



Chrome River – Travel Reports with No Pre-Approval

This document will provide instructions for submitting a General Travel expense report for an individual's post-trip reimbursement when a Travel Pre-Approval report was not completed prior to the trip.

Note: Travel expense reports for post-trip reimbursement without a Pre-Approval import should be the exception and not the regular process for travel reimbursement. Travel Pre-Approval reports should be submitted before the trip occurs when circumstances allow.

If a Pre-Approval report was completed prior to the trip, refer to the *Chrome River – Travel Reports w/Pre-Approval Import* training document in the [Training Center](#). No Business Travel Account (BTA) or Travel Advance reconciliation instructions are included in this document as these resources require a Pre-Approval report.

Travel Expense Report *After Trip with No Pre-Approval Import*

To create a Travel Expense Report for post-trip reimbursement with no pre-approval import:

- Confirm traveler dashboard.
- Create new expense report.
- Verify report type in expense report header = General Travel.
- Verify basic trip information in expense report header.
- Add travel expense line items to report.

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Travel Expense Report – After Trip with No Pre-Approval Import

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Travel Expense Report – Submitted Report Routing and Options

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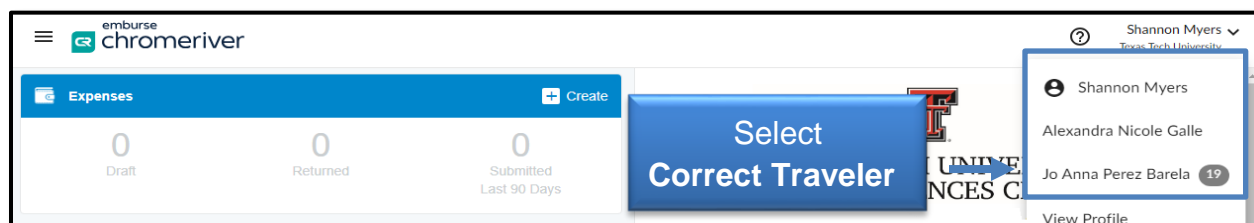
[Contacts](#)

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[Confirm Traveler Dashboard](#) (click link to return to index)

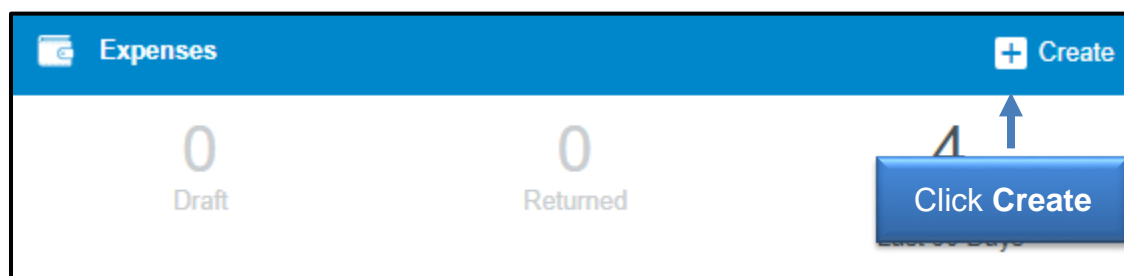
If you are an employee submitting your own travel expense report, signing into Chrome River via SSO will automatically place you on your own dashboard for report submissions.

If you are a delegate for another traveler 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 link to return to index)

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.

[Add Trip Information on Travel Report Header](#) (click link to return to index)

Input the specified data to the travel report header:

- **Report Name:** Traveler Last Name, First Initial - Trip Start Date, Destination City, State
- **Report Type:** PCard transaction reconciliations are also completed via Chrome River expense reports. Ensure that the report type displayed is **General Travel**.
- **Chart:** This field verifies the Chart of Account (COA) that will be used for the trip and automatically populates **H** for TTUHSC funds. Do not choose options E, S, or T unless TTUHSC El Paso, TTU Systems, or Texas Tech University funding is needed. **Only one chart per report is allowed.**

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- **Start Date/End Date:** Verify when the traveler will depart from and return to their headquarters.
- **Vacation Taken (checkbox):** If vacation will be taken during the trip, click on this checkbox to view a “Vacation Details” field that will allow the entry of dates and further information.
- **Business Purpose:** Input the detailed reason for the trip that affirms the travel is related to TTUHSC business. Do not utilize acronyms.

Cancel Save

Expenses For Jo Anna Perez Barela

Import Travel Pre-Approval Optional [IMPORT PRE-APPROVAL](#)

Report Name: Barela, J - 2/13/2023, Austin, TX

Report Type: General Travel

Chart: H

Start Date: 02/13/2023

End Date: 02/15/2023

Vacation taken on this trip: ☐

Trip purpose must clearly state the benefit to the institution and/or grant.

Business Purpose: Attending Emburse in Motion, including sessions regarding higher

Add Trip Information to Report Header

Continue to provide the following information:

- **Type:** Select **Expense Report (After Trip)**.
- **Did You Receive an Advance for this Trip:** Select **No**.
If an advance was received, refer to the *Chrome River – Travel Reports w/Pre-Approval Import* training document in the [Training Center](#).
- **Traveler Type (H)/Trip Purpose (H):** Choose the appropriate selection from the options provided.
- **Approver:** Search and select the traveler's direct supervisor. If submission is for a non-employee, search and select the Department Head or Fund Manager.

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- **Origination/Destination:** Search and select the traveler's originating and destination locations. If the individual is traveling to multiple locations for business, input the furthest destination traveled.
- **Fiscal Year:** Select the appropriate **Fiscal Year** that the travel will occur. If travel dates take place across two fiscal year periods, use **the trip end date** to determine correct FY.

After entering all information, click the **Save** button in the top right corner. The report progress will be saved and can now be viewed in the Expense Report Drafts Folder.

