



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:

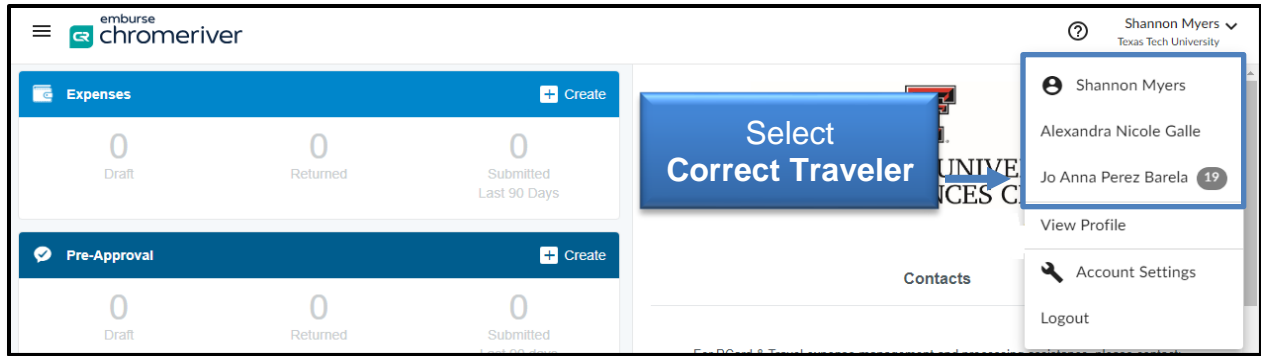
- Confirm traveler dashboard.
- Create a new expense report.
- Verify report type on expense report header = General Travel.
- Verify basic trip information on the expense report header.
- Add prepaid expense advance line-item request to report.

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.

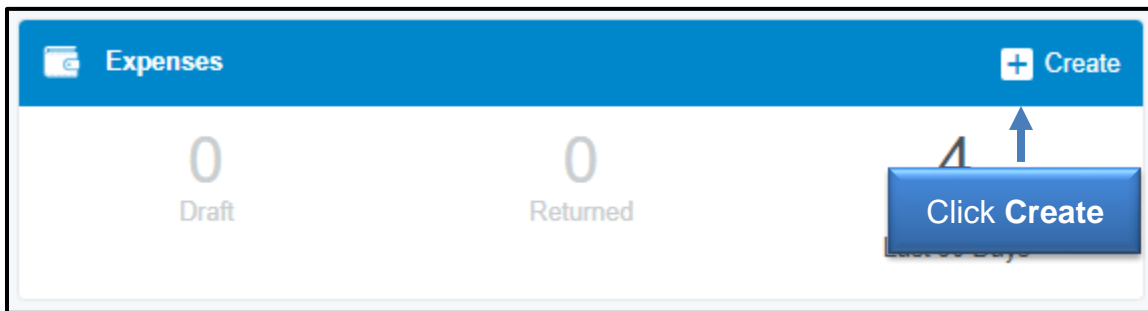
If you are a delegate for another employee and need to submit a pre-approval report on their behalf, click your **account name** in the top right corner. This will populate a drop-down menu that will list other employee accounts that have granted you delegate rights. Click the **correct traveler** to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

Chrome River – Travel Prepaid Expense Advance Reports



Create New Expense Report

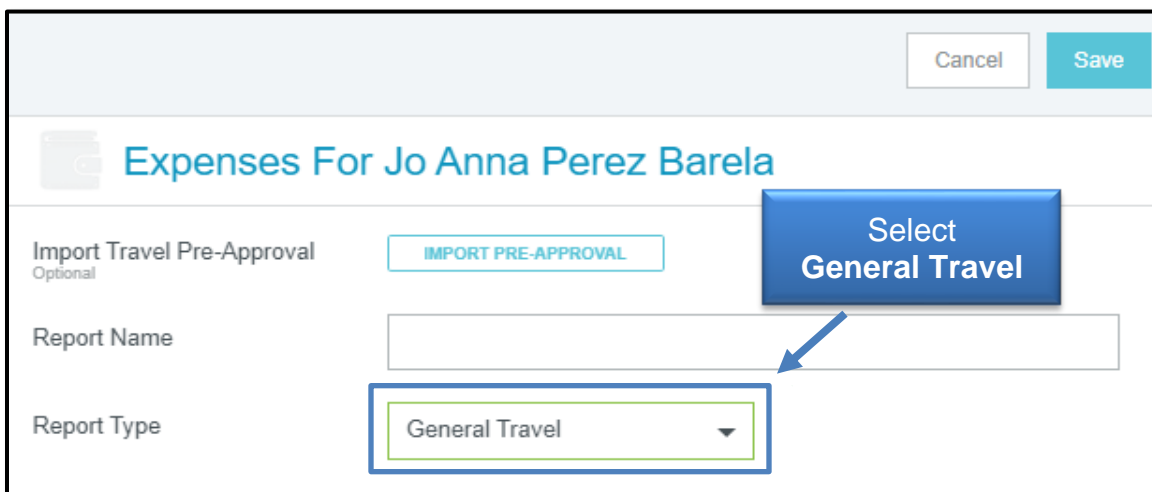
Click the **Create** button in the top right corner of the Expenses bar.



