Travel expense reimbursement, Business Travel Account (BTA) transaction reconciliation, and advance reimbursement reconciliations will be processed on a General Travel Expense Report after the business trip has been completed.

This document will provide instructions for submitting a General Travel expense report for post-travel reimbursement and reconciliation of institutionally paid expenses.

If a Pre-Approval report was not completed before the trip, refer to the *Chrome River – Travel Reports with No Pre-Approval* training document in the Training Center.

Travel Expense Report – After Trip w/Pre-Approval Import

To create a Travel Expense Report for post-trip reimbursement with a pre-approval import:

- Confirm traveler dashboard.
- Create a new expense report.
- Verify report type on expense report header = General Travel.
- Import Pre-Approval to expense report.
- Verify and save basic trip information in the expense report header.
- Add Advance transactions from eWallet to report (if applicable).
- Add BTA transactions from eWallet to report (if applicable).
- Edit or create travel expense line items.

Document Index:

Travel Expense Report – After Trip w/Pre-Approval Import

- Confirm Traveler Dashboard
- Create New Expense Report
- Verify Report Type on Expense Report Header = General Travel
- Import Pre-Approval to Expense Report
- Verify and Save Basic Trip Information on Expense Report Header
- Add Advance Transactions from eWallet to Report (if applicable)
- Add BTA Transactions from eWallet to Report (if applicable)
- Edit or Create Travel Expense Line Items
- Meals, Lodging, and Mileage (Special Expense Entry)
  - Meals-Itemized
  - Lodging
- Mileage/Google Maps
- Report Submission

Travel Expense Report – Submitted Report Routing and Options

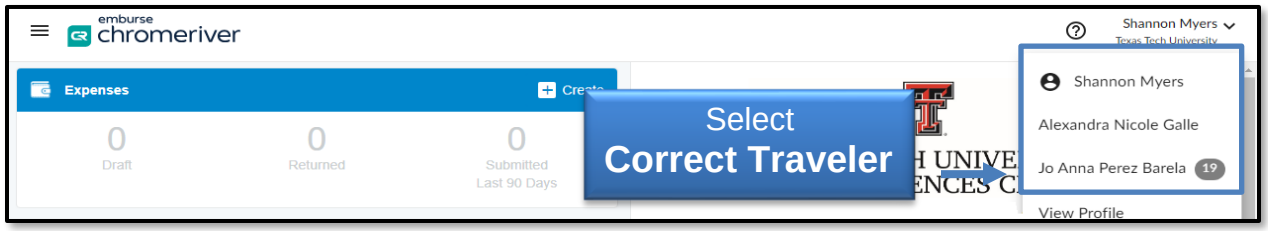
- Submitted Report Routing
- Submitted Report Options

Contacts

Confirm Traveler Dashboard (click link to return to index)

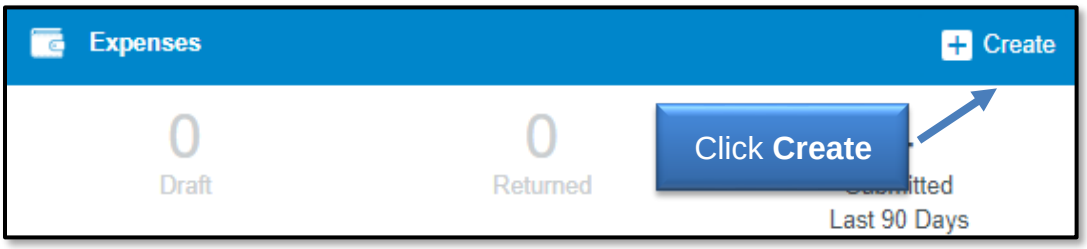
If you are an employee submitting your travel expense report, signing into Chrome River via SSO will automatically place you on your dashboard for report submissions.

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)

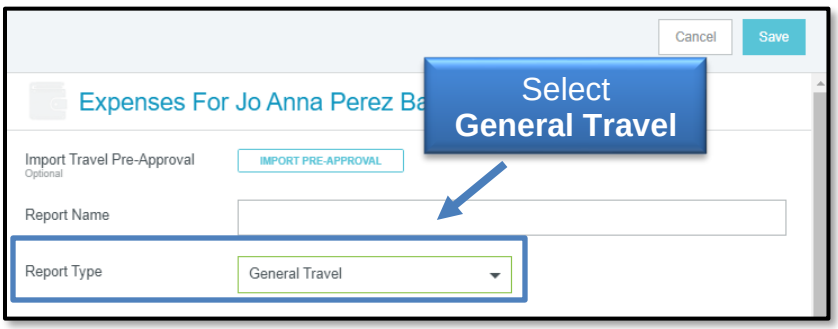
Click the **Create** button in the top right corner of the Expenses bar.



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

Verify Report Type on Expense Report Header = General Travel (click link to return to index)

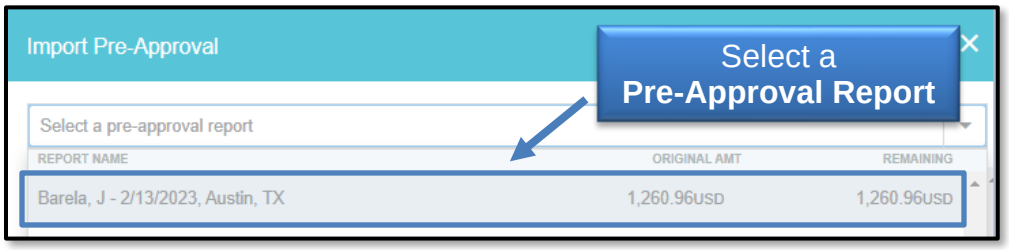
Ensure that the Report Type selected is **General Travel**.



Import Pre-Approval to Expense Report (click link to return to index)

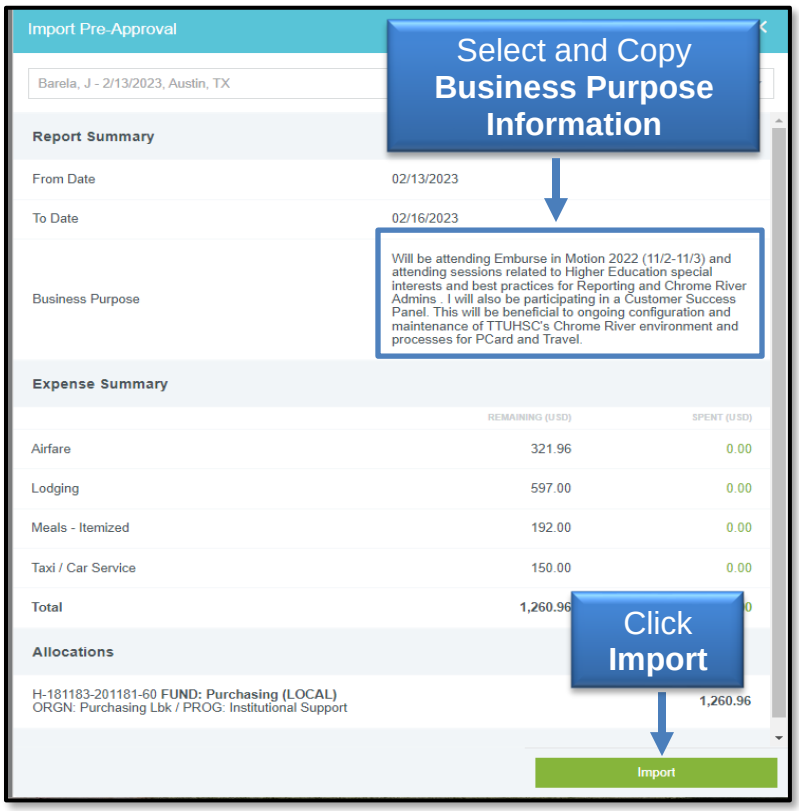
Select the **Import Pre-Approval** button. The **Import Pre-Approval** tool will be displayed in the right-hand panel. Click the drop-down to see a list of completed Pre-Approval reports that are available for application.

Select the appropriate **Pre-Approval report**.



The system will display a summary of the Travel Pre-Approval information and line items. Ensure the appropriate Pre-Approval report was selected.

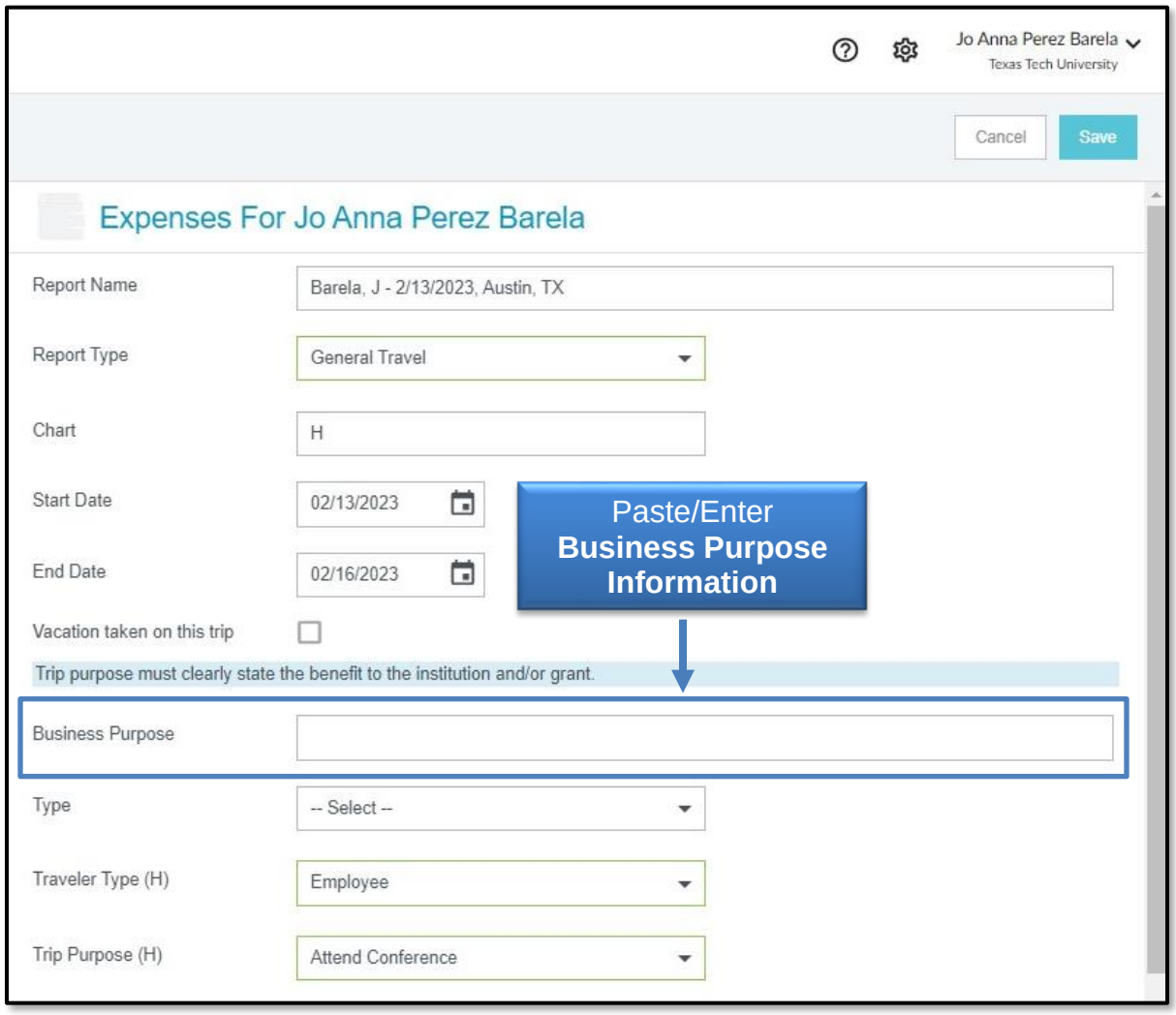
Select the **Business Purpose information** and **copy (Control + C).** Business Purpose information must be re-entered during the next step and the copy/paste feature is the most convenient way to do this. Click **Import** in the bottom right corner.