The screenshot shows a form for creating a travel report. The fields and their values are as follows:

Field	Value
Type	Expense Report (After Trip)
Did you receive an advance for this trip?	No
Traveler Type (H)	Employee
Trip Purpose (H)	Attend Conference
Approver	R008 / Turpin, Lora Anne / ...
Origination	Lubbock, Texas, USA
Destination	Austin, Texas, USA
Fiscal Year	FY23

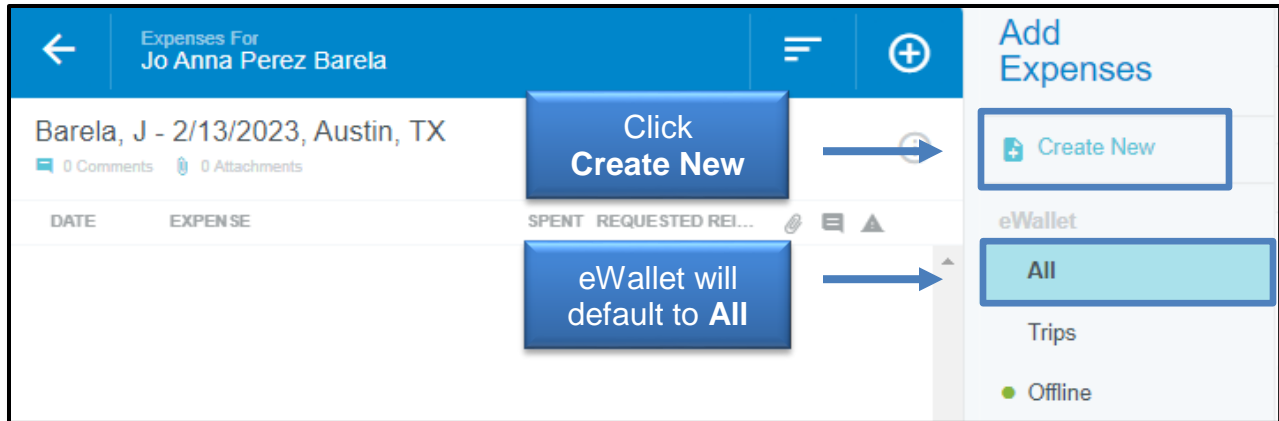
A blue callout box labeled "Provide Trip Information" has two arrows pointing to the "Traveler Type (H)" and "Approver" fields.

[Add Travel Expense Line Items to Report](#) (click link to return to index)

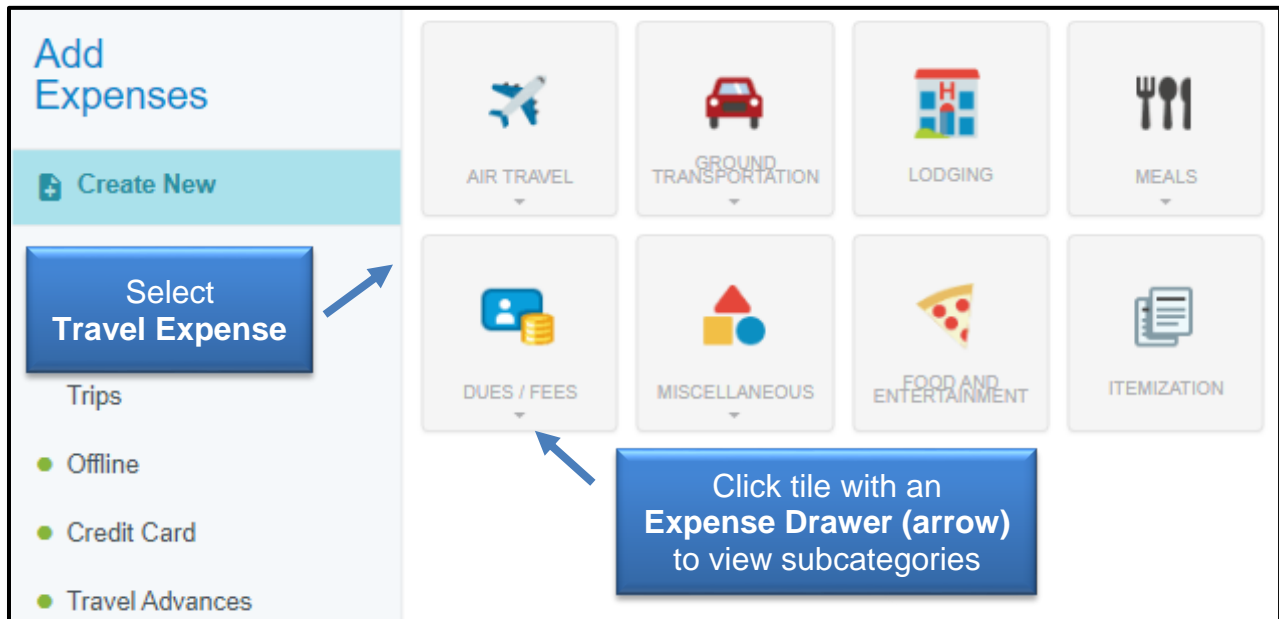
After saving your expense report header, the system will display the empty expense report in the left-hand panel and the traveler's eWallet in the right-hand panel.

The eWallet selection will default to **All**. Click **Create New** button.

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Create New will display all Travel expenses that can be selected to add a reimbursement line item to the report. A tile with a small down arrow is referred to as an **Expense Drawer** and can be clicked to view more specific subcategories.



- **Air Travel:** Airfare, Air Wi-Fi, Baggage Fee, Seat Upgrade Fee, Ticket Exchange Fee, Travel Agency Fee, Personal Plane Mileage
- **Ground Transportation:** Car Rental, Car Rental Fuel, Mileage/Google Map*, Parking, Public Transportation, Taxi/Car Service, Tolls
- **Lodging***
- **Meals:** Daily Allowance Wizard*, Meals-Itemized*
- **Dues/Fees:** Currency Exchange Fee, Visa/Passport Fee, Registration Fees, Training/Education

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- **Miscellaneous:** Travel Advance Return (*not applicable to this report type*), Miscellaneous/Other
- **Food and Entertainment**

** Special Expense Type with unique entry. See following section for more information.*

To add an expense to your report, click the **appropriate expense** tile from the list above. Most tiles generate a standard expense form that require entry of basic information related to the expense type being claimed.

Expense forms will vary slightly by expense type, but all forms will require the following:

- 1) **Date:** Date of Purchase or Transaction Date for expense being claimed.
- 2) **Spent:** Amount being requested for reimbursement.
- 3) **Description:** Open field to provide any additional information related to the claim, if necessary.
- 4) **Allocation:** The FOP combination that will be utilized to fund the reimbursement request. All valid FOP combinations for the Chart of Accounts (H) selected will be available to search and select. Multiple allocations can be added to a single expense by clicking **Add Allocation**.

