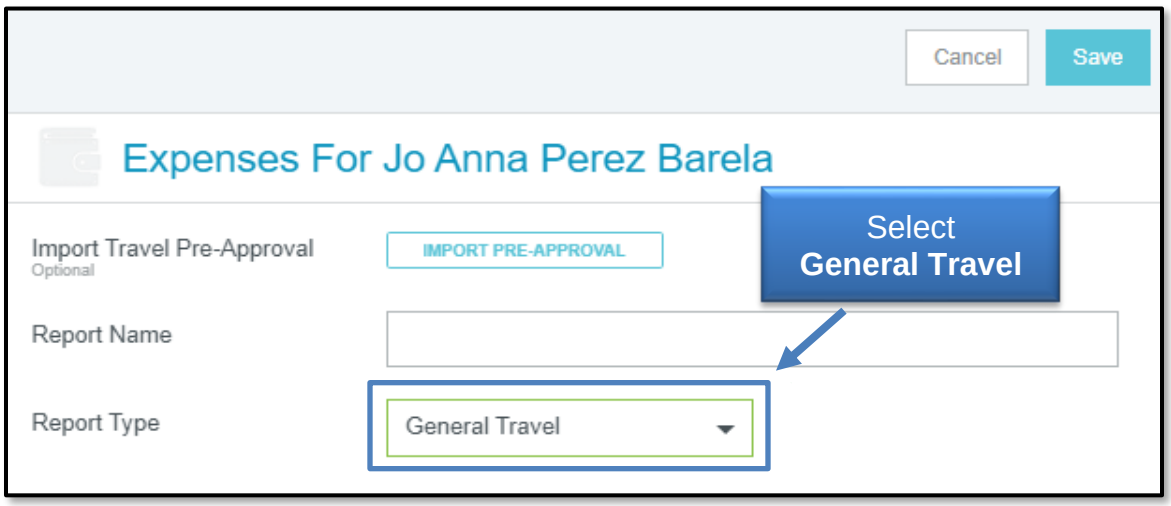
Click the **Create** button in the top right corner of the Expenses bar.



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

Verify Report Type on Expense Report Header = General Travel

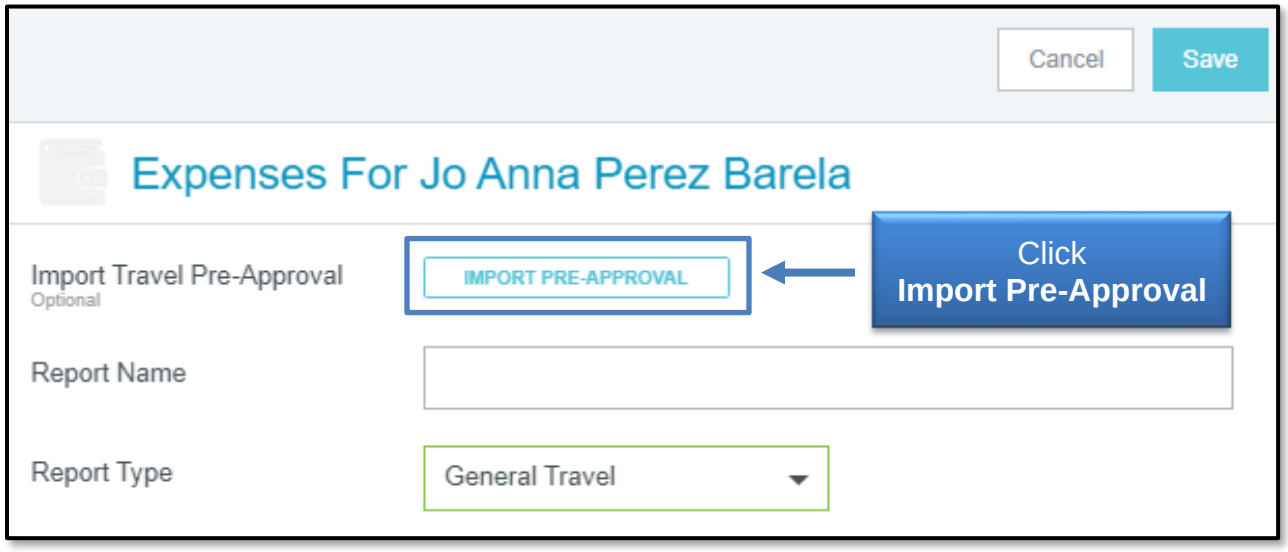
PCard transaction reconciliations are also completed via Chrome River expense reports. Ensure the report type displayed is **General Travel**.