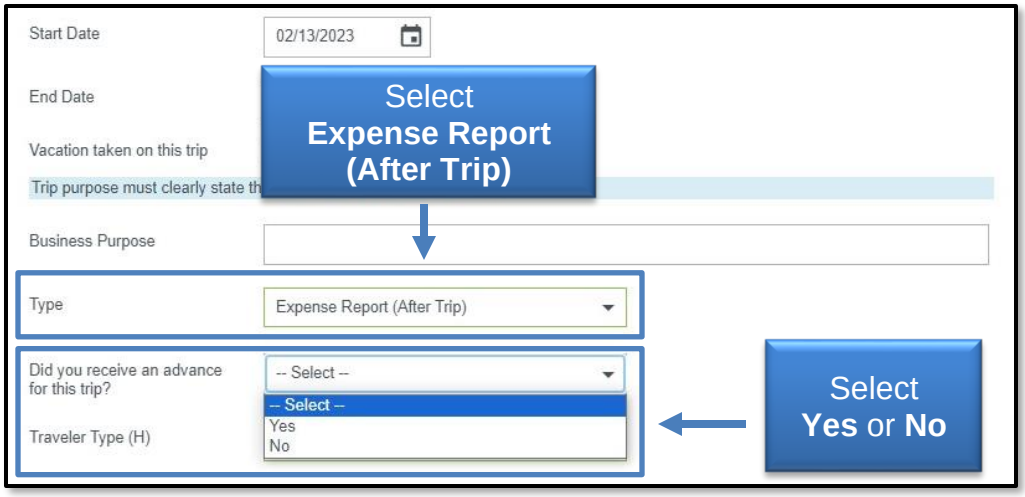
Verify and Save Basic Trip Information on Expense Report Header (click link to return to index)

After verifying import, the Report Header will display in the right panel and basic trip information (except for Business Purpose) from the Pre-Approval will automatically populate in the appropriate fields.

Paste (Control + V) **Business Purpose information** in the Business Purpose field. If information was not copied from the Import Summary in the previous step, this information can be manually re-entered.



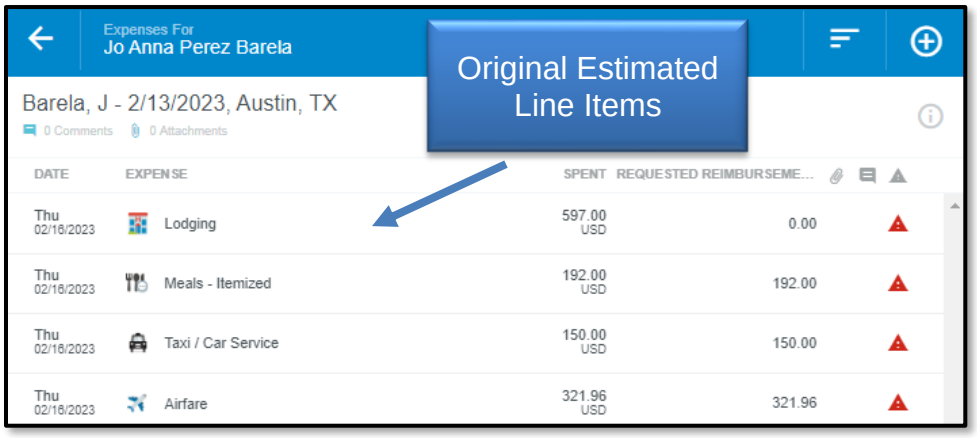
For the Type, select **Expense Report (After Trip)**. This selection will automatically populate an advance-received inquiry. If any advance reimbursement was received for this trip, select **Yes.** If no advance was received for this trip, select **No.**



Confirm all other imported report header fields are correct and adjust if necessary.

Click **Save** in the top right corner when all information has been verified.

Saving the report header with a Pre-Approval attachment will automatically input the original estimated line items on the report, which will be displayed in the left panel.

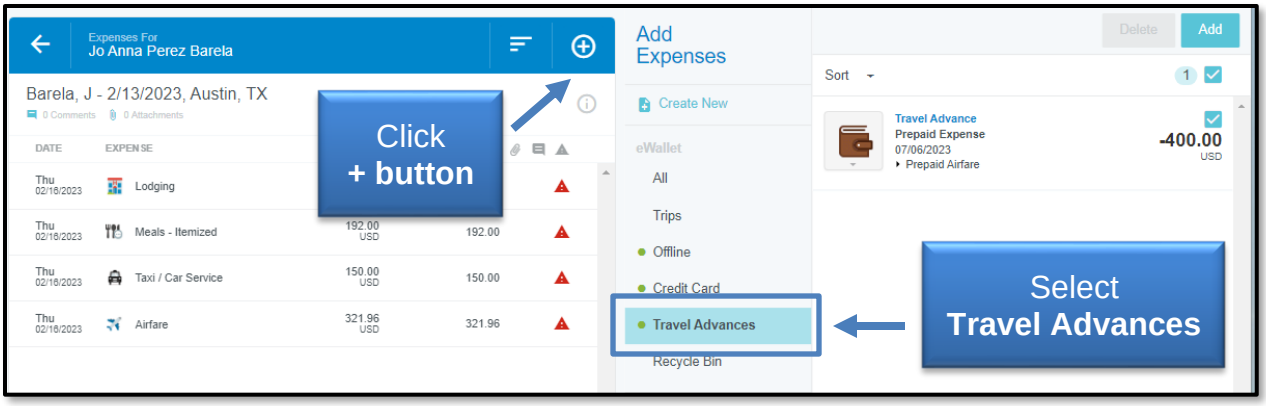


Add Advance Transactions from eWallet to Report (if applicable) (click link to return to index)

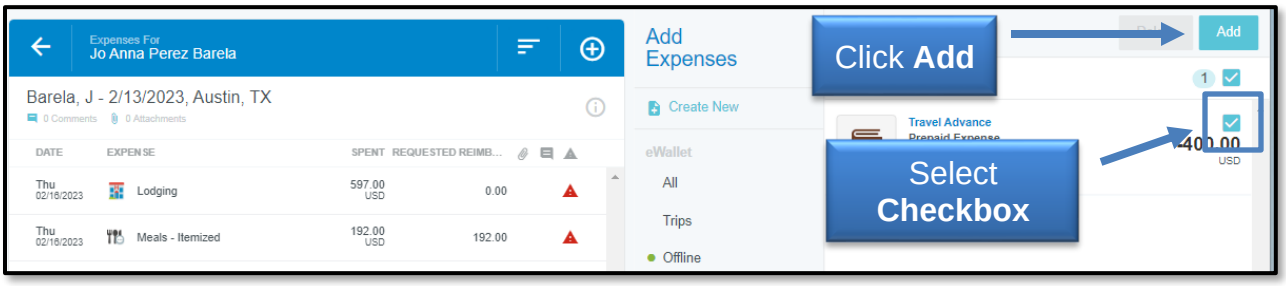
If no advances were received, skip this section of the document.

Any advances received for the trip **must** be added to the report to reconcile the advance reimbursement received by the traveler.

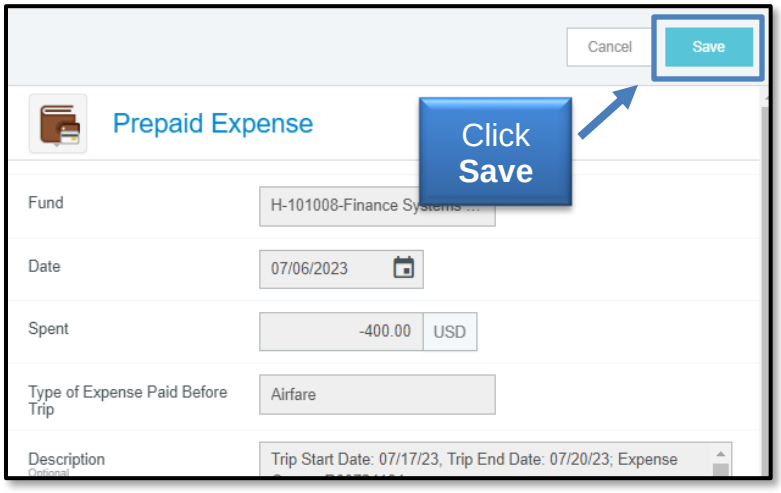
To add an advance reimbursement to the report, click the **+ button** in the top right of the left panel to open the traveler's eWallet and then select **Travel Advances.**



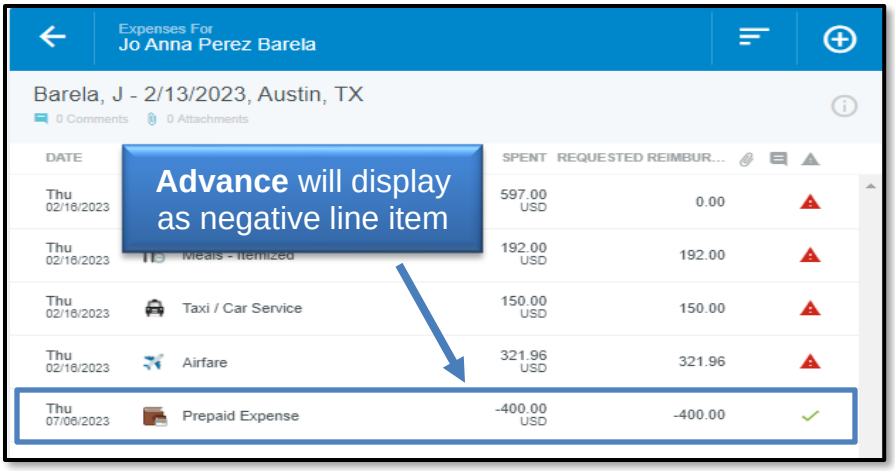
Select the **checkbox** for the correct **Travel Advance** that is related to the report and then click the **Add** button in the top right corner of the right panel.



The system will display the original advance form and all fields will be locked. Click **Save** in the top right corner of the form to verify this is the correct advance and add it to the report. No supporting documentation is required for this form.



The advance will now display in the report as a negative line item. The negative amount will be offset by the actual expenses claimed on the report.



The system will only reimburse costs that exceed the amount of the advance reimbursement received.

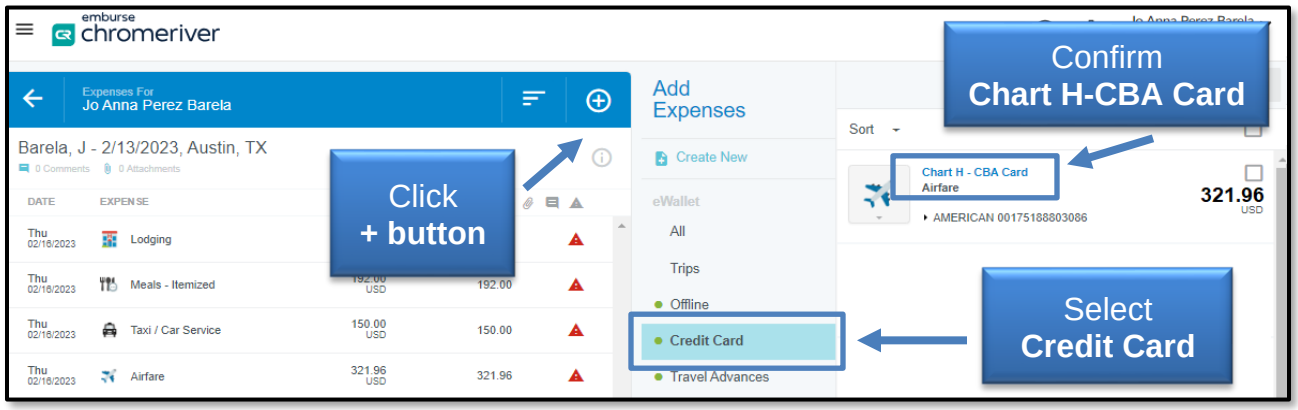
Add BTA Transactions from eWallet to Report (if applicable) (click link to return to index)

If the TTUHSC Business Travel Account (BTA) was not utilized, skip this section of the document.