The screenshot displays the 'Allocation' section of the Chrome River interface. At the top, there is a search bar containing the text 'H-181034-201131-60 FUND: Payment Services (LOCAL) ORGN: Payment Services Lbk / PROG: In...'. Below the search bar, there are two main buttons: 'Add Allocation' (with a plus icon) and 'Click Add Allocation (if needed)'. To the right of the 'Add Allocation' button is a 'Presets' button with a left arrow. Further right is a 'CREATE PRESET' button. A blue box labeled 'Search/Select Allocation' has an arrow pointing to the search bar.

If multiple FOPs are added, the split can be determined by percentage or specific amounts. The total must equal the **Spent** amount requested for reimbursement.

- 5) **Attachments:** Itemized receipts are required for all reimbursement claims. Supporting documentation can be uploaded directly from your computer to the expense form or the Receipt Gallery can be utilized.

When the requirements of the expense form have been completed, click **Save** in the top right corner of the form.

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The screenshot shows the 'Enter Required Information' form in Chrome River. At the top, there are 'Cancel' and 'Save' buttons. A blue box labeled 'Enter Required Information' has arrows pointing to the 'Parking' category and the 'Date' field. The 'Parking' category is selected with a 'P' icon. The 'Date' field is set to 02/15/2023. The 'Spent' field shows 54.00 USD. The 'Description' field is optional and empty. Below the description is the 'Allocation' section, which includes 'Split Equally' and 'Clear Splits' buttons. There are two allocation rows: one for 'H-181034-201131-60 FUND: Payment Services (LOCAL) ...' with 50% and 27.00, and another for 'H-181183-201181-60 FUND: Purchasing (LOCAL) ORGN: ...' with 50% and 27.00. The total is 100% and 54.00. There are also 'Add Allocation', 'Presets', and 'CREATE PRESET' buttons. At the bottom is the 'Attachments (1)' section with a 'Drag image here to upload' area and an 'Add Attachments' button. A blue box labeled 'Click Save' has an arrow pointing to the 'Save' button.

After saving, the reimbursement request for the expense type chosen will be added to the Travel Expense Report in the left-hand panel, and the right-hand panel will display the **Add Expenses** option.

The screenshot shows the Chrome River interface. On the left, there is a table with columns: DATE, EXPENSE, SPENT, REQUESTED R..., and a status column. The first row shows 'Wed 02/15/2023', 'Parking', '54.00 USD', '54.00', and a green checkmark. A blue box labeled 'Reimbursement Request added' has an arrow pointing to this row. On the right, there is a panel titled 'Add Expenses' with a 'Create New' button and a list of categories: All, Trips, Offline, Credit Card, and Travel Advances. A blue box labeled 'Add Expenses Option' has an arrow pointing to the 'Add Expenses' panel. The background shows various expense category icons like AIR TRAVEL, GROUND TRANSPORTATION, LODGING, MEALS, BUSINESS, MISCELLANEOUS, FOOD AND ENTERTAINMENT, and ITEMIZATION.

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Repeat the process of selecting the appropriate expense tile, fulfilling the requirements of the expense forms, and saving to the report.

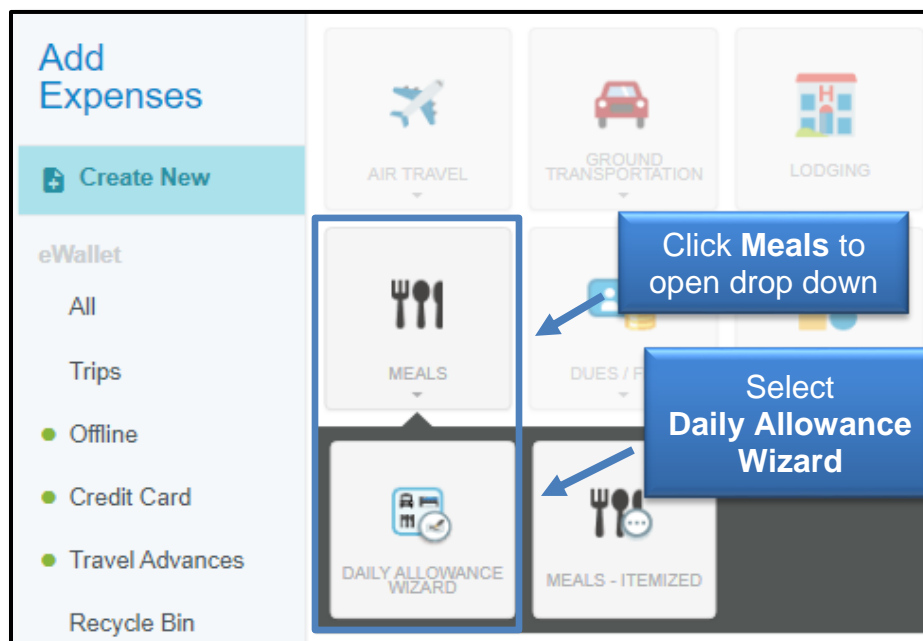
[Meals, Lodging, and Mileage \(Special Expense Entry\)](#) (click link to return to index)

The **Meals-Itemized**, **Lodging**, and **Mileage/Google Maps** expense tiles include forms with special requirements and capabilities. Please adhere to the following instructions for each to ensure they are correctly added to the report.

[Meals-Itemized](#) (click link to return to index)

Itemized meal expense claims require additional action to ensure the GSA Per Diem rates and locations are applied to the report, regardless of the type of funds being used. **Before entering itemized meal claims, the user MUST calculate and apply the GSA Per Diem location and rates to the report.**

To calculate and apply the GSA Per Diem location and rate information, under the **Create New** option, select the **Daily Allowance Wizard** tile, which is located in the **Meals** tile.



Selecting this tile will display the **Daily Allowance Wizard** tool in the dashboard. Input the trip **Start/End dates** and the **Location** (traveler's business destination) in the left-hand panel.

GSA Per Diem rates are determined by County. Ensure the appropriate location is chosen. After entering the information, click the **Add To Preview** button.