Verify Basic Trip Information on Expense Report Header

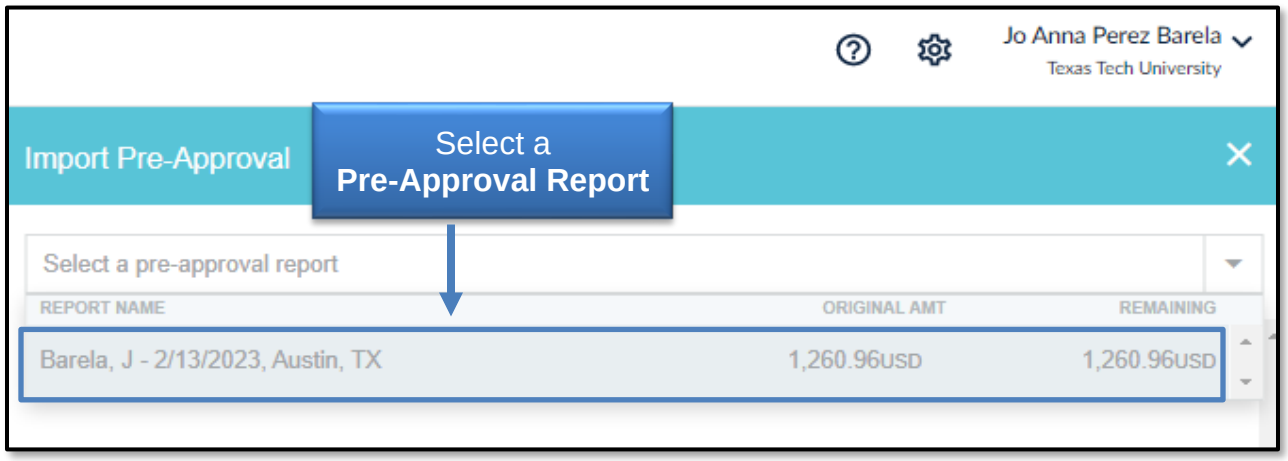
Expense Report Header information can be manually input in the report header or the information can be imported from the completed Pre-Approval report.