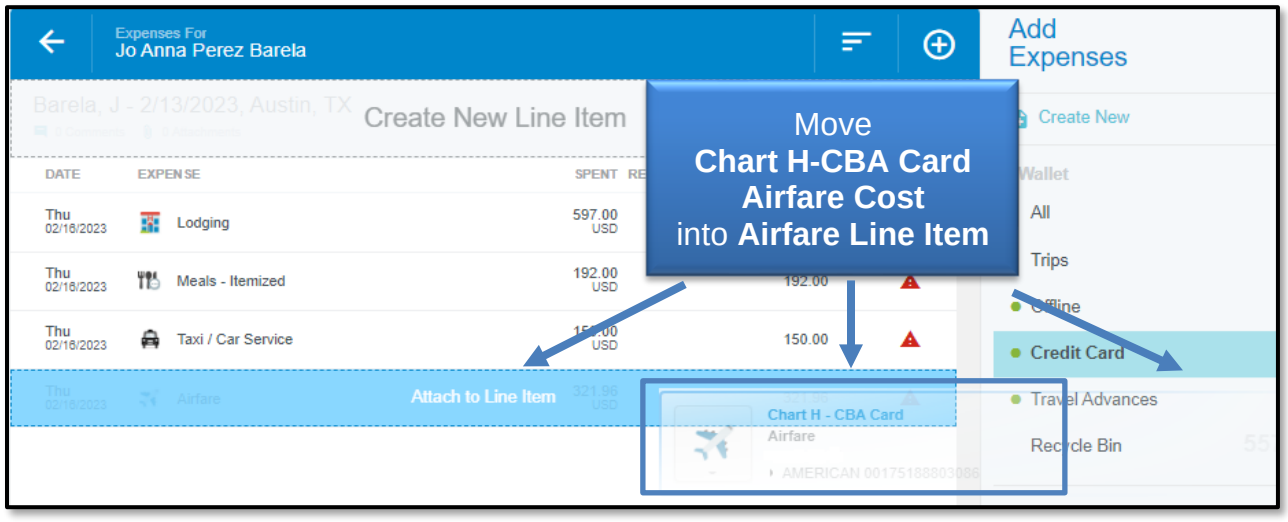
After a Travel pre-approval report with a BTA request is fully approved, the travel agency charges the institutional account for the cost of airfare and their agency fee. The credit card transactions are then assigned to the appropriate traveler's eWallet. **BTA transactions must be added to travel reports after trip completion to reconcile the cost to the institution.**

To add a BTA transaction to the report, click the **+ button** in the top right of the left panel to open the traveler's eWallet and then select **Credit Card.**

BTA transactions in an individual's Credit Card folder will be identified as **Chart H – CBA Card.** Do not add any **Chart H – PCard** transactions to Travel reports.

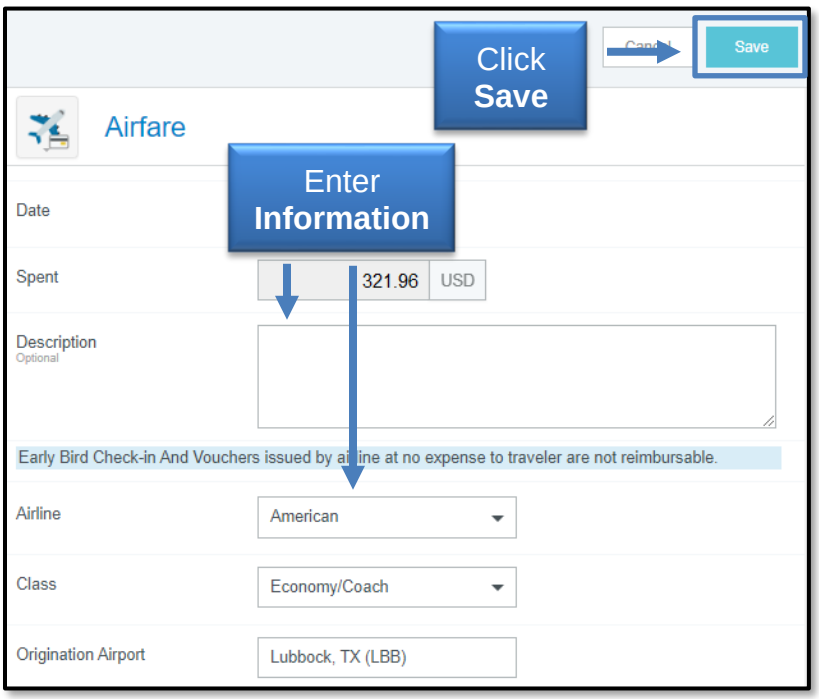


Click, hold, and drag the CBA transaction for the airfare cost to the airfare line item that was imported from the Pre-Approval. Release the transaction when the blue **Attach to Line Item** appears over the airfare line item.

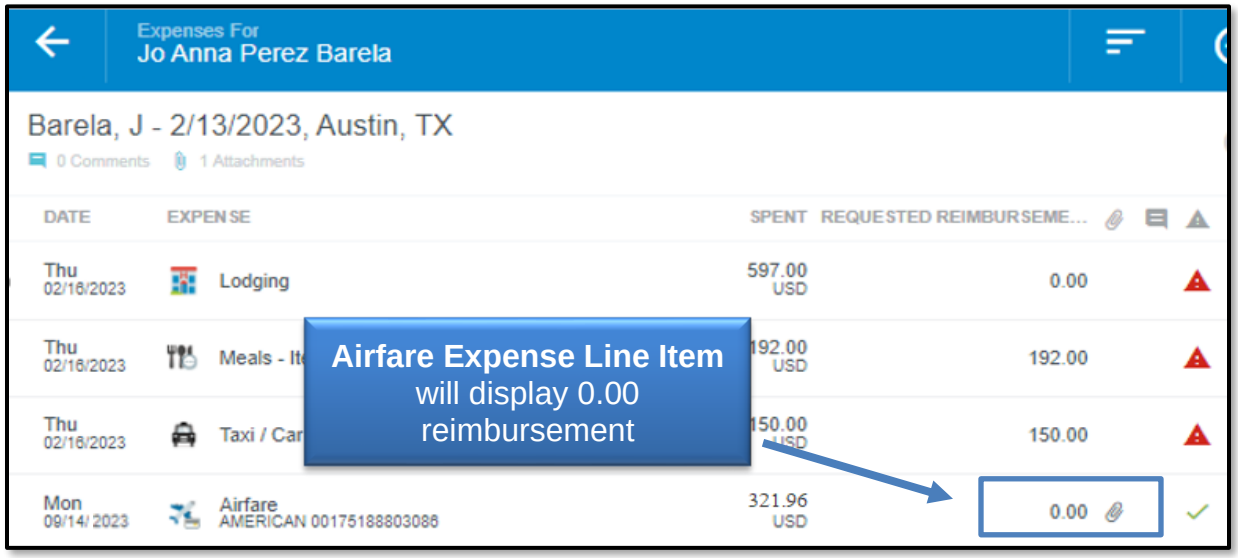


Once released, the airfare expense form will appear in the left-panel. Enter the **information** requested in the form and upload the **invoice/receipt** from the travel agency. Date/Spent fields are locked to edits because this information is verified by the credit card transaction.

Once completed, click **Save** in the top right corner of the airfare expense form.



After saving, the airfare expense line item will be updated to reflect 0.00 reimbursement for airfare.



Repeat the steps to reconcile the additional CBA transaction for a travel agency fee.

Click, hold, and drag the CBA transaction for the agency fee cost to the agency fee line item that was imported from the PA.

Release the transaction when the blue **Attach to Line Item** appears over the agency fee line item. Once released, the travel agency expense form will appear in the left panel. **Enter the required information, upload the travel agency invoice/receipt, and save.**

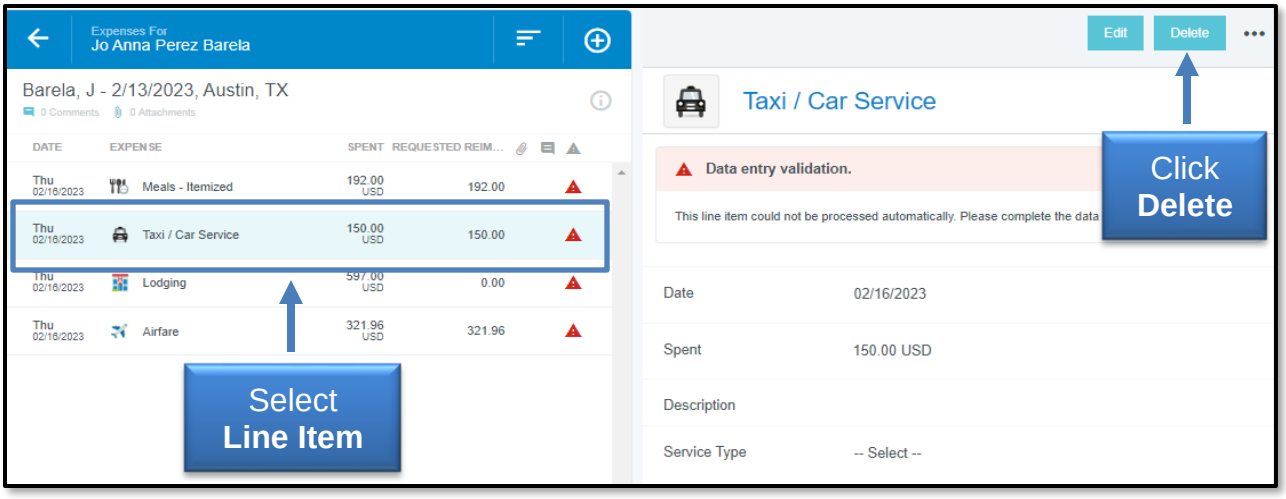
If this expense report is for BTA reconciliation only and includes no reimbursement request, delete any other estimation line items that were imported from PA (if necessary), and submit the report.

If additional expenses must be claimed for reimbursement, proceed to the next section.