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The screenshot shows the 'Daily Allowance Wizard' form. At the top right is a blue 'Add Dates' button with an arrow pointing to the date fields. The 'Start Date' field contains '02/13/2023' and '00:00'. The 'End Date' field contains '02/15/2023' and '23:59'. Below these is a 'Days' field with the value '3'. To the right of the 'Days' field is a blue 'Add Location' button with an arrow pointing to the location field. The 'Location' field contains 'Austin County-Austin County, Texas (TX), United States'. At the bottom, there is a blue 'Click Add To Preview' button, a 'Cancel' button, and a light blue 'Add To Preview' button.

This will pull GSA Per Diem rates for the dates and location entered and display them in the right-hand panel.

Do not select any deductible checkboxes. This will reduce the Per Diem rate applied to the report, which is not required for reimbursement of actual meal costs supported by itemized receipts.

Verify the information is correct and then click the **Apply** button.

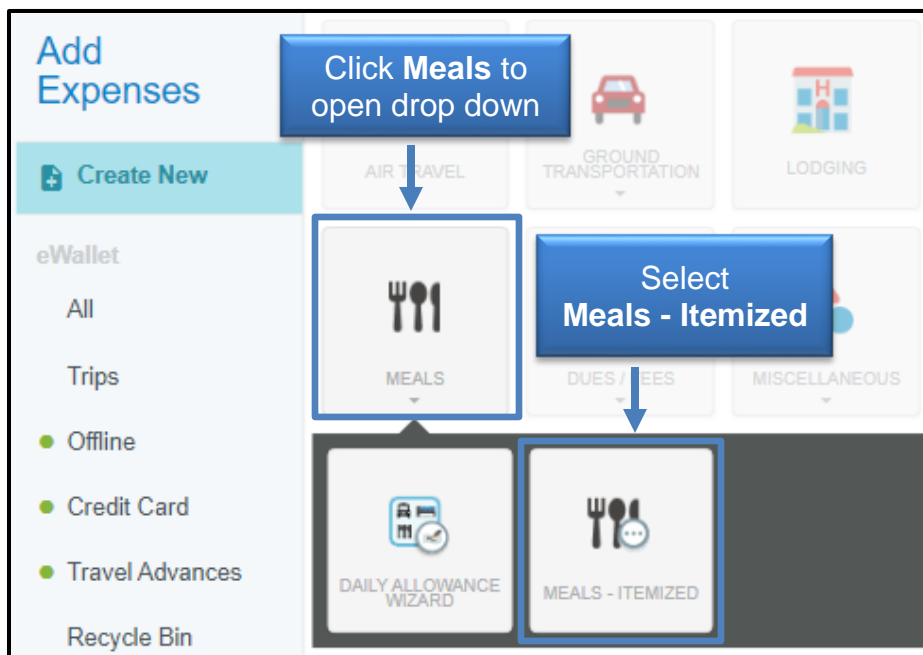
The screenshot shows the 'Per Diem Rates Preview' panel. It displays a table of rates for three days: Mon 02/13/2023, Tue 02/14/2023, and Wed 02/15/2023. Each row shows the date, time, location ('Austin County, Texas (TX), United States'), and a rate of '59.00 USD'. There are checkboxes for 'DEDUCTIBLES' (Breakfast, Lunch, Travel Day, Additional Dec) and a 'Verify Information' button. At the bottom, there is a 'Clear All' button, a blue 'Click Apply' button, and a green 'Apply' button with an information icon. Arrows point from the 'Verify Information' button to the first row and from the 'Click Apply' button to the 'Apply' button.

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Applying the Daily Allowance Wizard information will not display as a report line item. This information works in the background of all meal claims to ensure compliance and reveal meal claims that exceed the standard rate.

After application, the system will display the **Add Expenses** column and **Create New** option.

Select the **Meals-Itemized** expense tile under the Meals tile to claim daily meal expenses.



Meal expense forms are designed to reflect a traveler's entire meal reimbursement request for a single day of travel. Enter the **appropriate date** and the **reimbursement amount** for Breakfast, Lunch, and Dinner. The **Spent** field (reimbursement amount) will automatically display the sum of amounts entered.

The form displays verification of the daily allowance information applied to the report. **Any overages verified by the system or meal tips included in the reimbursement amount require the use of a local, unrestricted FOP.** Adjust allocations appropriately, when necessary.

Upload supporting documentation (itemized meal receipts) to **Attachments** and then click the **Save** button in the top right corner of the expense form to add the meal line item to the report.

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The screenshot shows the 'Meals - Itemized' form in Chrome River. Annotations include:

- Enter Date**: A blue box with an arrow pointing to the 'Date' field, which contains '02/13/2023'.
- Click Save**: A blue box with an arrow pointing to the 'Save' button in the top right corner.
- Enter Amounts**: A blue box with an arrow pointing to the 'Lunch Amount' and 'Dinner Amount' input fields.
- Upload Attachments**: A blue box positioned over the bottom section of the form.

The form fields include:

- Date**: 02/13/2023
- Spent**: 56.95 USD
- Description**: Optional text area.
- Breakfast Amount**: 0.00
- Lunch Amount**: 24.95
- Dinner Amount**: 32.00
- Apply Daily Allowance**: ☒
- Daily Allowance**: Section with a note about applying expenses towards daily allowances and a 'VIEW DETAILS' link.
- TYPE**: Meals
- APPLIED AMOUNT (USD)**: 56.95

Repeat the process of clicking **Create New** and selecting the **Meals-Itemized** expense tile to add more daily meal claims to the report.

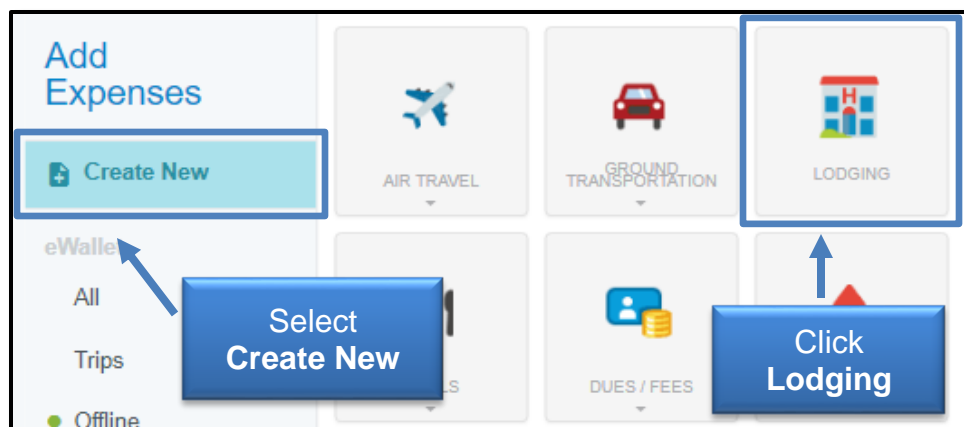
[Lodging](#) (click link to return to index)

Lodging folios typically include charges for several different expense types. To ensure accurate entry of lodging charges, the Lodging expense entry requires itemization of the total lodging amount being requested for reimbursement.

