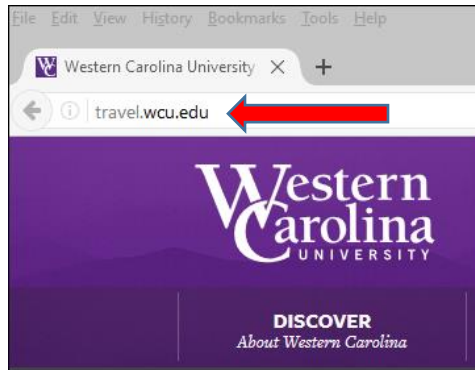


Contents

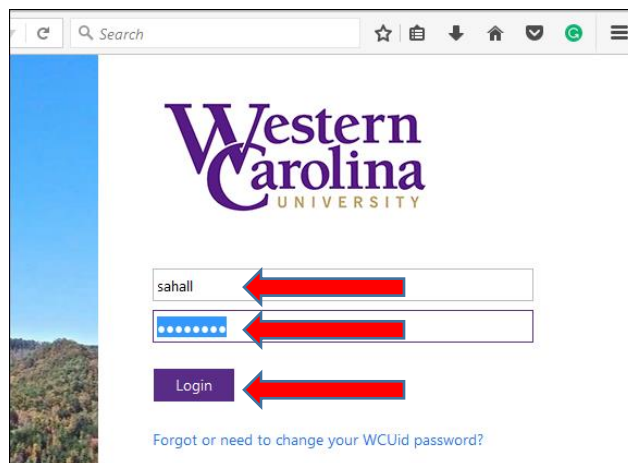
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Accessing Chrome River

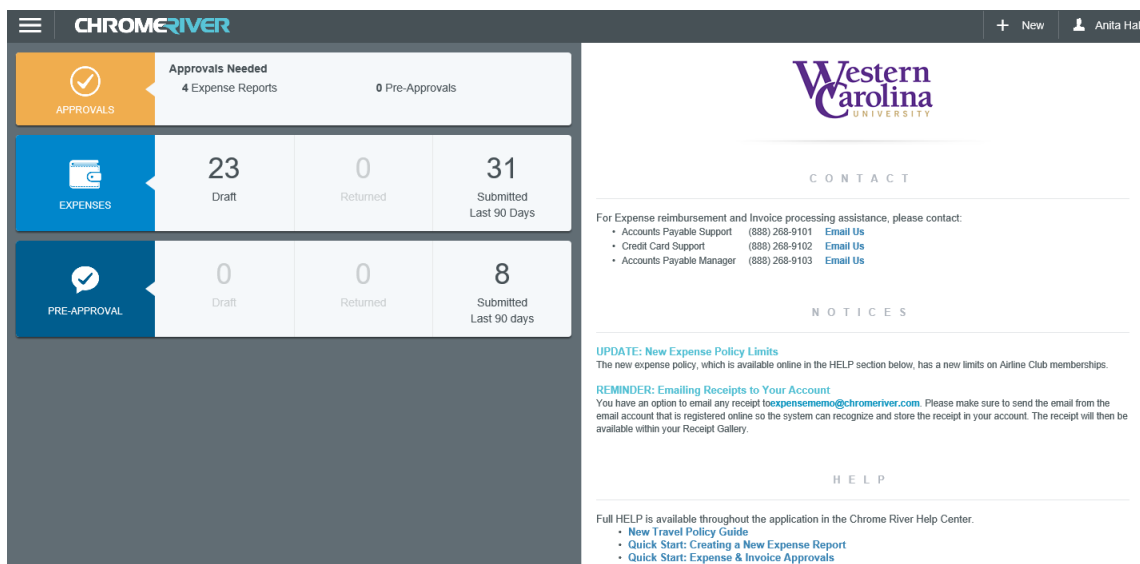
To access Chrome River, open up a browser and type in “travel.wcu.edu”.



When enter is pressed, log in using your single sign on credentials (user id and password) and click Login.