Edit or Create Travel Expense Line Items (click link to return to index)

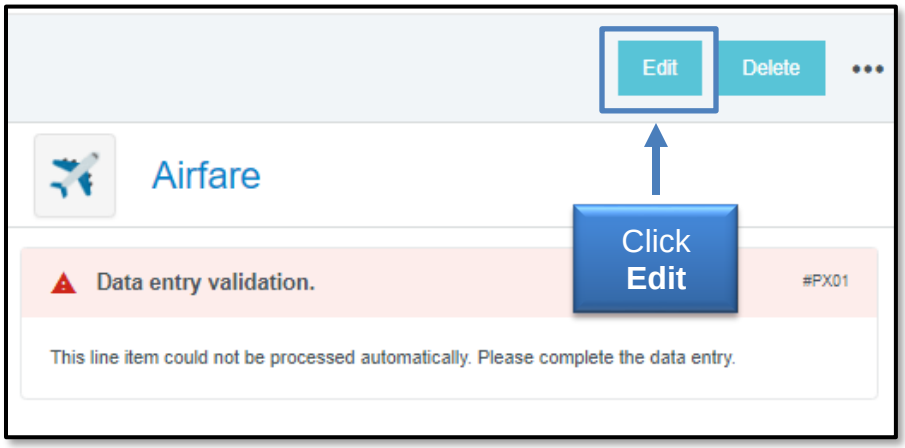
The estimated line items that were imported from the Pre-Approval require editing to update the expense claim information and provide supporting documentation.

If an expense was estimated but no longer needs to be claimed for reimbursement, select the **line item** and then click the **delete** button in the top right corner of the expense form that populates in the right panel.



Repeat the steps for any other estimated line items that are not needed.

To adjust an estimated line item imported from the Pre-Approval and make a reimbursement claim, select the **appropriate line item** and then click the **Edit** button in the top right corner of the expense form that populates in the right panel.

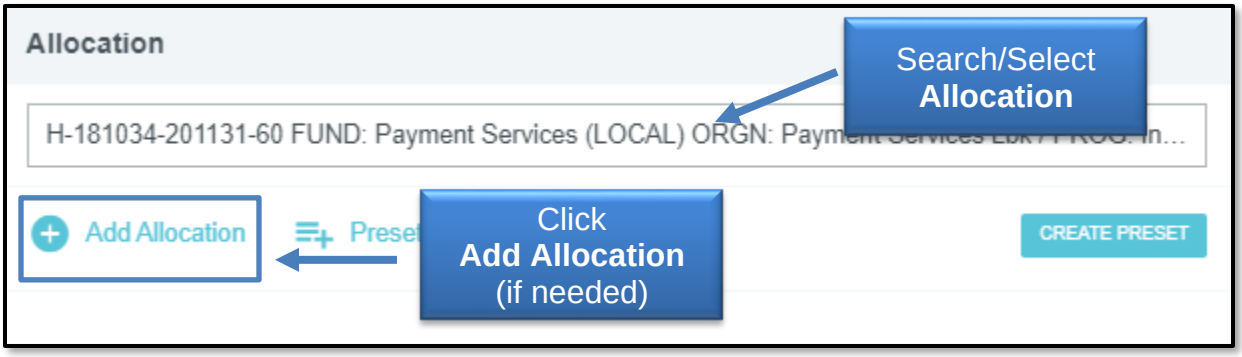


To add travel expense line items that were not imported from the Pre-Approval, click the **+ button** in the top right corner of the left panel, select **Create New**, and then select the appropriate expense type.

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

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 the **Add Allocation** button.



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.

After fulfilling the requirements of the expense form being edited or created, click **Save** on the top right corner of the form. The estimated line item will be updated to the true information and individual cost being claimed for reimbursement.

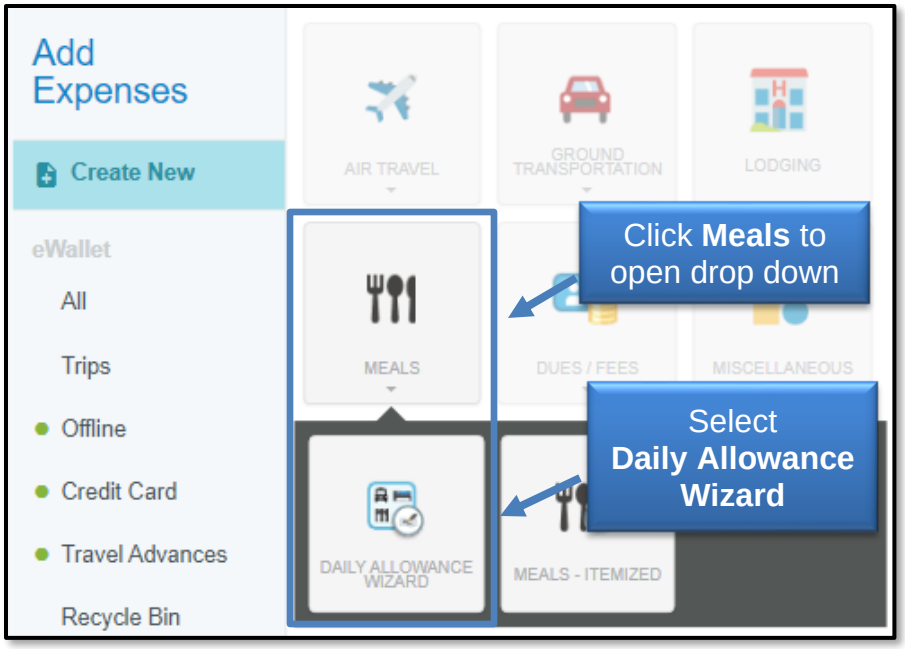
Meals, Lodging, and Mileage (Special Expense Entry) (click link to return to index)

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

Meals-Itemized (click link to return to index)

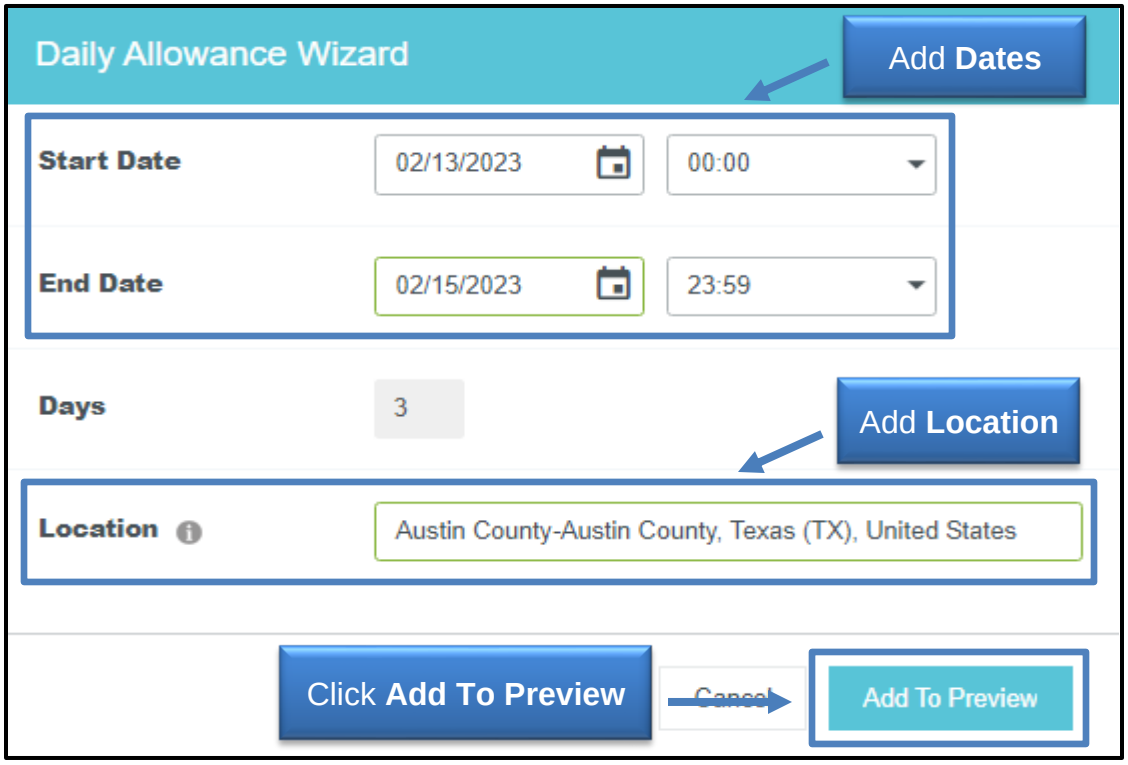
Itemized meal expense claims require additional action to ensure the GSA Per Diem rates and locations are applied to the report, regardless of the type of funds being used. **Before entering claims for meal reimbursement, the user MUST calculate and apply the GSA Per Diem location and rates to the report.**

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.

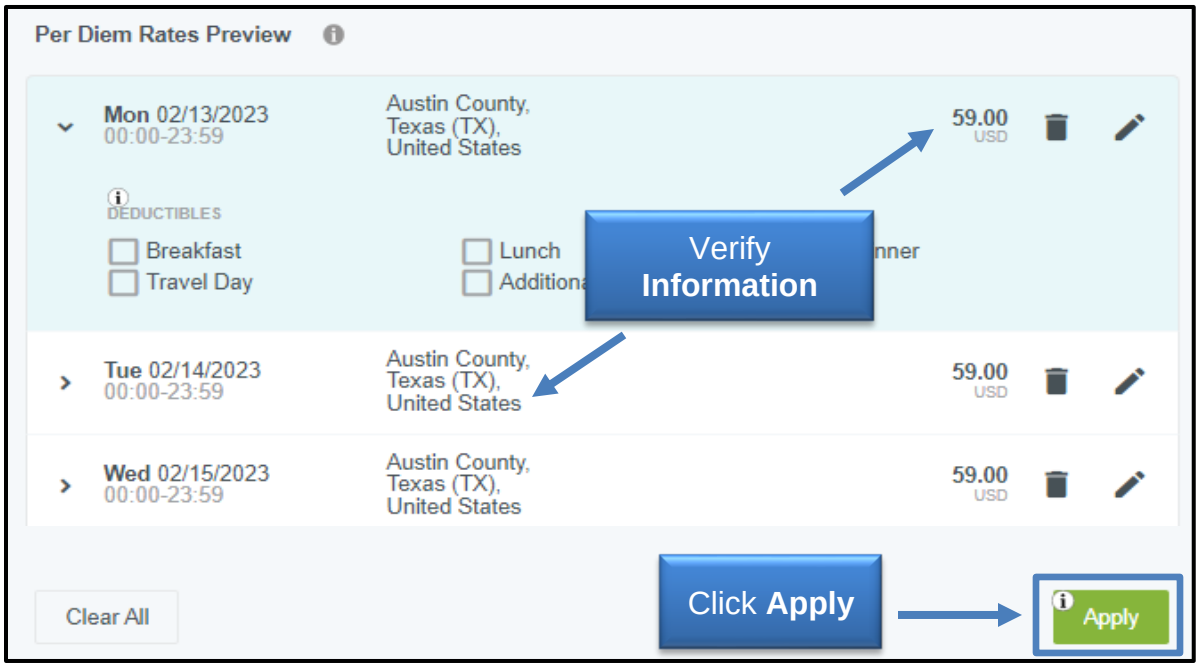
GSA Per Diem rates are determined by the County. Ensure the appropriate location is chosen. After entering the information, click the **Add To Preview** button.