Lodging claims also require additional action to ensure the GSA Per Diem rates and locations are applied to the report, regardless of the type of funds being used.

To add a Lodging claim to the expense report, select the **Create New** option and choose the **Lodging** expense tile.

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Enter the following information requested by the Lodging expense header.

- **Date:** Date of Payment to Lodging Establishment
- **Check In/Check Out Dates**
- **Spent:** Total reimbursable amount of Lodging expenses (excluding meal charges*). If any charges were incurred on the hotel folio that are not reimbursable, such as State occupancy taxes for lodging in Texas, do not include them in the total amount.

*If meal amounts are listed on your hotel folio, do not include them in the lodging spent amount. Meals must be supported by itemized receipts and claimed on the Meals-Itemized expense form.

For this example, the folio includes no meals or non-reimbursable expenses and the total amount being claimed for reimbursement is **\$272.50**.

		La Quinta Inn & Suites Austin at The Domain 11901 NORTH MOPAC AUSTIN, TX 78759 512-832-2121	
Jo Anna Barela Lubbock, TX 79416 Company: TEXAS STATE RATES		Folio#: 0937338418 Room: 248 Arrival: 2/13/23 Departure: 2/15/23 Returns Club No : Voucher/Ship/PO:	

Trans #	Date	Description	Charges	Payments	Balance
1532288	2/13/2023	Rm: 248 TXSTAT - Texas State Employee for	\$125.00	\$0.00	\$125.00
1532289	2/13/2023	TAX - OCCUPANCY - CITY	\$11.25	\$0.00	\$136.25
1532458	2/14/2023	Rm: 248 TXSTAT - Texas State Employee	\$125.00	\$0.00	\$261.25
1532459	2/14/2023	TAX - OCCUPANCY - CITY	\$11.25	\$0.00	\$272.50
1532564	2/15/2023	CC PMT - MASTER CARD ... xx-1234	\$0.00	\$272.50	\$0.00
				Balance:	\$0.00

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- **Allowable Total:** Select **Calculate** link to the right of the locked amount field. This will generate a pop-up box to ensure that the appropriate GSA Per Diem rates and location are applied to the lodging claim. **This action is required regardless of the fund type being used for reimbursement.**

Enter **Start Date** (Check in), **End Date** (Check out), **Location** (ensure appropriate county is selected), and **input a single room only**. Reimbursements for more than a single room are prohibited for an individual traveler.

Click **Save** to apply GSA information and go back to Lodging header expense form.

The screenshot shows a 'Calculate Allowable Total' pop-up form. It contains the following fields and values:

- Start Date:** 02/13/2023
- End Date:** 02/15/2023
- Location:** Austin County-Austin County, Texas (TX), United States
- Rooms:** 1
- Nights:** 2
- Average Daily Room Rate:** 98.00 USD
- Base Total:** 196.00 USD
- Allowable Total:** 196.00 USD

Annotations with arrows point to the following elements:

- Enter Dates:** Points to the Start and End Date fields.
- Enter Location:** Points to the Location field.
- Input Single Room Only:** Points to the Rooms field.
- Click Save:** Points to the Save button at the bottom right.

Provide the following information in the Lodging header expense form:

- **Description:** Optional field to provide any additional information related to the hotel stay or circumstances that would be beneficial to Travel Admin during their review of the reimbursement request.
- **Merchant Name:** Name of the Lodging establishment.
- **Allocation:** Funding source for reimbursement (will be copied over to all itemized line items).
- **Attachments:** Upload itemized hotel folio from device or Receipt Gallery (will be copied over to all itemized line items).

After entering Lodging Header information, click **Itemize** to begin identifying the hotel expenses and amounts.

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Cancel Save Itemize

Lodging

Date 02/15/2023

Check In Date 02/13/2023

Check Out Date 02/15/2023

Click Itemize

The system will display a variety of hotel expense types to choose. The total amount being claimed for reimbursement appears in black in the upper right-hand corner of the screen. The amount remaining to be itemized appears in red.

Add Itemization Amount to Itemize Done

Lodging

TOTAL AMOUNT 272.50 REMAINING 272.50

RECURRING NIGHTLY RATE TAXES / FEES INTERNET / WIFI PARKING

LODGING - OTHER PERSONAL EXPENSE - NON-REIMBURSABLE

Variety of Lodging Itemize Expense Types

Lodging Itemization Option 1: If your Lodging folio reflects charges for the same expense types that are the same amount each day, the **Recurring** tile can be chosen. This tile allows you to enter the amounts charged each day, and after selecting **Save**, will automatically create the line items on your behalf.

If the Lodging folio has charges that are not the same each day, and/or State/Restricted funds are being used for reimbursement, skip to *Lodging Itemization Option 2*.

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Click Save

CANCEL → Save

TOTAL AMOUNT 272.50 REMAINING 272.50

Recurring

Check-in 02/13/2023

Check-out 02/15/2023

Nights 2

Lodging 125.00

Taxes / Fees 11.25

Internet / WiFi 0.00

Parking 0.00

Enter Dates

Enter Amounts

After Recurring is saved and line items are created on the report, click **Done**.