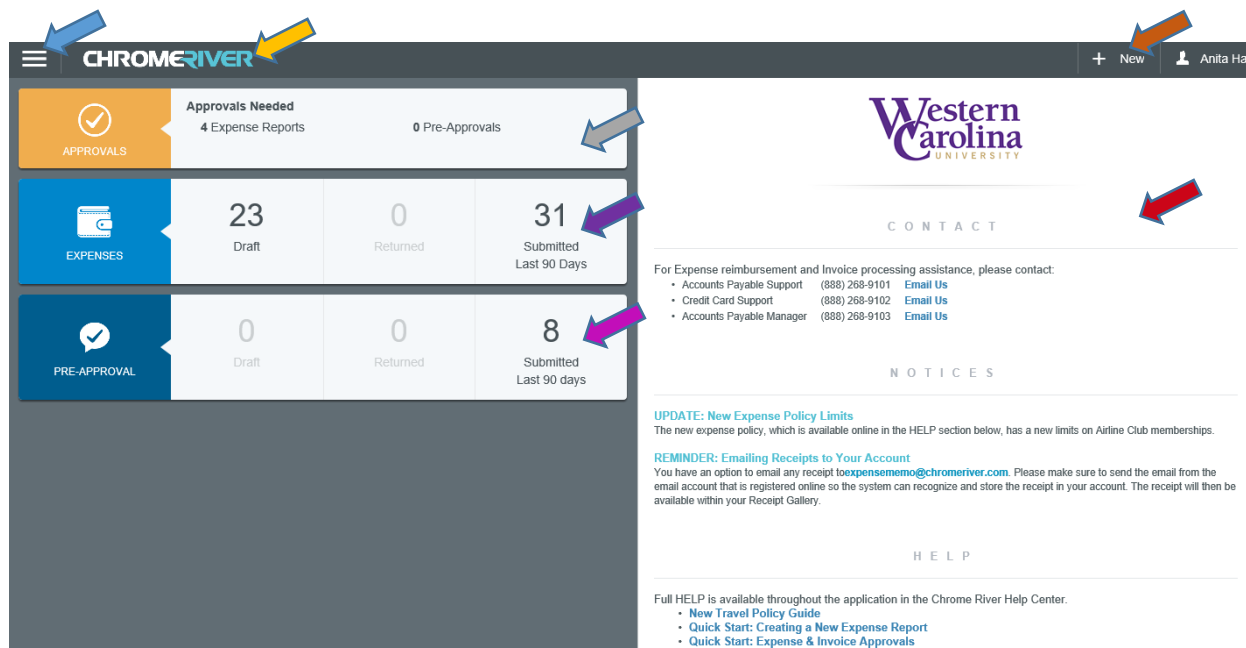
The next screen (called the Dashboard) will look similar to this one:



Dashboard Helpful Hints

Here are a few helpful hints to get familiar with the dashboard in Chrome River.

-  This is the menu bar to select approvals (if an Approver), available reports, inquiries, etc.
-  Click on “Chrome River” from any other screen to bring you back to the dashboard.
-  To enter an Expense Report or Pre-Approval report click on “+ New”.
-  This shows you are logged into Chrome River. Click on your name to bring up other options.
-  This shows items needing approval (if required).
-  This shows the Expenses being worked on, returned, and submitted for approval.
-  This shows the Pre-Approvals being worked on, returned, and submitted for approval.
-  This shows contact information and helpful links.