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

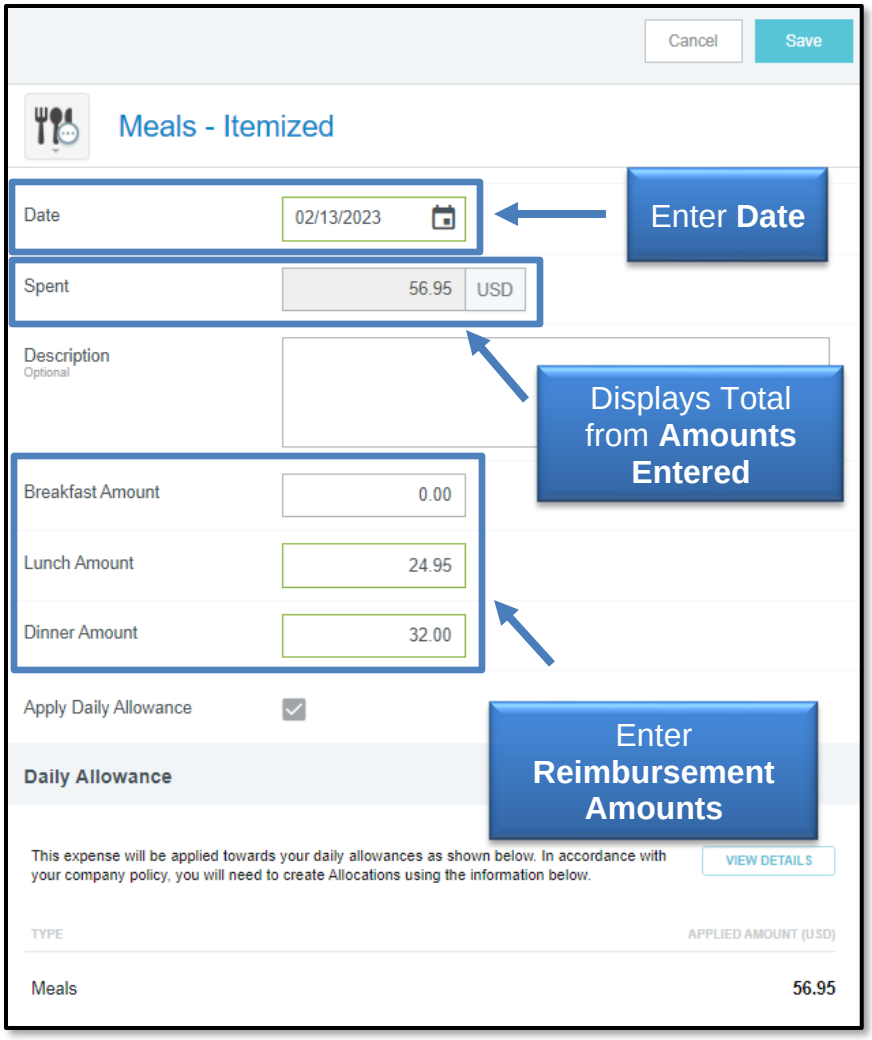
Do not select any deductible checkboxes. This will reduce the Per Diem rate applied to the report, which is not required for reimbursement of actual meal costs supported by itemized receipts.

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



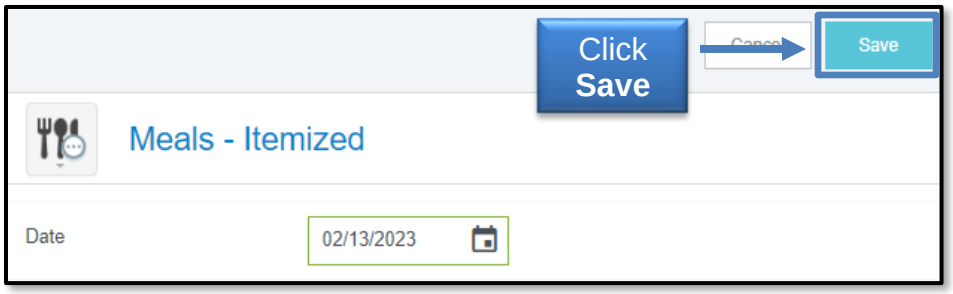
Applying the Daily Allowance Wizard information will not display as a report line item. This information works in the background of all meal claims to ensure compliance and reveal meal claims that exceed the standard rate.

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

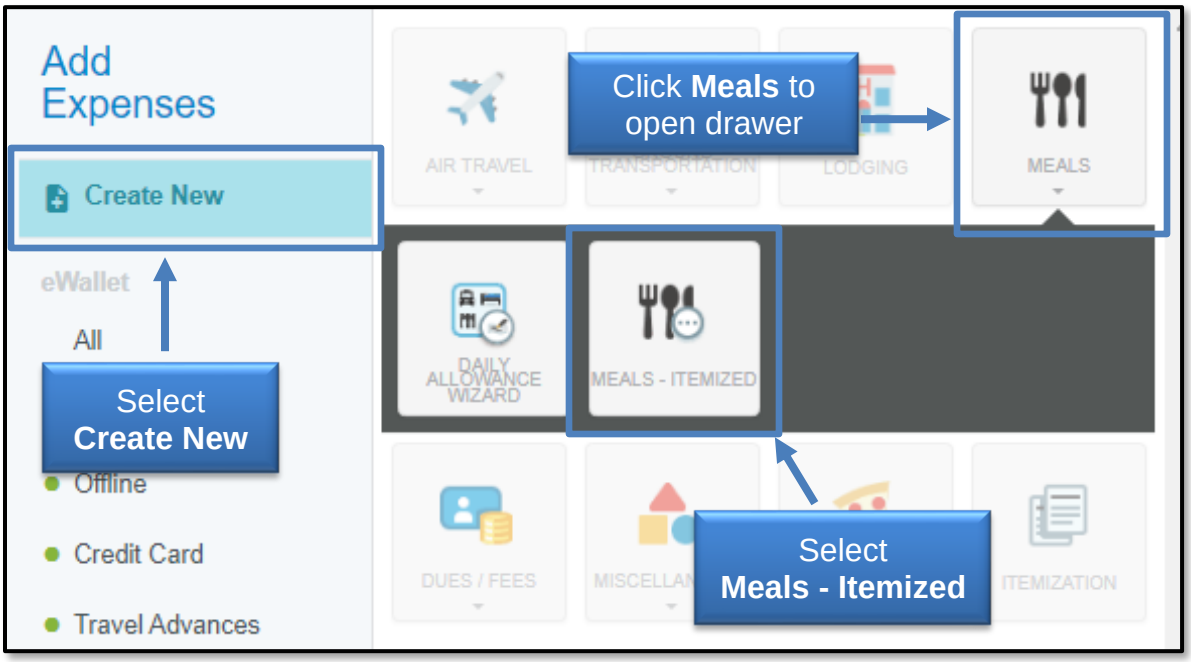


The form displays verification of the daily allowance information applied to the report. **Any overages verified by the system or meal tips included in the reimbursement amount require the use of a local, unrestricted FOP**. Adjust allocations appropriately, when necessary.

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.



To add an additional day of itemized meal claims, click the **+ button** in the top right corner of the left panel, select **Create New**, and then choose **Meals > Meals-Itemized** to view a new Meals expense form and add to 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.

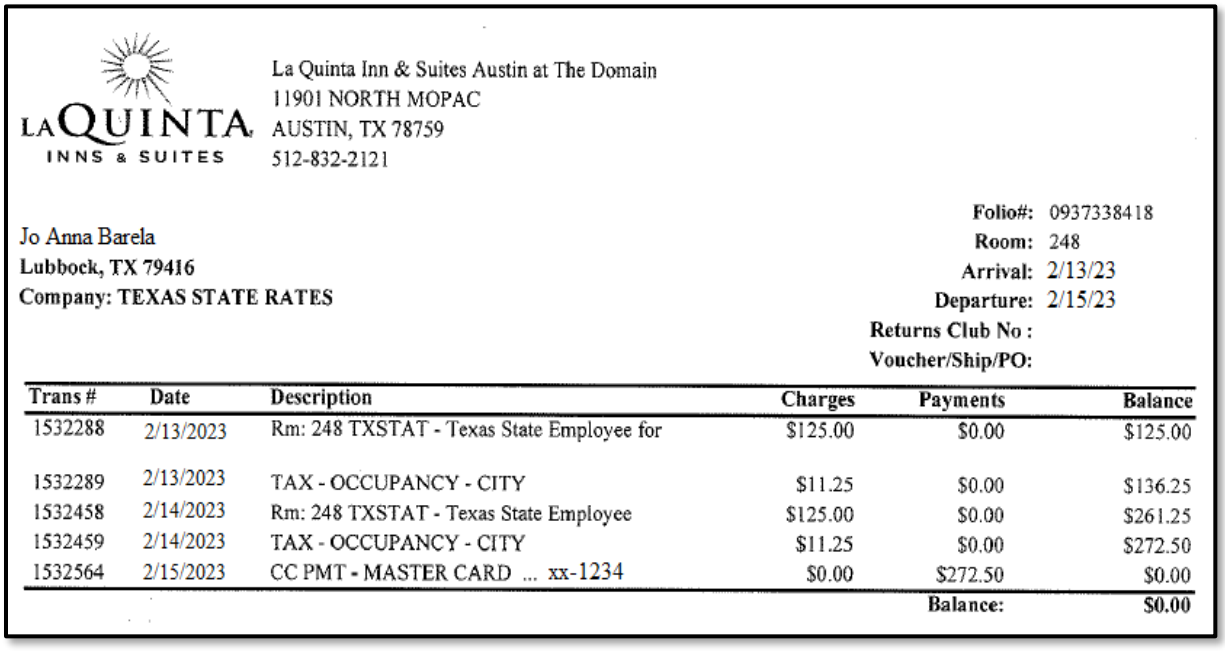
Lodging claims also require additional action to ensure the GSA Per Diem rates and locations are applied to the report, regardless of the type of funds being used.

When editing an estimated Lodging line item or creating a new Lodging expense line item, adjust/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 INNS & SUITES

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

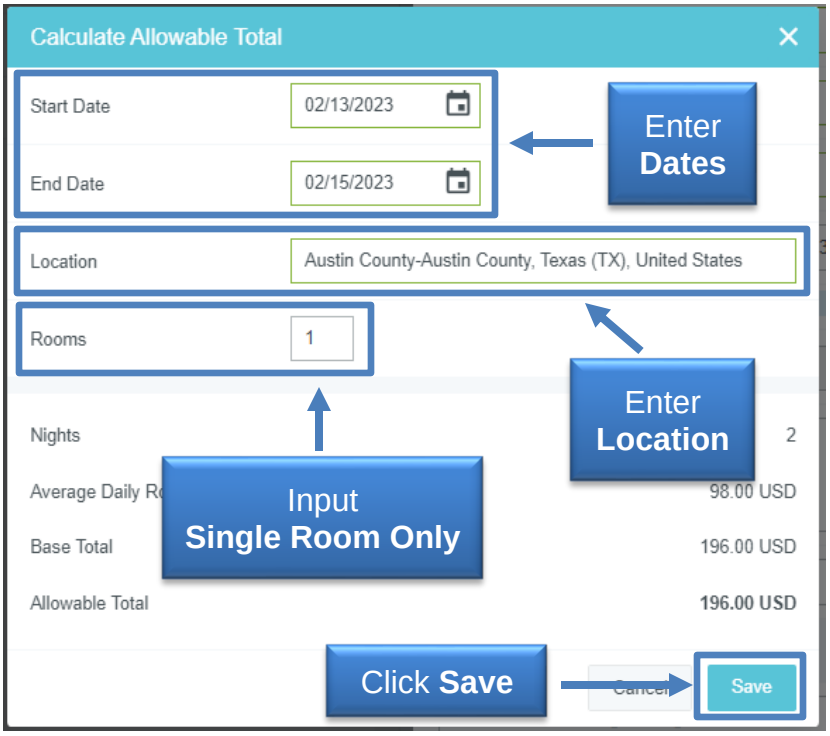
- **Allowable Total**: Lodging line items imported from a Pre-Approval will retain the calculations completed on the Pre-Approval report.

If this is a new line item that was not imported from the Pre-Approval or original calculations require adjustment, complete the following steps.