Expenses For Jo Anna Perez Barela

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

DATE	EXPENSE	SPENT	REQUESTED RE...
Mon 02/13/2023	Meals - Itemized	56.95 USD	56.95
Wed 02/15/2023	Parking	54.00 USD	54.00
Wed 02/15/2023	Lodging La Quinta Inn & Suit...	272.50 USD	272.50
Mon 02/13/2023	Nightly Rate La Quinta Inn & Suit...	125.00 USD	125.00
Mon 02/13/2023	Taxes / Fees La Quinta Inn & Suit...	11.25 USD	11.25
Tue 02/14/2023	Nightly Rate La Quinta Inn & Suit...	125.00 USD	125.00
Tue 02/14/2023	Taxes / Fees La Quinta Inn & Suit...	11.25 USD	11.25

Add Itemization

Lodging

TOTAL AMOUNT 272.50 REMAINING 0.00

Click Done

Lodging Itemization Option 2: If the Lodging Folio has daily charges that differ in amount, the Recurring tile cannot be used. Expenses must be entered manually, as they were charged each day. Manual entry is also the preferred method for lodging

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expenses being reimbursed by State or Restricted fund types to ensure any determined overages are appropriately allocated.

To complete itemization without Recurring capabilities, begin by selecting the **Nightly Rate expense** tile to claim the first day's nightly rate charge. Enter the **Date** (date of charge as shown on folio), **Spent** (charged amount as shown on folio), and **Description** (if applicable).

The system will display the **Lodging Per Diem Rate** and **Amount Over Per Diem Rate** for the date indicated on the form. If a State or Restricted funds are being used, a local FOP must be provided to reimburse any amount over the per diem rate. **Do not lump together multiple days of nightly rate charges to ensure per diem rates and overages are accurately recorded.**

After completing form, click **Save** in the top right corner to add the itemized line to the report.

The screenshot shows the 'Nightly Rate' form in the Chrome River system. The form includes the following fields and annotations:

- Click Save**: A blue callout box pointing to the 'Save' button in the top right corner.
- Enter Date**: A blue callout box pointing to the 'Date' field, which contains '02/13/2023'.
- Enter Amount**: A blue callout box pointing to the 'Spent' field, which contains '125.00' and 'USD'.
- Enter Description (Optional)**: A blue callout box pointing to the 'Description' field, which is currently empty.

The form also displays the following information:

- TOTAL AMOUNT**: 272.50
- REMAINING**: 272.50
- Lodging Per Diem Rate**: 98.00
- Amount over Per Diem Rate**: 27.00
- Allocation**: H-181034-201131-60 FUND: Paym...

The system will display the Lodging expense tiles for selection and an updated remaining amount for itemization. Select **Taxes/Fees** to record the first night of taxes/fees charged.

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On the Taxes/Fees expense form, enter the **Date** (date of taxes/fees charged, as shown on folio), **Spent** (total amount of taxes/fees charged on date specified, as shown on folio*), and **Description** (if applicable).

If a local or unrestricted FOP is being used for reimbursement, disregard the **Restricted Fund Allocation** checkbox and click **Save**.

*Taxes and Fees charged on a single day should be combined on a single line item, but do not lump multiple days of taxes and fees on a single Taxes/Fees expense form.

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If a State or Restricted fund is being used for reimbursement, click the **Restricted Fund Allocation Checkbox** to view a calculator that will determine the maximum amount of Taxes/Fees that can be claimed on restricted funds.

To complete calculations, verify the actual nightly rate charged on the same date as the Taxes/Fees being claimed on the expense form. From this information, the system will calculate the tax percentage and max amount of taxes allowed on restricted funds based on the per diem rate.

After completing calculations and adjusting allocations (if necessary), click **Save**.

In the example below, a local FOP would be required for \$2.43 of taxes/fees incurred on 2/13/23.

The screenshot shows the 'Taxes / Fees' form in Chrome River. At the top right, there are buttons for 'Click Save', 'Cancel', and 'Save'. Below these, the 'TOTAL AMOUNT' is 272.50 and the 'REMAINING' amount is 147.50. The form title is 'Taxes / Fees'. The 'Date' field is set to 02/13/2023. The 'Spent' field is 11.25. The 'Restricted Fund Allocation' checkbox is checked, with an annotation 'Click Restricted Fund Allocation Checkbox' pointing to it. Below this checkbox is a note: 'Maximum allowed amounts must be calculated on restricted funds. If maximum amount is exceeded, provide a local FOP for overages.' The 'Actual Nightly Rate' is 125.00. The 'Tax Percentage' is 9.00. The 'Lodging Per Diem Rate' is 98.00. The 'Max Tax Allowed (Restricted)' is 8.82. The 'Tax Overage' is 2.43, with an annotation 'Local FOP required for Taxes/Fees' pointing to it. The 'Save' button is highlighted in blue.

Field	Value
Date	02/13/2023
Spent	11.25
Restricted Fund Allocation	<input checked="" type="checkbox"/>
Actual Nightly Rate	125.00
Tax Percentage	9.00
Lodging Per Diem Rate	98.00
Max Tax Allowed (Restricted)	8.82
Tax Overage	2.43

Repeat the process of selecting correct Lodging expense type and inputting amounts for each day. **Remaining Amount must reflect 0.00 in order to submit report.** This verifies that the entire amount claimed for reimbursement in the Lodging Header is accounted for in the itemized lodging line items.

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Expenses For Jo Anna Perez Barela

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

DATE	EXPENSE	SPENT	REQUESTED RE...
Mon 02/13/2023	Meals - Itemized	56.95 USD	56.95
Wed 02/15/2023	Parking	54.00 USD	54.00
Wed 02/15/2023	Lodging La Quinta Inn & Suit...	272.50 USD	272.50
Mon 02/13/2023	Nightly Rate La Quinta Inn & Suit...	125.00 USD	125.00
Mon 02/13/2023	Taxes / Fees La Quinta Inn & Suit...	11.25 USD	11.25
Tue 02/14/2023	Nightly Rate La Quinta Inn & Suit...	125.00 USD	125.00
Tue 02/14/2023	Taxes / Fees La Quinta Inn & Suit...	11.25 USD	11.25

Add Itemization

Lodging

TOTAL AMOUNT: 272.50
REMAINING: 0.00

Remaining Amount equals 0.00

[Mileage/Google Maps](#) (click link to return to index)

Chrome River provides mileage calculation abilities that allow a user to obtain distance verification and documentation without leaving the **Mileage/Google Maps** expense form (**Individual Trips**), or manually enter a claim that is supported by an Odometer Log (**Monthly Mileage Accruals**).

To add a personal auto-mileage claim to the expense report, select the **Create New** option and choose the **Mileage/Google Maps** expense tile located in **Ground Transportation**.