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

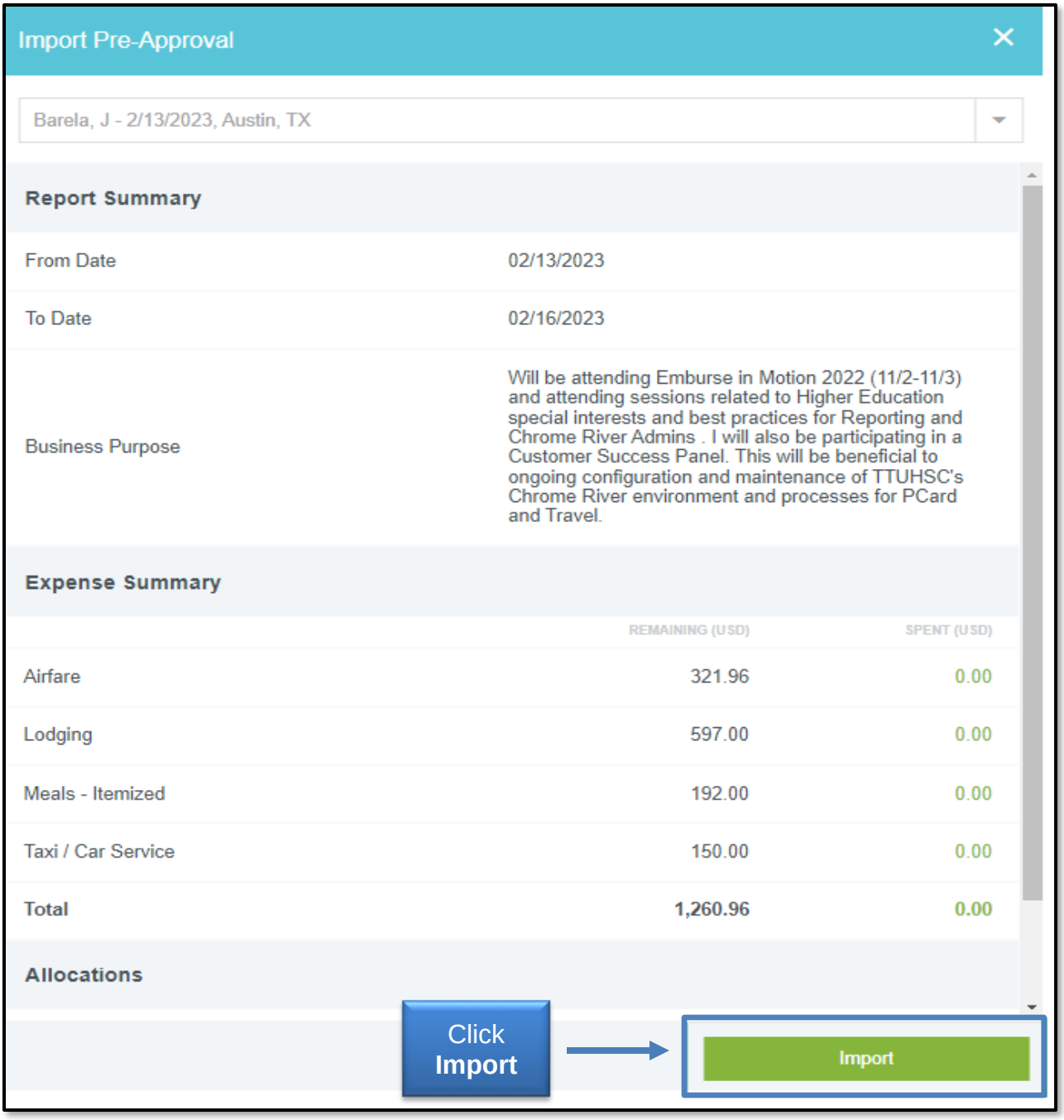


The system will display a drop-down list of completed Pre-Approvals. Select the appropriate **Pre-Approval Report** that coincides with the advance request.

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.

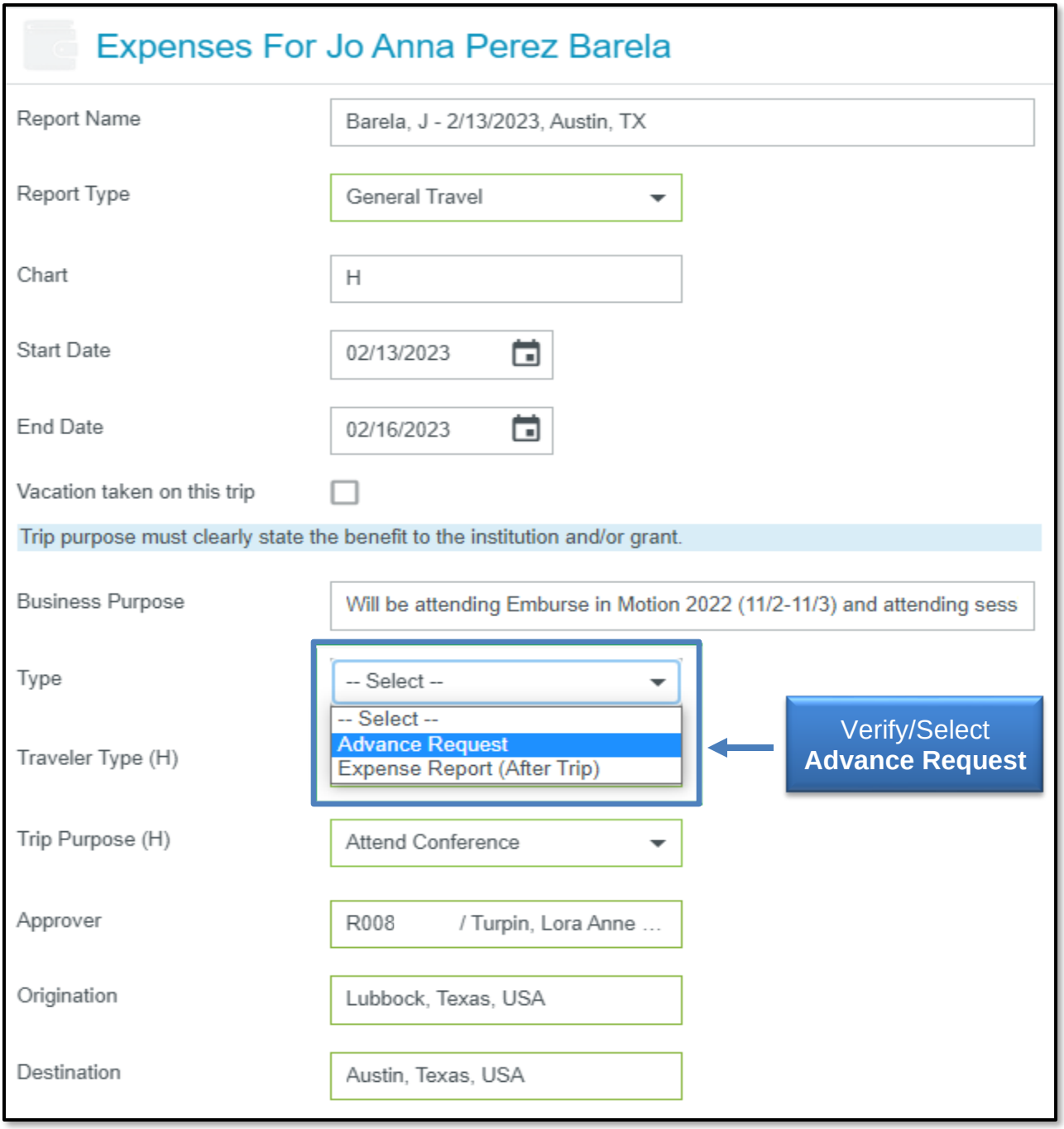


The system will display a summary of the Pre-Approval report. If it's the correct report, click the **Import** button at the bottom of the summary.