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

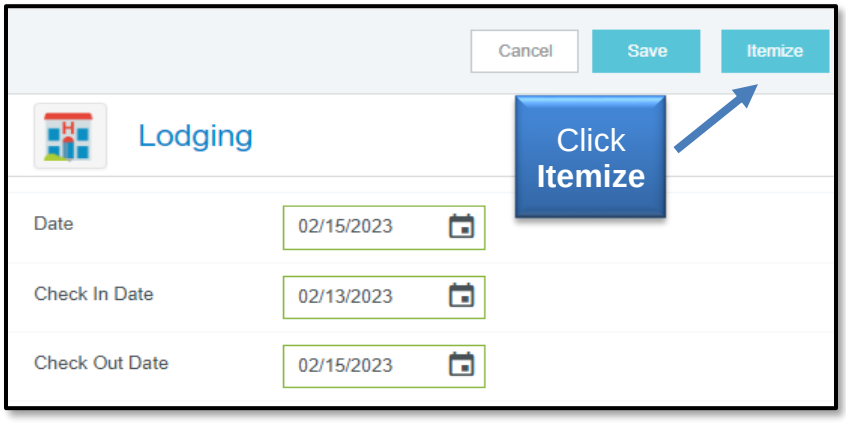
Click **Save** to apply GSA information and go back to the Lodging header expense form.



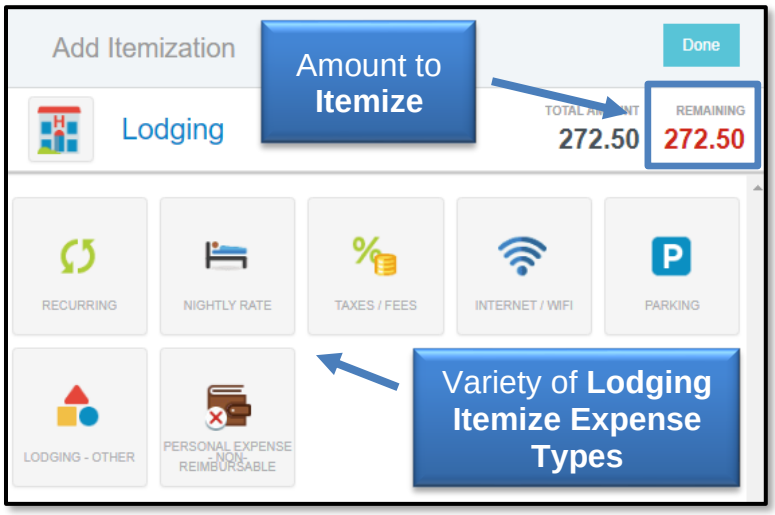
Provide the following information in the Lodging header expense form:

- **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 Lodging establishment.
- **Allocation:** Funding source for reimbursement (will be copied over to all itemized line items).
- **Attachments**: Upload itemized hotel folio from a 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.

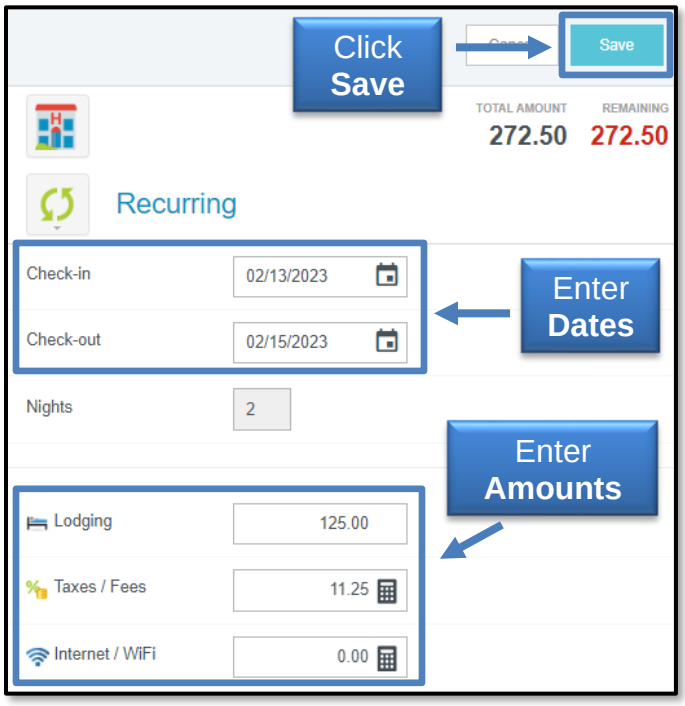


The system will display a variety of hotel expense types to choose from. The total amount being claimed for reimbursement appears in black in the upper right-hand corner of the screen. The amount remaining to be itemized appears in red.

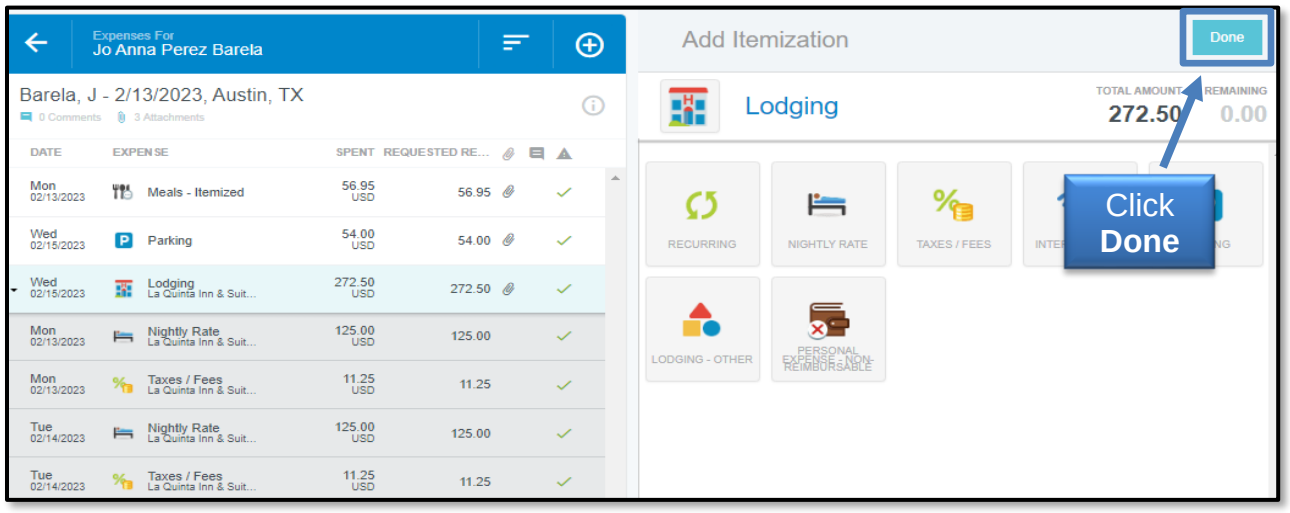


Lodging Itemization Option 1: If your Lodging folio reflects charges for the same expense types that are the same amount each day, the **Recurring** tile can be chosen. This tile allows you to enter the amounts charged each day, and after selecting **Save,** will automatically create the line items on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



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

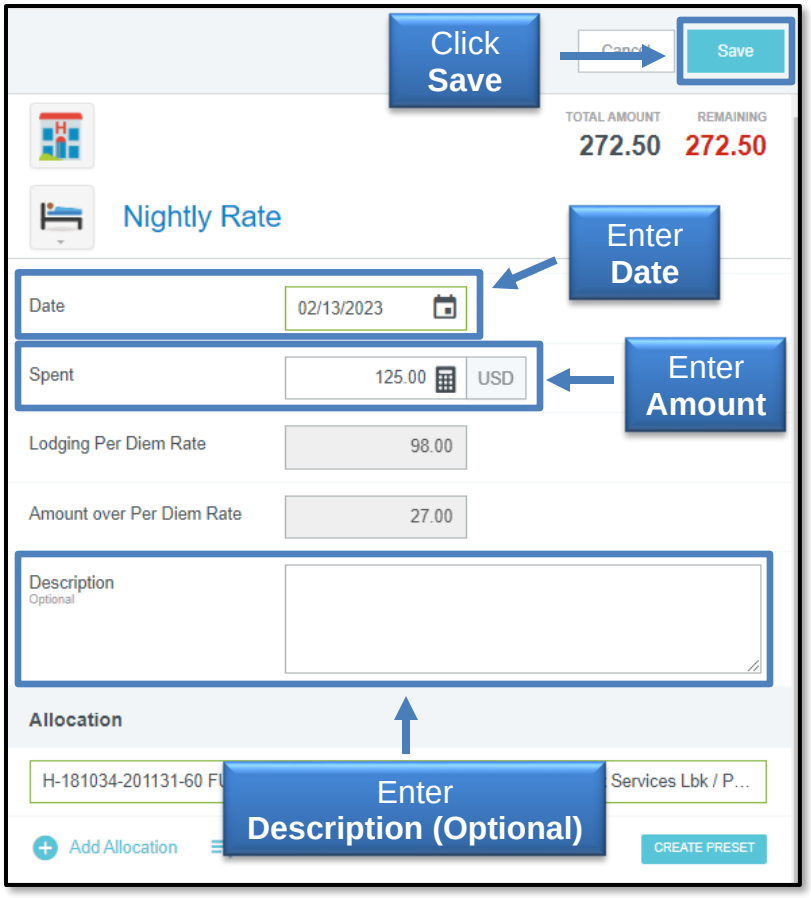


Lodging Itemization Option 2: If the Lodging Folio has daily charges that differ in amount, the Recurring tile cannot be used. Expenses must be entered manually, as they were charged each day. Manual entry is also the preferred method for lodging expenses being reimbursed by State or Restricted fund types to ensure any determined overages are appropriately allocated.

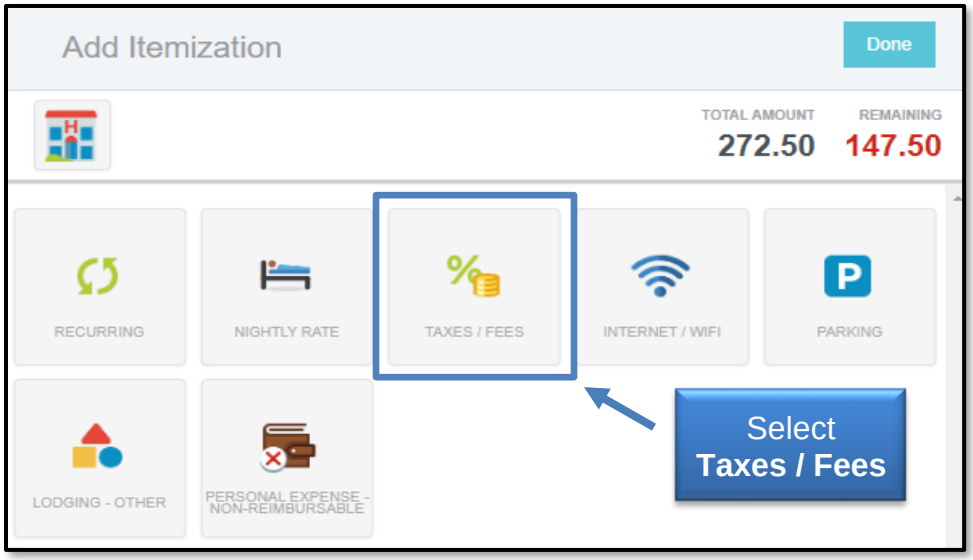
To complete itemization without Recurring capabilities, begin by selecting the **Nightly Rate expense** tile to claim the first day's nightly rate charge. Enter the **Date** (date of charge as shown on folio)**, Spent** (charged amount as shown on folio), and **Description** (if applicable).

The system will display the **Lodging Per Diem Rate** and **Amount Over Per Diem Rate** for the date indicated on the form. If 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 the form, click **Save** in the top right corner to add the itemized line to the report.