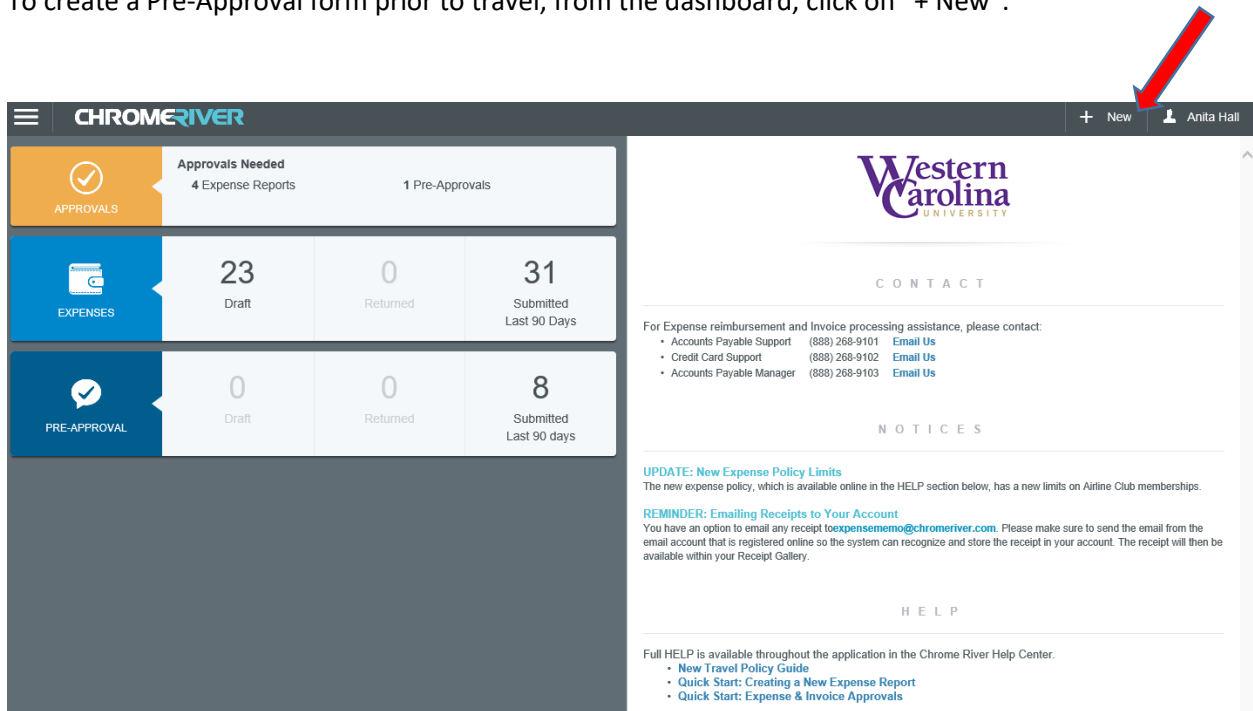


The screenshot displays the Chrome River dashboard interface. On the left, a sidebar contains three main sections: 'APPROVALS' (orange), 'EXPENSES' (blue), and 'PRE-APPROVAL' (dark blue). The 'APPROVALS' section shows 'Approvals Needed' with '4 Expense Reports' and '0 Pre-Approvals'. The 'EXPENSES' section shows '23 Draft', '0 Returned', and '31 Submitted Last 90 Days'. The 'PRE-APPROVAL' section shows '0 Draft', '0 Returned', and '8 Submitted Last 90 days'. On the right, the main content area features the Western Carolina University logo, a 'CONTACT' section with links for Accounts Payable Support, Credit Card Support, and Accounts Payable Manager, a 'NOTICES' section with updates on expense policy limits and receipt emailing, and a 'HELP' section with links to the travel policy guide, creating a new expense report, and expense & invoice approvals. Arrows from the hints list point to various elements: the menu bar, the 'Chrome River' logo, the '+ New' button, the user name 'Anita Hall', the 'Approvals Needed' section, the 'Expenses' section, the 'Pre-Approval' section, and the 'Contact' section.

Section	Item	Count
APPROVALS	Approvals Needed	4 Expense Reports
	Pre-Approvals	0
EXPENSES	Draft	23
	Returned	0
	Submitted Last 90 Days	31
PRE-APPROVAL	Draft	0
	Returned	0
	Submitted Last 90 days	8

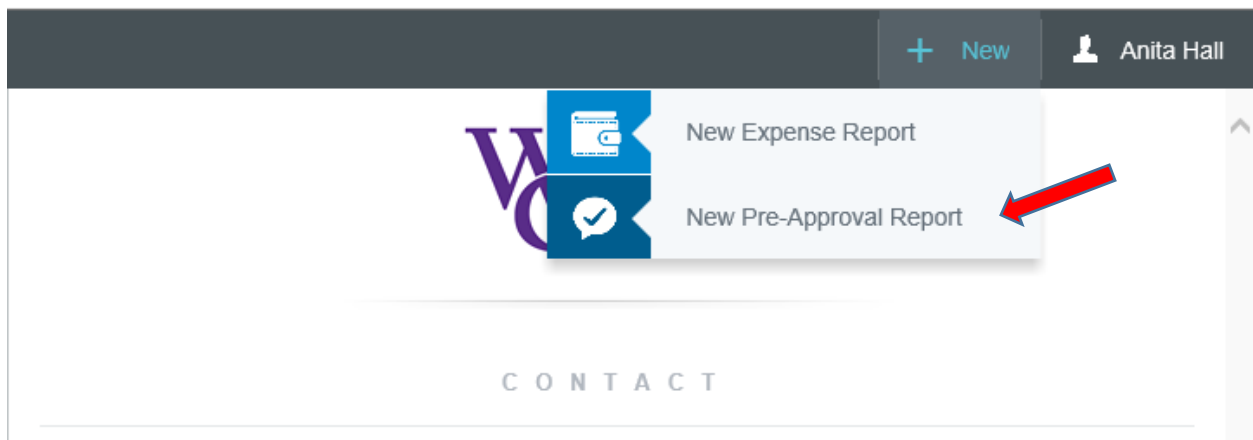
Creating a Pre-Approval

To create a Pre-Approval form prior to travel, from the dashboard, click on “+ New”.



The screenshot shows the Chrome River dashboard. The top navigation bar includes a menu icon, the 'CHROME RIVER' logo, and a '+ New' button with a red arrow pointing to it. The user's name 'Anita Hall' is displayed on the right. The main content area is divided into two columns. The left column contains three cards: 'APPROVALS' (orange), 'EXPENSES' (blue), and 'PRE-APPROVAL' (dark blue). The 'APPROVALS' card shows 'Approvals Needed' with '4 Expense Reports' and '1 Pre-Approvals'. The 'EXPENSES' card shows '23 Draft', '0 Returned', and '31 Submitted Last 90 Days'. The 'PRE-APPROVAL' card shows '0 Draft', '0 Returned', and '8 Submitted Last 90 Days'. The right column displays the Western Carolina University logo, a 'CONTACT' section with contact information for Accounts Payable Support, Credit Card Support, and Accounts Payable Manager, and a 'NOTICES' section with an update on the new expense policy and a reminder about emailing receipts. A 'HELP' section is also present at the bottom right.