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**.



Chrome River – Travel Prepaid Expense Advance Reports

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.

Expenses For Jo Anna Perez Barela

Import Travel Pre-Approval
Optional

IMPORT PRE-APPROVAL

Report Name

Report Type
General Travel

Cancel Save

Click Import Pre-Approval

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.

Chrome River – Travel Prepaid Expense Advance Reports

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 Prepaid Expense Advance 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 Prepaid Expense Advance Reports

Cancel Save

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

Enter Pre-Approval Report ID

Fiscal Year
FY23

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 Prepaid Expense Advance Reports

The screenshot shows the Chrome River Travel Prepaid Expense Advance Reports 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), 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 section for 'Import Travel Pre-Approval' with an 'Optional' label and an 'IMPORT PRE-APPROVAL' button.

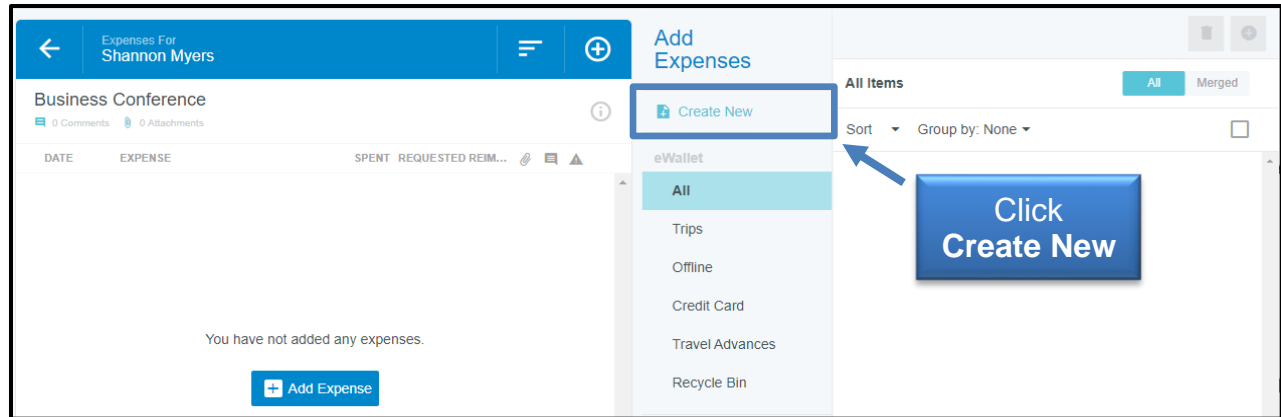
Chart	H
Start Date	02/13/2023
End Date	02/16/2023
Vacation taken on this trip	<input type="checkbox"/>
Trip purpose must clearly state the benefit to the institution and/or grant.	
Business Purpose	Will be attending Emburse in Motion 2022 (11/2-11/3) and attending sess
Type	Advance Request
Traveler Type (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 Prepaid Expense Advance Line-Item Request to Report

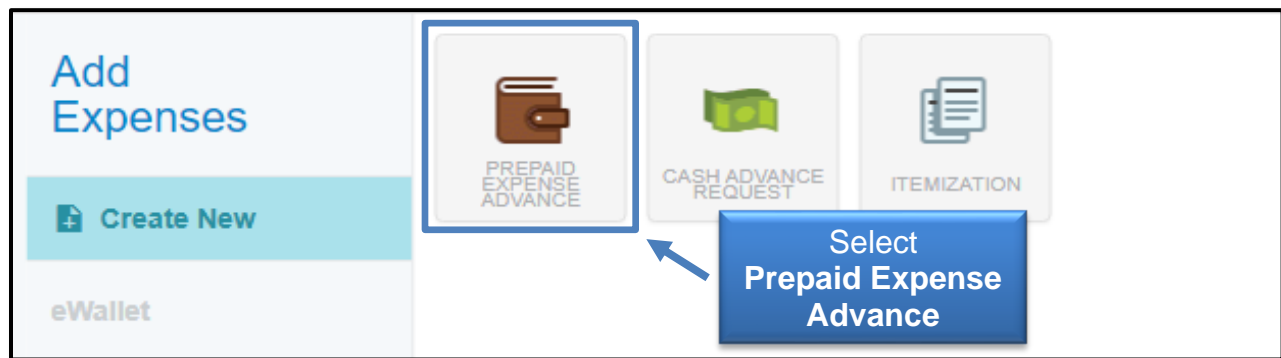
After saving your expense report header, the system will display the empty expense report in the left-hand panel and the traveler's eWallet in the right-hand panel.