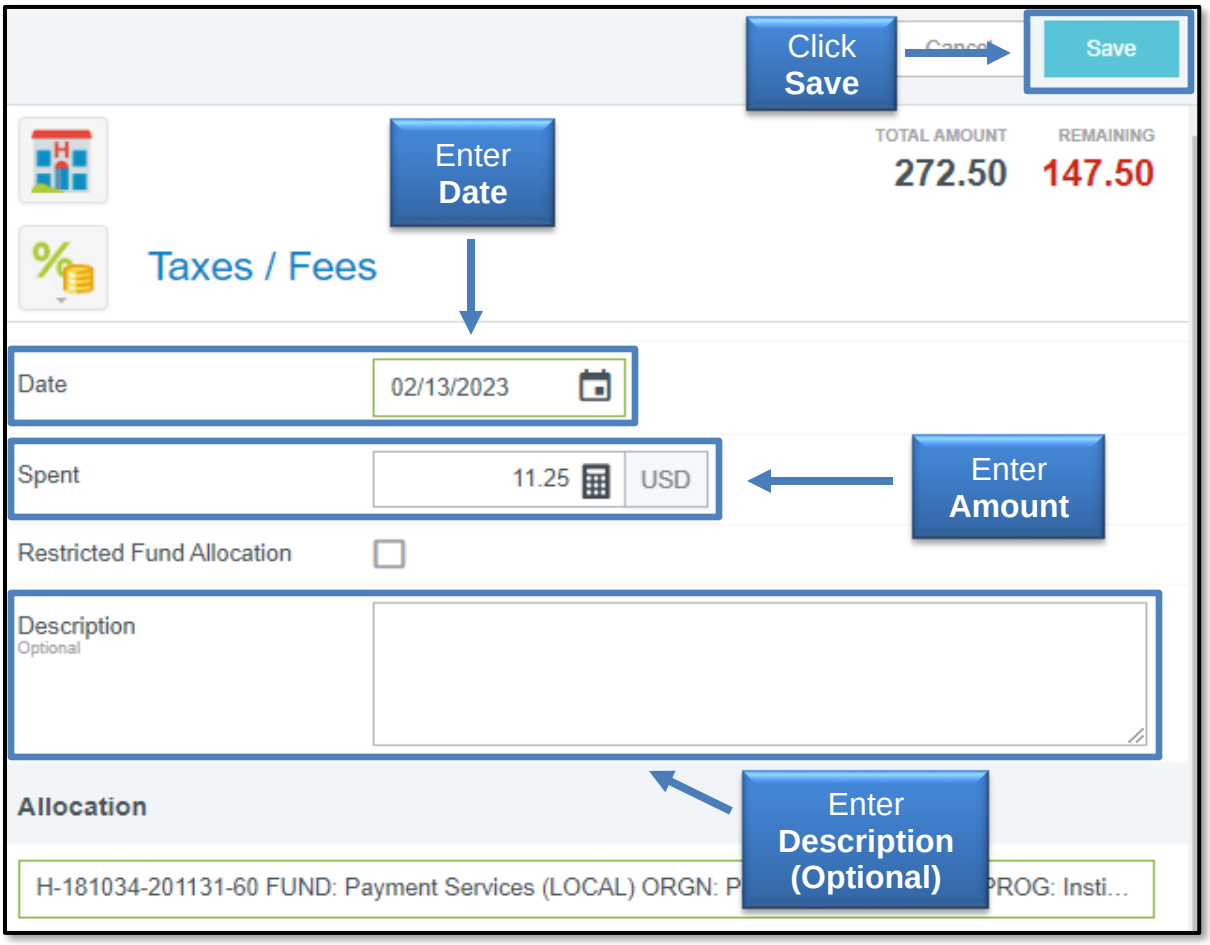
The system will display the Lodging expense tiles for selection and an updated remaining amount for itemization. Select **Taxes/Fees** to record the first night of taxes/fees charged.



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 the 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.

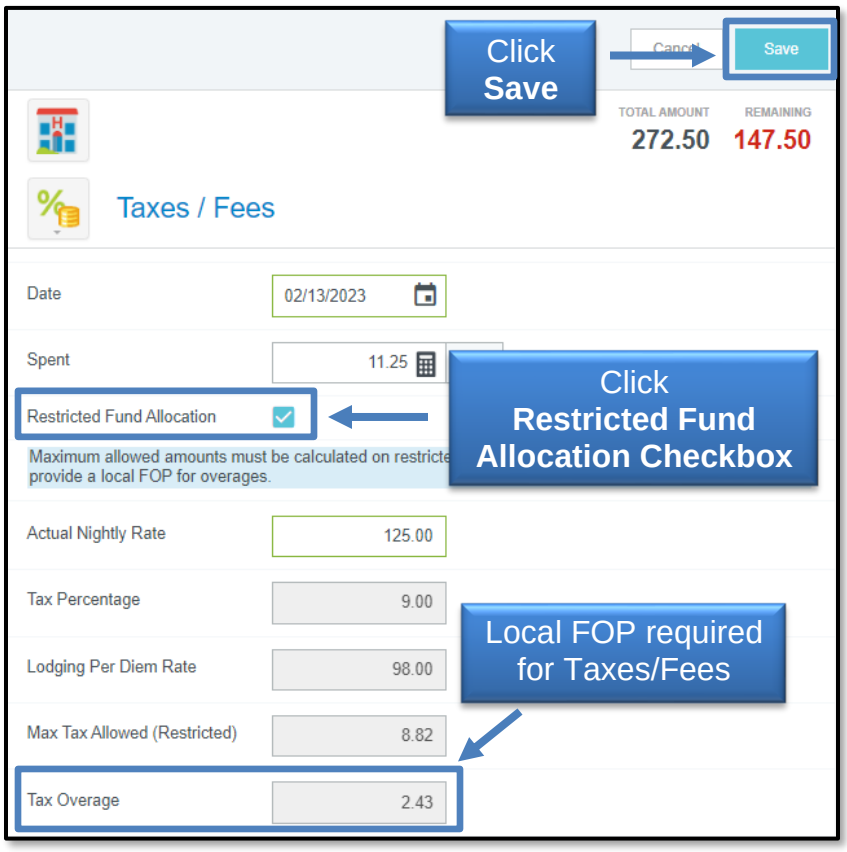


If a State or Restricted fund is being used for reimbursement, click the **Restricted Fund Allocation Checkbox** to view a calculator that will determine the maximum amount of Taxes/Fees that can be claimed on restricted funds.

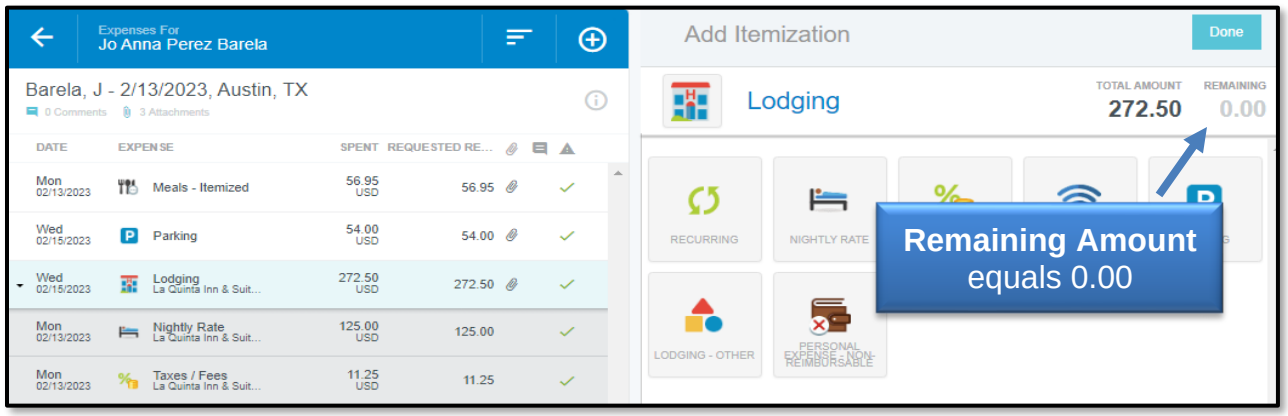
To complete calculations, verify the actual nightly rate charged on the same date as the Taxes/Fees being claimed on the expense form. From this information, the system will calculate the tax percentage and the maximum amount of taxes allowed on restricted funds based on the per diem rate.

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.



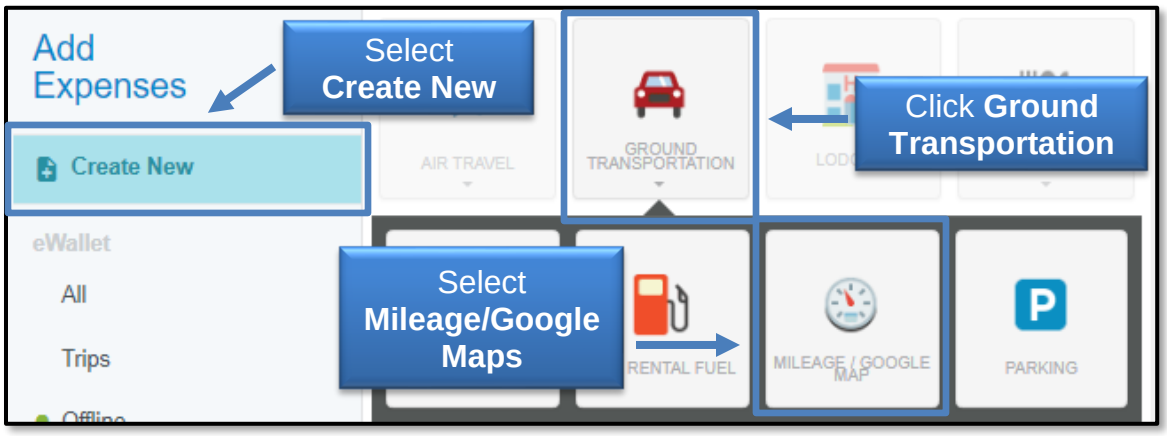
Repeat the process of selecting the correct Lodging expense type and inputting amounts for each day. **The Remaining Amount must reflect 0.00 in order to submit the report.** This verifies that the entire amount claimed for reimbursement in the Lodging Header is accounted for in the itemized lodging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



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 entering a claim that is supported by an Odometer Log **(Monthly Mileage Accruals)**.

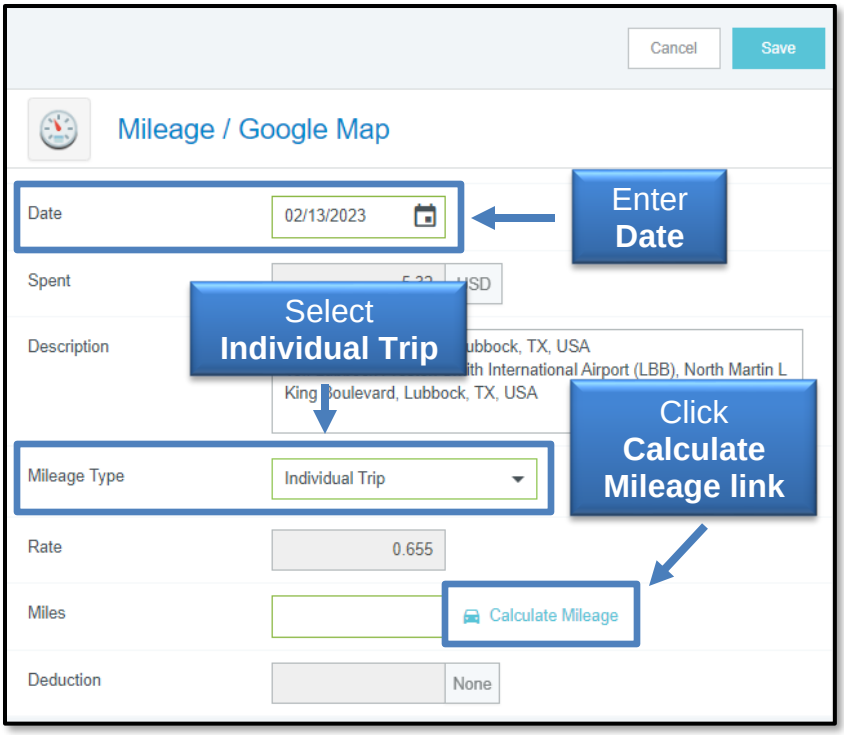
To add a personal auto-mileage claim to the expense report, select the **Create New** option and choose the **Mileage/Google Maps** expense tile located in **Ground Transportation**.