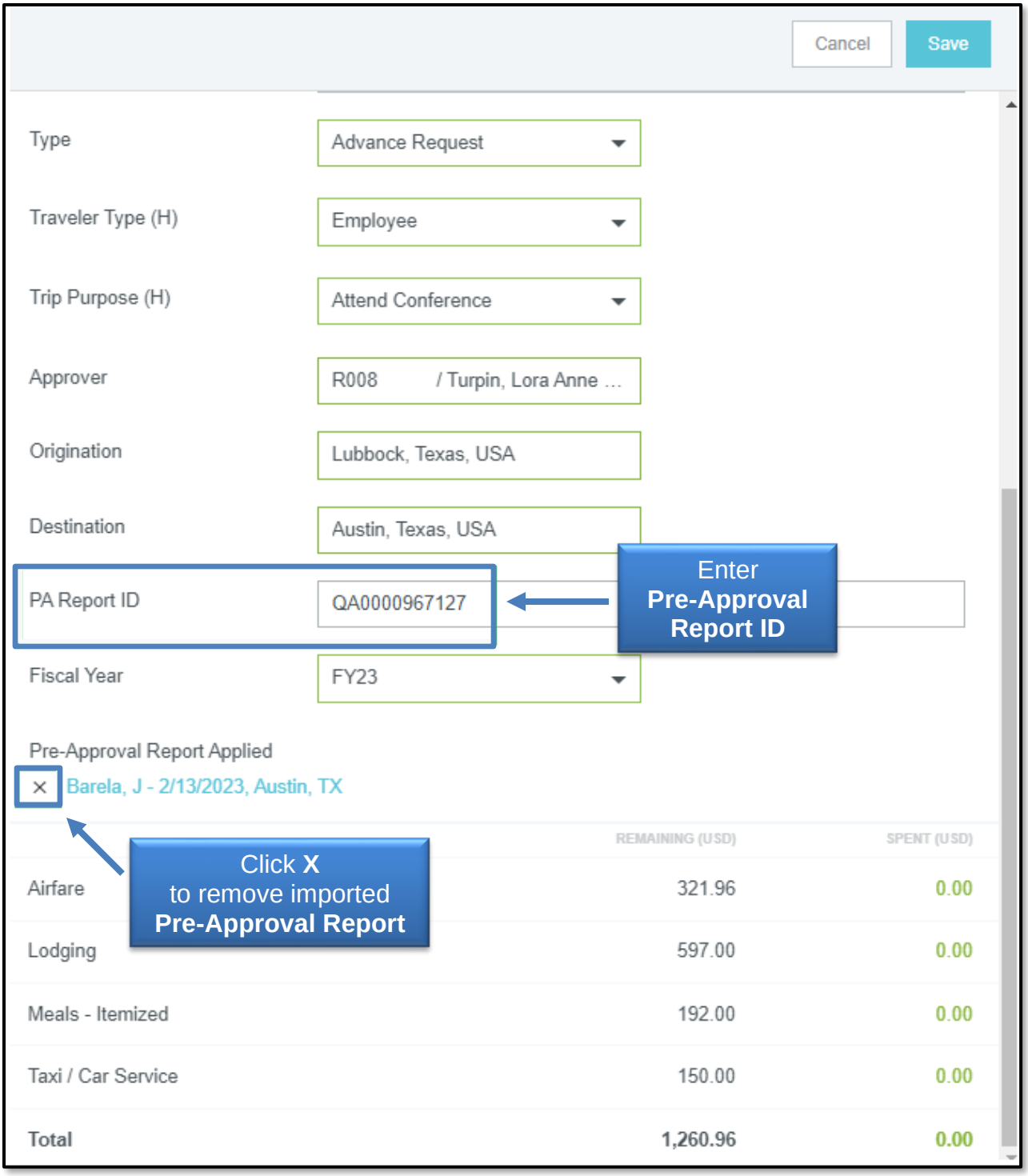
The system will display your Travel expense report header in the right-hand panel and auto-fill all basic trip information from the related Pre-Approval.