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

Chrome River – Travel Prepaid Expense Advance Reports



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.**

Chrome River – Travel Prepaid Expense Advance Reports

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

The screenshot shows the 'Prepaid Expense Advance' 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 fields include: 'Fund' (H-181183-Purchasing), 'Date' (01/01/2023 with a calendar icon), 'Spent' (321.96 with a calculator icon and USD currency), and 'Type of Expense Paid Before Trip' (a dropdown menu with options: Airfare, Lodging, Other Prepaid Expense). A blue box labeled 'Enter Information' with arrows points to the date and the expense type dropdown. Below the dropdown is a 'Description' field. A light blue banner states: 'Attach itemized receipt and redacted credit card statement. Proof of payment is required for prepaid advance requests.' The 'Allocation' section shows 'H-Advance - Chart H - Advance'. The 'Attachments (0)' section has a 'Drag image here to upload' area and an 'Add Attachments' button. A blue box labeled 'Click Save' is also present near the top right of the form area.

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.

Chrome River – Travel Prepaid Expense Advance Reports

Expenses For
Jo Anna Perez Barela

Barela, J - 2/13/2023, Austin, TX
0 Comments 4 Attachments

DATE	EXPENSE	SPENT	REQUESTED REIMBUR...
Sun 01/01/2023	Prepaid Expense Advance	321.96 USD	321.96
Sun 01/01/2023	Prepaid Expense Advance	105.93 USD	105.93

Expense Report
QA0030559389

Total Requested Reimbursement...
427.89 USD

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 – Prepaid Advance Routing

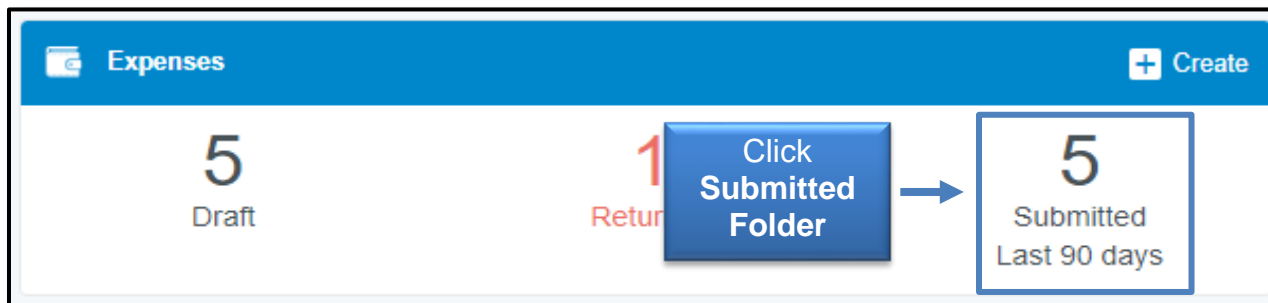
Submitted Prepaid Advance Reports will electronically route as follows:

- **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

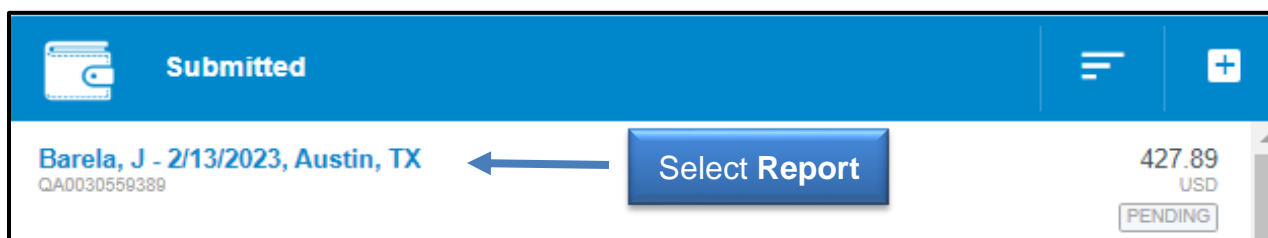
Chrome River – Travel Prepaid Expense Advance Reports

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 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.