Add Expenses

Create New

eWallet

All

Select Create New

- Offline
- Credit Card
- Travel Advances

Recycle Bin

GROUND TRANSPORTATION

MILEAGE / GOOGLE MAP

Click Ground Transportation

Select Mileage/Google Maps

Chrome River – Travel Reports with No Pre-Approval

Mileage Expense Entry for Individual Trip:

- **Date:** Mileage accrual date.
- **Spent:** Locked field, determined by number of miles claimed.
- **Description:** Leave empty, the mileage calculation capabilities will auto fill this information when completed.
- **Mileage Type:** Select **Individual Trip**.
- **Rate:** Locked field, verifies mileage reimbursement rate for date entered on expense form.
- **Miles:** Select the **Calculate Mileage** link to the right of this field to determine miles traveled.

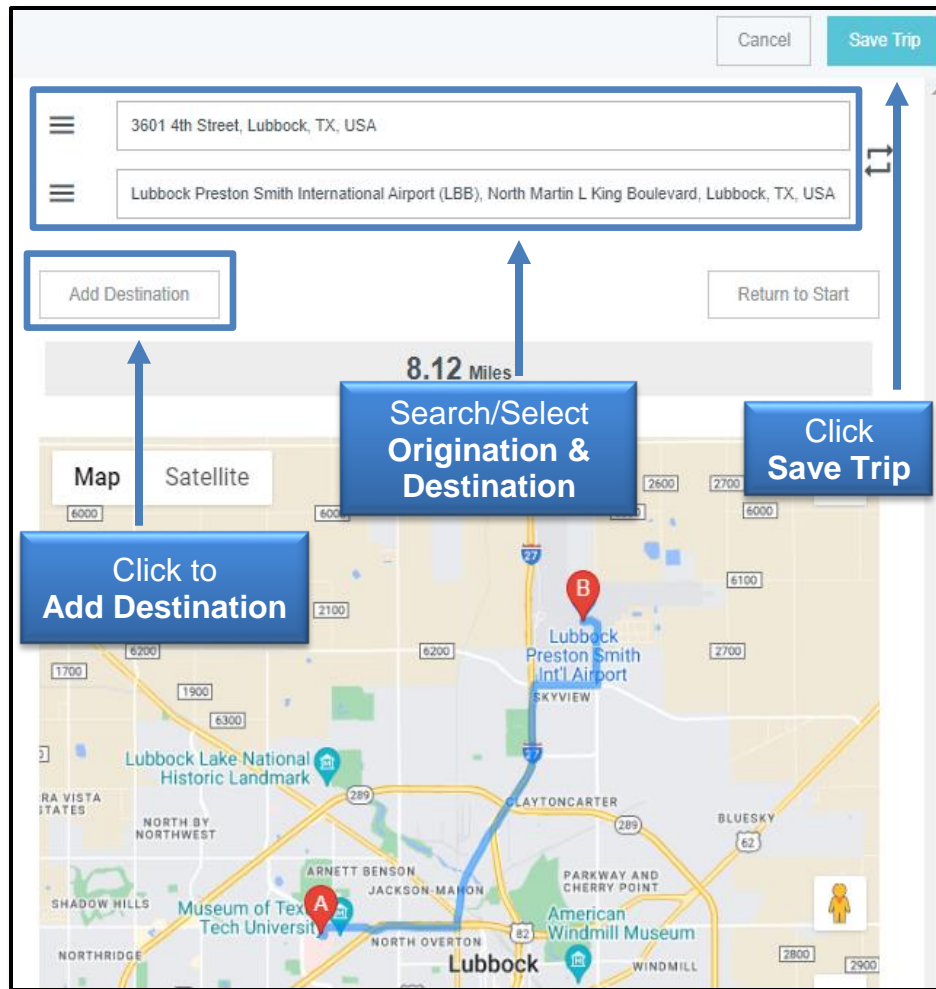
The screenshot shows the 'Mileage / Google Map' form interface. At the top right are 'Cancel' and 'Save' buttons. The form fields include: 'Date' (02/13/2023), 'Spent' (locked), 'Description' (empty), 'Mileage Type' (Individual Trip), 'Rate' (0.655), 'Miles' (empty), and 'Deduction' (None). Annotations with blue boxes and arrows point to the 'Date' field (labeled 'Enter Date'), the 'Mileage Type' dropdown (labeled 'Select Individual Trip'), and the 'Calculate Mileage' link in the 'Miles' field (labeled 'Click Calculate Mileage link').

The Calculate Mileage tool will appear in the right panel. Search and select the **origination/destination**.

If traveler accrued mileage to multiple locations, select the **Add Destination** button in the left to enter another location. If traveler returned to starting location on the same day, select the **Return to Start** button.

Select **Save Trip** in top right corner when finished. System will enter automatically enter location information in Description Field and the number of miles in the mileage field.

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The system will automatically enter location information in the Description Field and the number of miles in the mileage field.

- **Deduction:** If there are no mileage limitations, leave at **None**.

If the traveler is being limited to a certain number of *miles*, click the **None** button and select **Distance** to enter the number of miles that should be deducted from the traveler's reimbursement.

If traveler is being limited to a certain *amount*, click the **None** button and select **Amount** to enter the amount that should be deducted from the traveler's reimbursement.

Selections and deductions indicated will automatically update the traveler's reimbursement amount in the locked **Spent** field.

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Mileage / Google Map

Date: 02/13/2023

Spent: 5.32 USD

Description: From: 3601 4th Street, Lubbock, TX, USA
To: Lubbock Preston Smith International Airport (LBB), North Martin L King Boulevard, Lubbock, TX, USA

Mileage Type: Individual Trip

Rate: 0.655

Miles: 8.12

Deduction: None

Allocation: None

Select Deduction, if needed

- **Allocation:** Verify FOP(s) being used for reimbursement.
- **Attachments:** Upload additional supporting documentation, if applicable.

Note: Odometer Reading Logs will not be accepted for Individual Trip Mileage claims. Odometer reading documentation is for monthly mileage accruals only.

Click **Save** in the top right corner of the expense form. Google Maps picture with verification of travel locations will automatically be saved to **Attachments**.