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

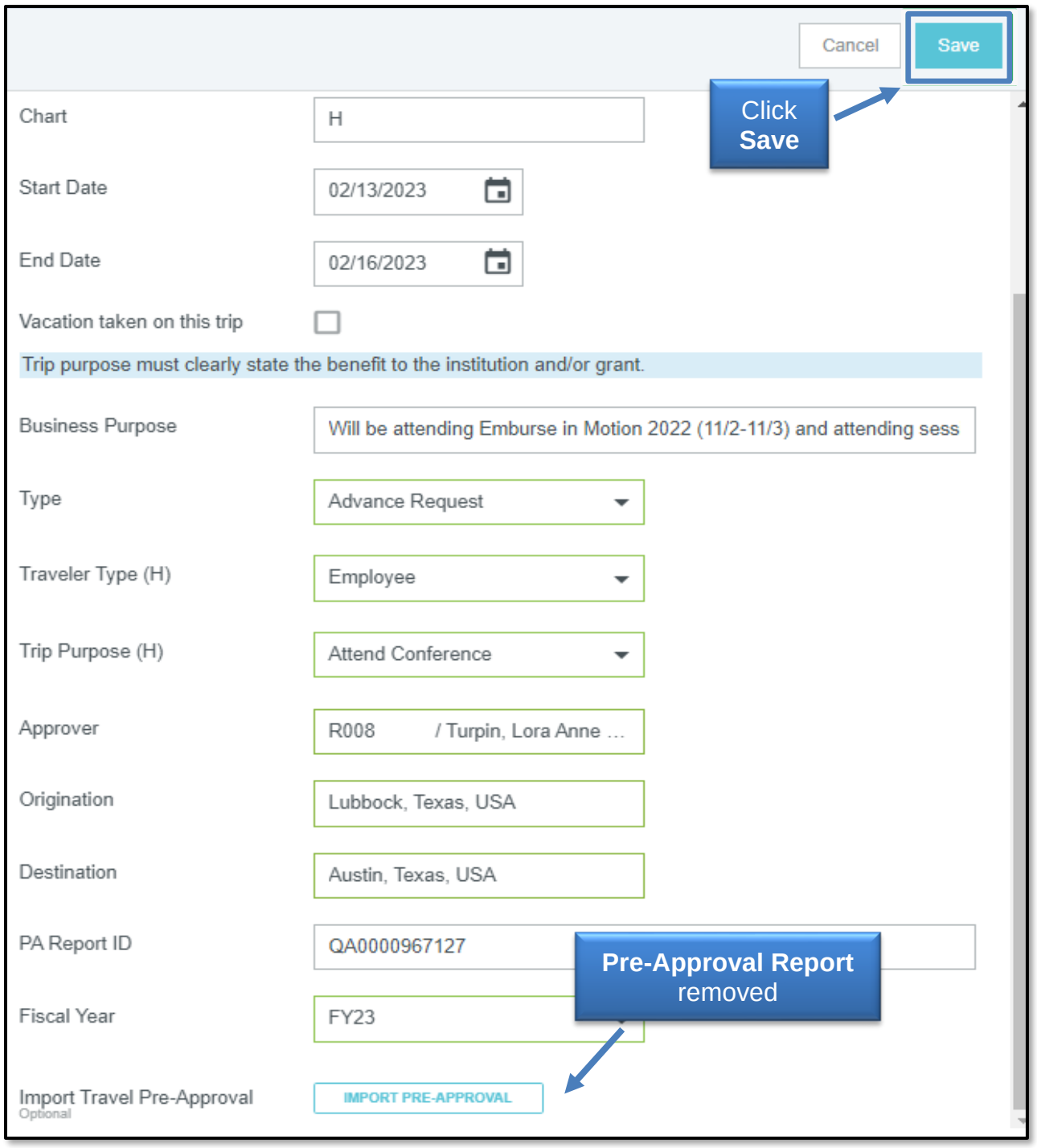


Scroll to the bottom of the report header, **enter the Pre-Approval Report ID** and **remove the imported Pre-Approval** by clicking the **X** to the left of the report name.

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.



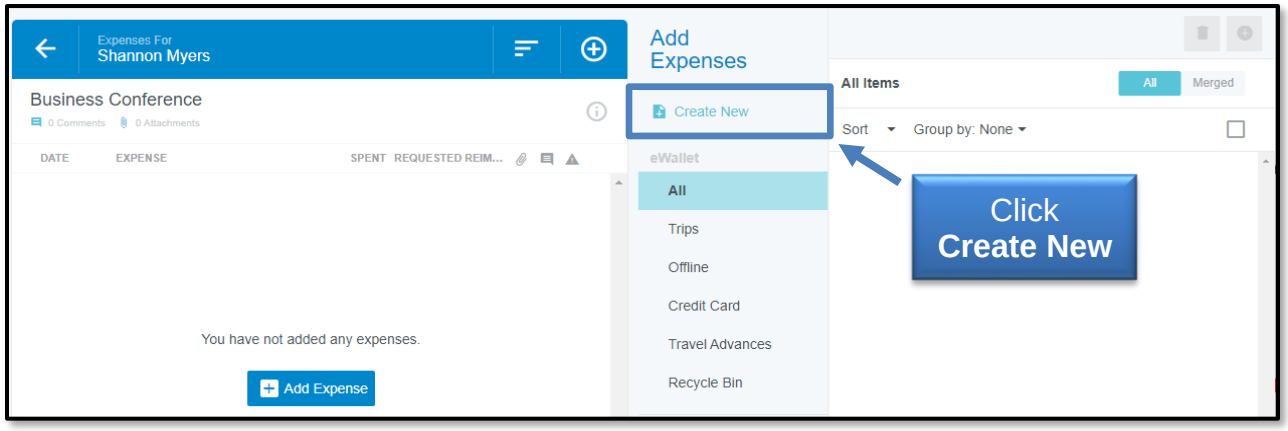
Once the Pre-Approval Report is removed, click the **Save** button at the top right corner of the expense report header.