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 the date entered on expense form.
- **Miles:** If exact mileage was calculated with Pre-Approval, calculations will remain in the Mileage line item imported from the Pre-Approval. If this is a new line item or original calculations need adjustment, select the **Calculate Mileage** button.

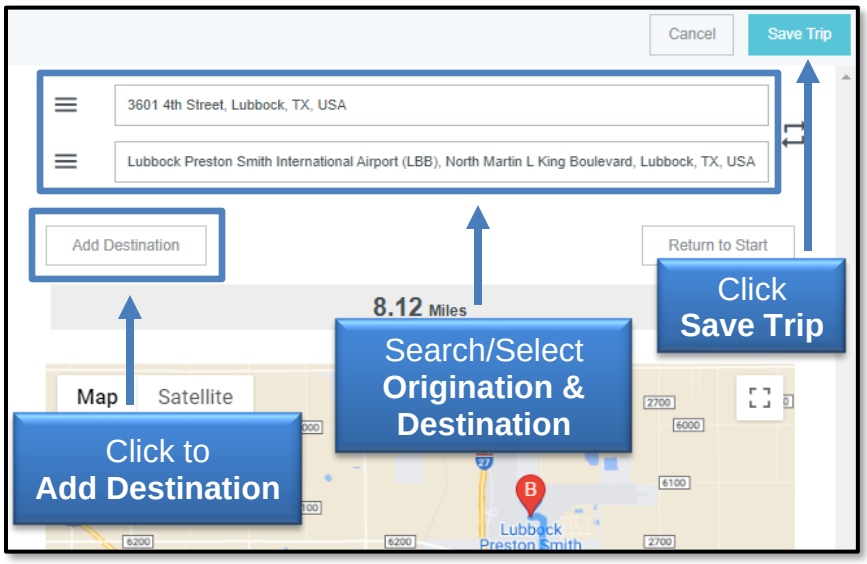
The Mileage Calculating tool will appear in the right panel. Search and select the **origination/destination**.



If a traveler accrued mileage to multiple locations, select the **Add Destination** button on the left to enter another location.

If a traveler returns to the starting location on the same day, select the **Return to Start** button.

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

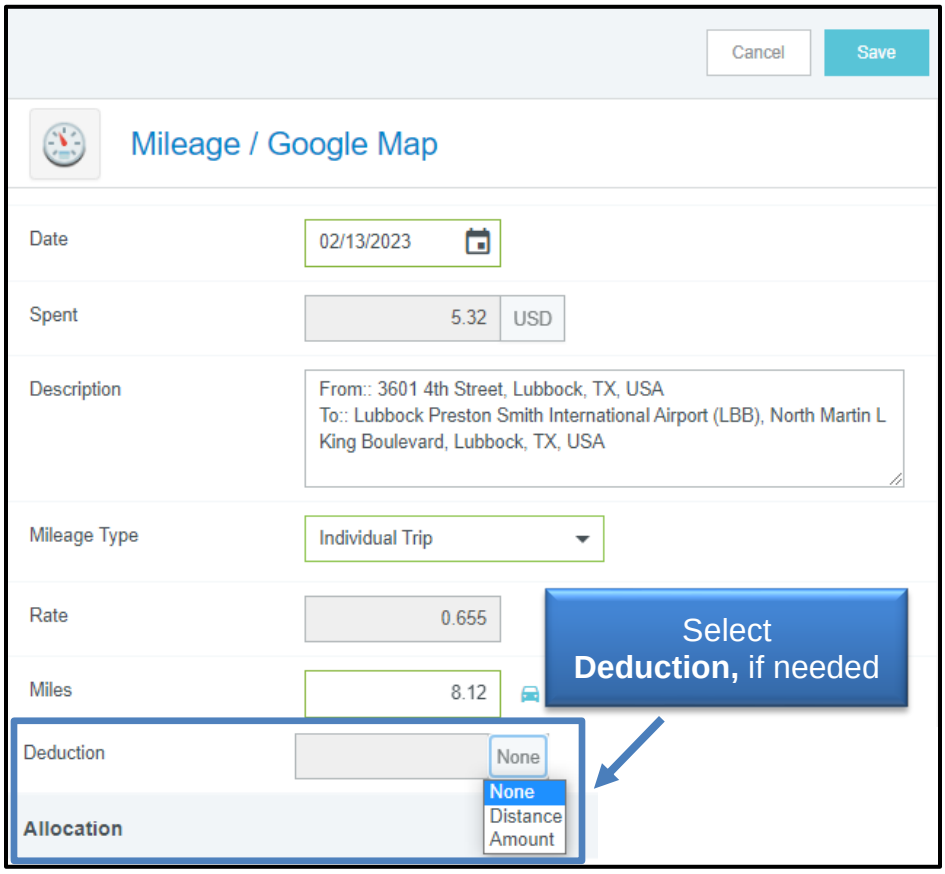


- **Deduction:** If there are no mileage limitations, leave at **None.**

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 a 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.



- **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.

Mileage Expense Entry for *Monthly Mileage Accrual*:

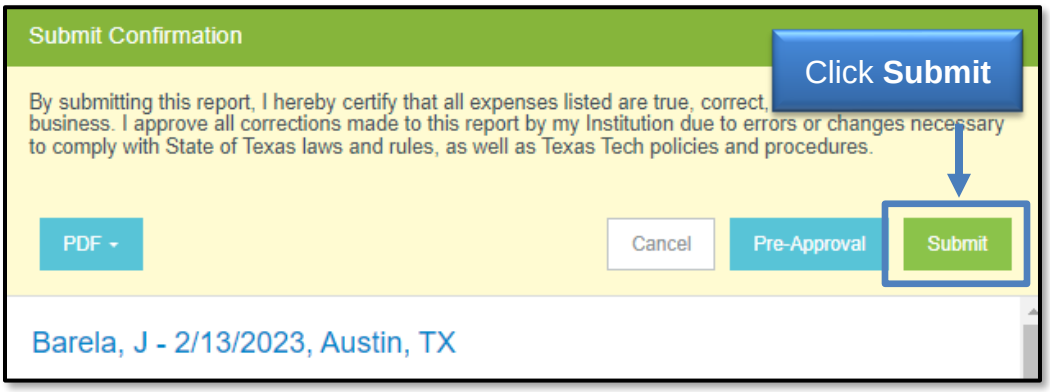
- **Date:** First Date of mileage accrual.
- **Spent:** Locked field, determined by number of miles claimed.
- **Description:** Enter the verbiage - "**Month/Year - See attached Odometer Log.**"
- **Mileage Type:** Select **Monthly Mileage.**
- **Rate:** Locked field, verifies mileage reimbursement rate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

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

Report Submission (click link to return to index)

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

Submission confirmation and report summary will be displayed in the right-hand panel. Click **Submit** again to verify the 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 the report was created/submitted by a delegate. If a traveler submits their expense report, no electronic approval from the 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 the use of funds on the expense report. No action is needed.

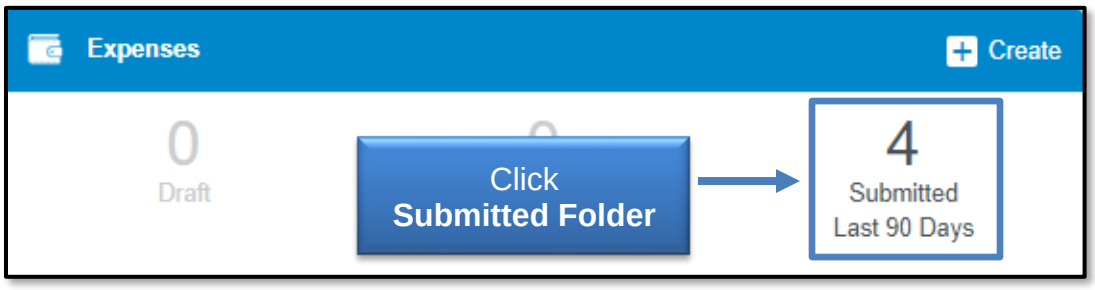
5) Travel Office Approval: The Expense Report is reviewed for accuracy and compliance with State and institutional requirements.

6) Final Budget Check: Automated verification of available funds to ensure sufficient funding for invoice creation to issue individual reimbursement.

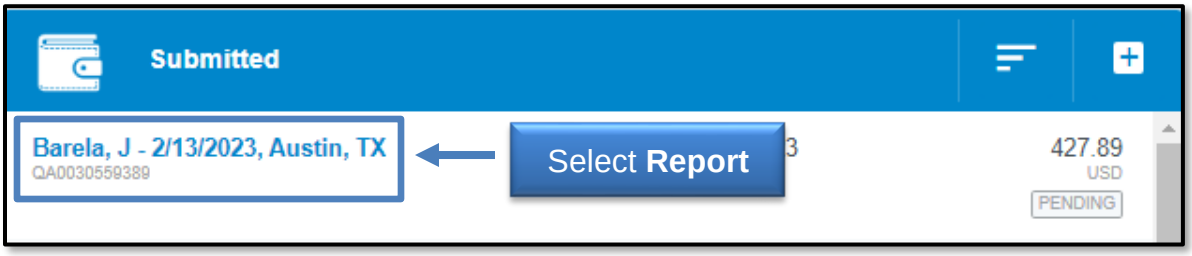
7) Export to Banner for Invoice Creation: Reimbursement to the traveler will be processed the following business day.

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.

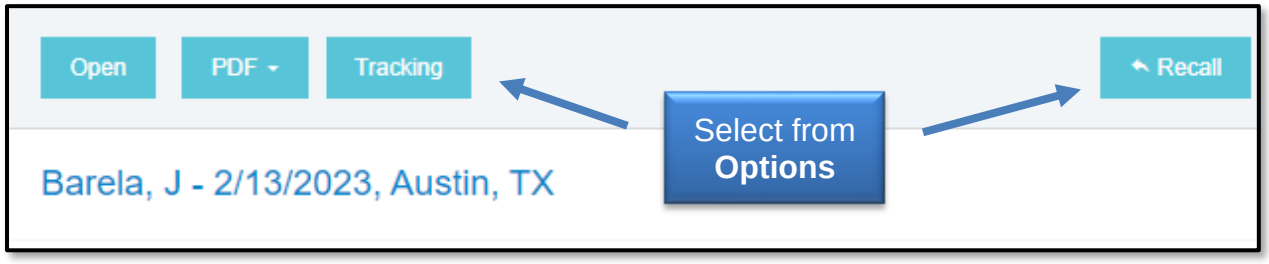


A summary of the report will open in the right-hand panel with the following options:

- **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's focus and attention from report reviews and cause further delays.

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.



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 system or travel-related inquiries, email travel@ttuhsc.edu.