Mileage Expense Entry for Monthly Mileage Accrual:

- **Date:** First date of mileage accrual.
- **Spent:** Locked field, determined by number of miles claimed.
- **Description:** Enter the verbiage - “**Month/Year - See attached Odometer Log.**”
- **Mileage Type:** Select **Monthly Mileage**.
- **Rate:** Locked field that verifies mileage reimbursement rate for date entered on expense form.
- **Miles:** Enter total number of miles being claimed. **Do not use the Calculate Mileage tool for monthly mileage accruals.**
- **Allocation:** Verify FOP(s) being used for reimbursement.
- **Attachments:** Upload Odometer Log.

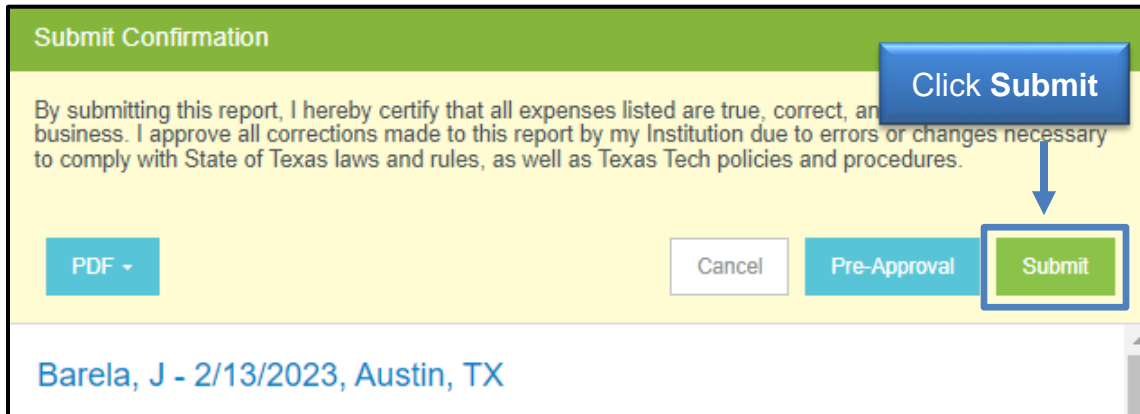
Chrome River – Travel Reports with No Pre-Approval

Click **Save** in the top right corner of expense form.

[Report Submission](#) (click link to return to index)

Click **Submit** in the bottom of the left-hand panel when all claims for reimbursement have been added to the expense report.

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



Travel Expense Report

Submitted Report Routing and Options

[Submitted Report Routing](#) (click link to return to index)

Submitted Travel Expense Reports for post-trip reimbursement claims will be electronically routed as follows:

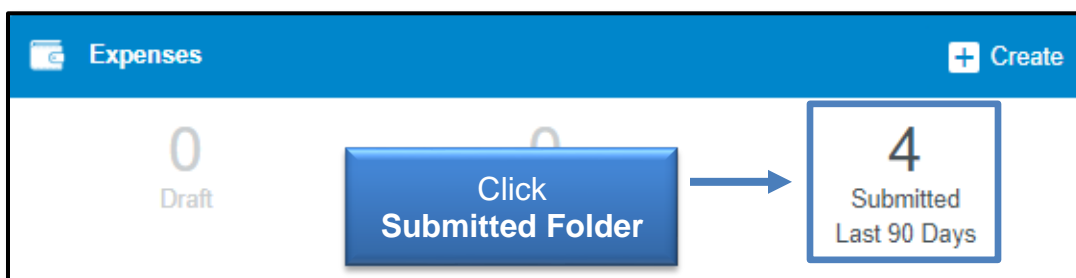
- 1) Traveler Approval: Only applicable if report was created/submitted by a delegate. If traveler submits their own expense report, no electronic approval from traveler is required.
- 2) Budget Check: Automated verification of available funds. If any line items have insufficient funding, the system will return the expense report to the traveler's dashboard.
- 3) Supervisor Approval: Individual chosen on Report Header.
- 4) Fund Manager Notification: Fund Manager(s) receive automated email notification summarizing use of funds on the expense report. No action needed.
- 5) Travel Office Approval: Expense report is reviewed for accuracy and compliance with State and institutional requirements.

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- 6) Final Budget Check: Automated verification of available funds to ensure sufficient funding for invoice creation to issue individual reimbursement.
- 7) Export to Banner for Invoice Creation: Reimbursement to traveler will process the following business day.

Submitted Report Options (click link to return to index)

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.



Once the Submitted Folder has been opened, click the **appropriate report** for review.



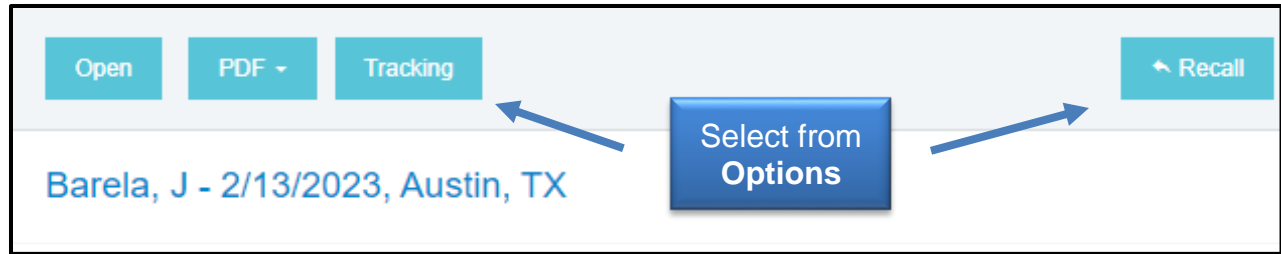
A summary of the report will open in the right-hand panel with the following options:

- **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**: Use this tool to return any expense report that has not been fully approved to the Drafts folder for corrections.

Do not contact the Travel Office for status verification or to request an estimated approval date. These inquiries divert Travel Office personnel focus and attention from report reviews and cause further delay.

Status can be verified with the tracking tool and approval dates cannot be accurately pre-determined. All reports are reviewed in the order they are received. If additional information or documentation is needed, the delegate and/or traveler will be notified at the time of review.

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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.

[Contacts](#) (click link to return to index)

For questions related to the appropriate use of the system or system issues, email ChromeRiverHSC@ttuhsc.edu.

For all other travel related inquiries, email Travel@ttuhsc.edu.