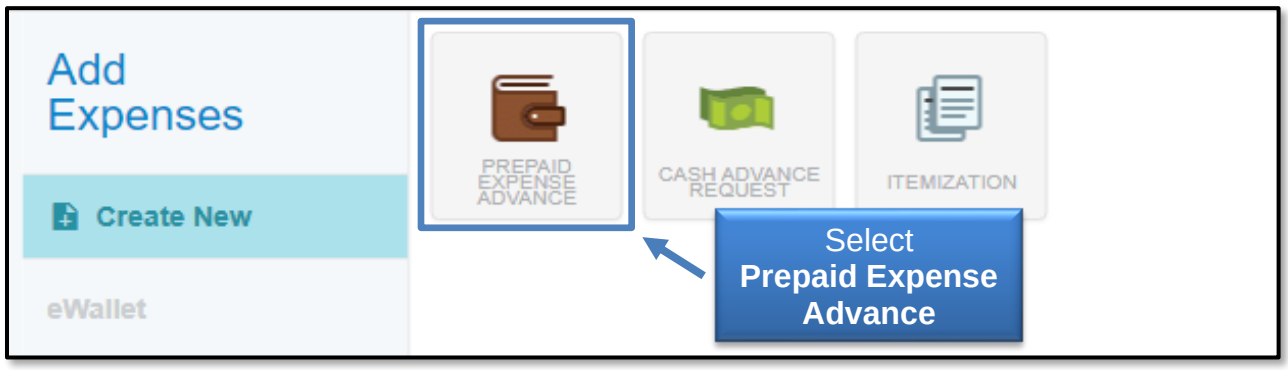
Add Prepaid Expense Advance Line-Item Request to Report

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 prepaid expense advance line-item request to the report.



Different expense tiles will become viewable. Select the **Prepaid Expense Advance** tile.

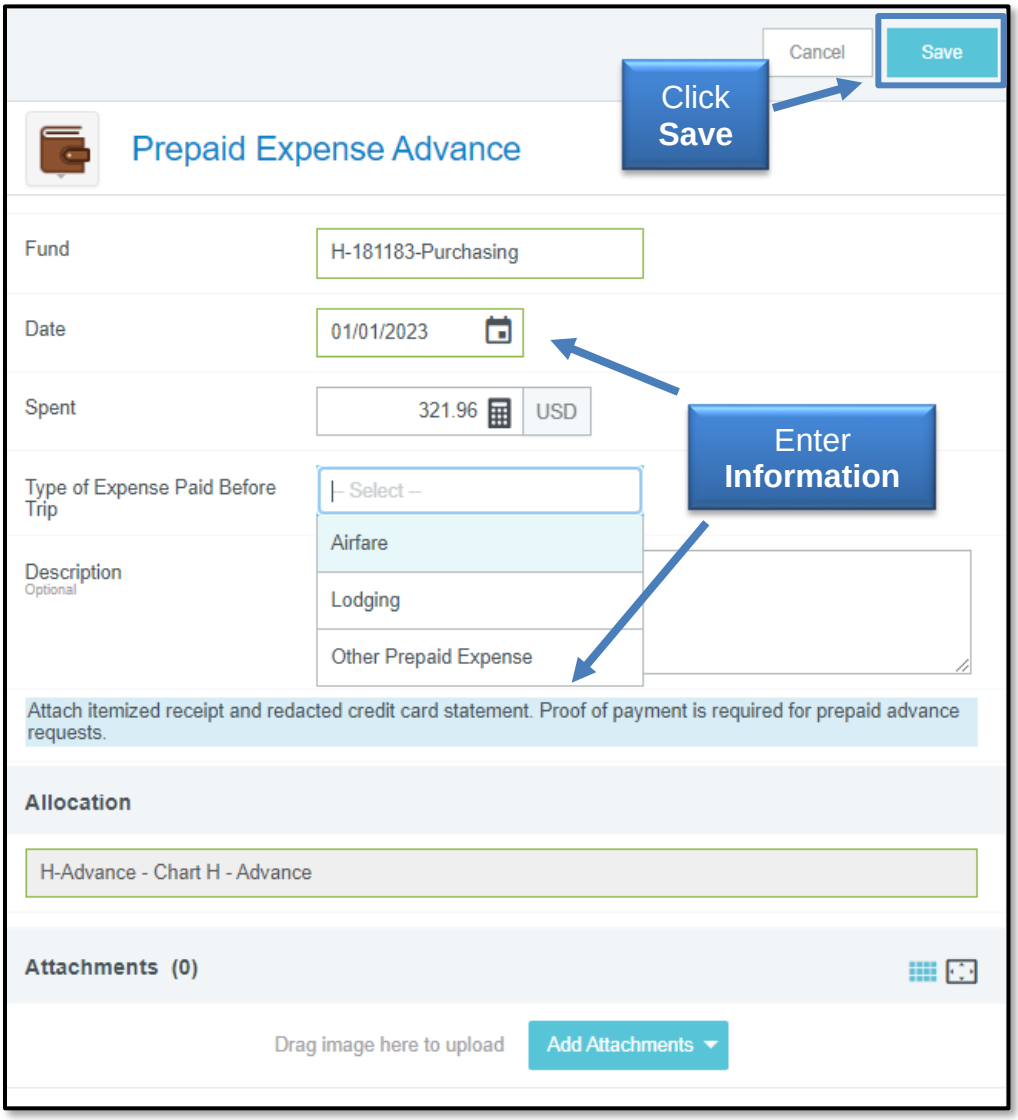


The Prepaid Expense Advance form will be displayed in the left-hand panel after selection.

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 the date of purchase for the expense being claimed.
- **Spent:** Enter the advance amount.
- **Type of Expense Paid Before Trip:** Verify Airfare, Lodging, or Other Prepaid.
- **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:** Upload electronic documentation required to support an advance request. **Itemized receipts and redacted credit card statements are required.**

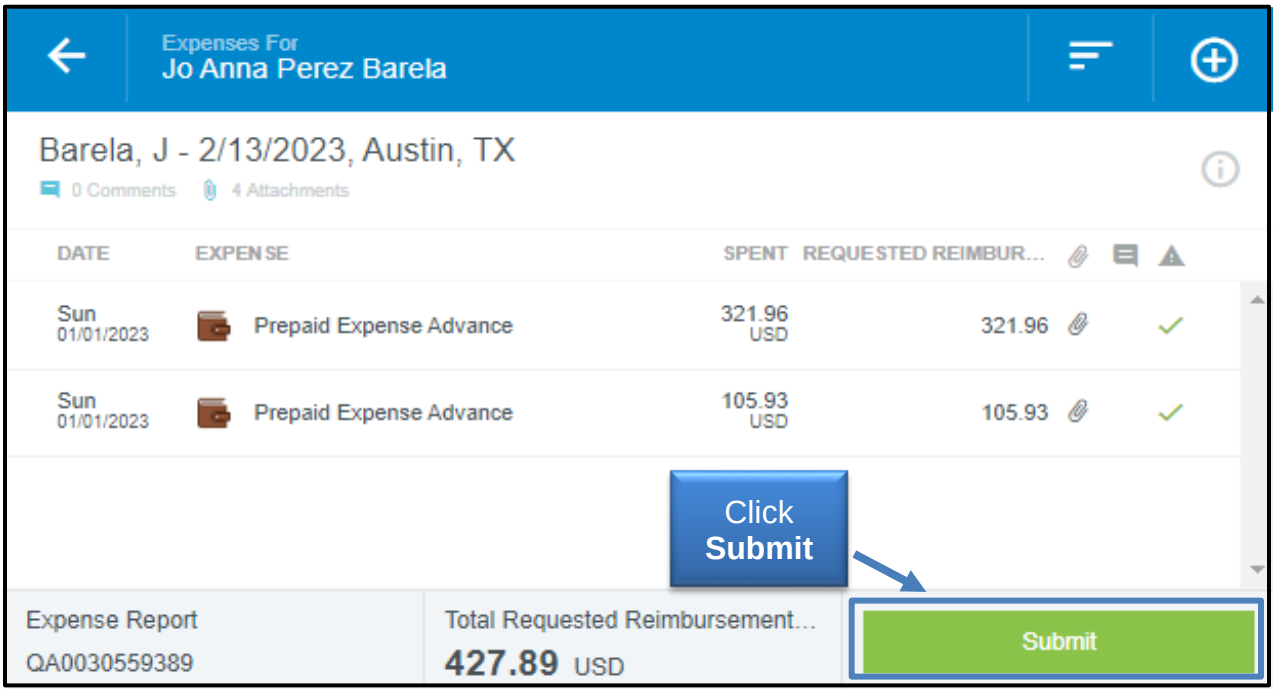
After completing a Prepaid Advance expense form, click **Save** at the top right corner to add the line item to the report.



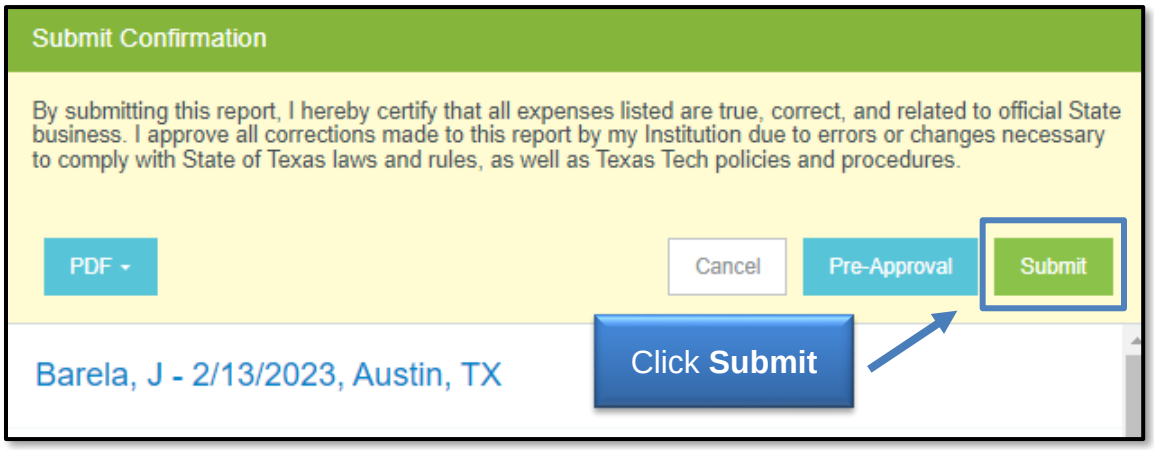
Repeat if additional prepaid expense advance claims are needed for the same trip.

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 Cash Advance is needed, submit an additional Travel Advance Expense Report.

The example below displays an airfare and hotel deposit advance request. Click **Submit** at the bottom of the left panel when all line items have been completed.



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



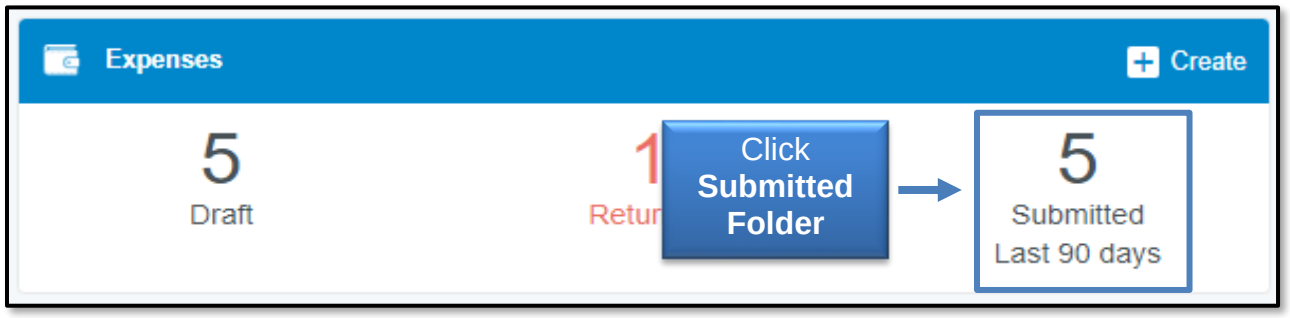
Travel Expense Report – Prepaid Advance Routing

Submitted Prepaid Advance Reports will electronically route as follows:

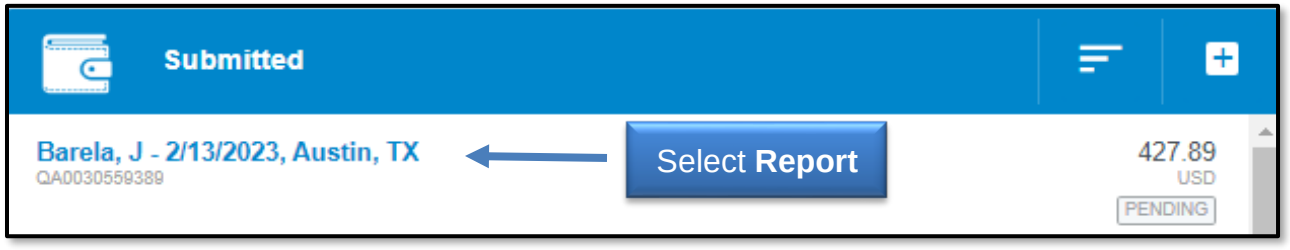
- **Supervisor Approval** – Individual chosen in Report Header
- **Travel Office Approval**
- **Export to Banner for Invoice Creation** – Reimbursement to traveler will process the following business day

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 Prepaid Advances

After a prepaid advance report has been fully approved and exported to Banner for reimbursement to the traveler, Chrome River 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 any questions, email travel@ttuhsc.edu.