Click on New Pre-Approval Report:



The screenshot shows the Chrome River dashboard with the '+ New' button highlighted. A dropdown menu is open, showing two options: 'New Expense Report' and 'New Pre-Approval Report'. A red arrow points to the 'New Pre-Approval Report' option. The background shows the Western Carolina University logo and the 'CONTACT' section.

Your screen will look similar to this but with your name. Notice the left part of the screen is grayed out. This means information must be keyed on the right-hand side of the screen to proceed.

The screenshot shows the CHROME RIVER interface for Pre-Approvals. The left pane is titled 'Pre-Approvals For Anita Hall' and is grayed out, displaying a table with columns 'EXPENSE' and 'ESTIMATED'. The right pane is titled 'Pre-Approvals For Anita Hall' and contains the following fields:

- Report Name: Text input field
- Start Date: Date picker (02/16/2017)
- End Date: Date picker (02/16/2017)
- Number of Days: Text input field (1)
- Pay Me In: Text input field (USD - US Doll...)
- Business Purpose: Text input field
- Report Type: Dropdown menu (Optional) (-- Select --)
- Trip Type: Dropdown menu (Optional) (-- Select --)
- City: Text input field (Optional)

At the bottom of the left pane, there is a summary table:

PA Report ID	Total Estimated Amount	Submit
	0.00 USD	

The Pre-Approval Header section (right part of screen) stores all the basic information that applies to every expense listed on the report. The following fields must be entered:

- **Report Name:** This is the name assigned by the traveler, which is used in tracking and inquiry to help identify expenses. **Please name all reports starting with the four-digit year and the name of the event (i.e.; 2017 UNC System & Finance Conference).**
- **Start/End Date:** Please use the drop-down arrow to enter the date of departure and the date of return. **Note:** these dates are the dates of your travel not the date being entered.
- **Business Purpose:** Enter the purpose of the trip.
- **Report Type:** Use the drop-down arrow to choose Employee, Non-Employee, Student, Athletic Recruiting, Athletic Team Travel, or Athletic Admin.
- **Trip Type:** Use the drop-down arrow to choose In State, Out of State, or International.
- **City:** Type the name of the city of your travel. If multiple cities on one trip list as much as you can (i.e.; Sylva, Franklin, Waynesville).
- **State:** Use the drop-down arrow to select the appropriate State (by typing the first few letters of the State will get you there quicker. **Note:** if traveling International you must select No State in order to proceed. You must click on the State in the drop-down to select it.
- **Country:** Use the drop-down arrow to select the appropriate Country. **Note:** for United States of America type "USA". You must click on the Country in the drop-down to select it.

New

Anita Hall

Cancel

Save

Pre-Approvals For Anita Hall

Report Name

2017 Hall Pre-Approval Demo

Start Date

07/05/2017

End Date

07/08/2017

Number of Days

4

Pay Me In

USD - US Dollars

Business Purpose

To train travelers at WCU on how to enter Pre-Approvals.

Report Type

Employee

Trip Type

In State

City

Raleigh

State

North Carolina

Country

USA

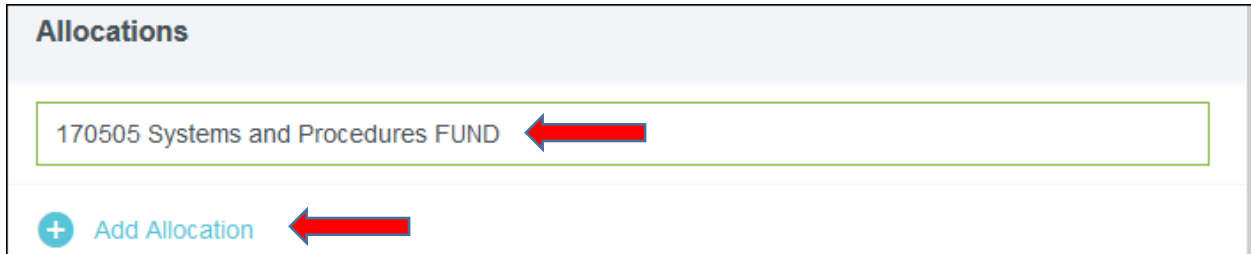
Allocations

170505 Systems and Procedures FUND

Add Allocation

Allocations

The next field is the Allocations (Fund Number) field. Just start typing your allocation number or name of allocation and select it once it appears below the box you are typing in. The screen will look like this once selected (except you will be using your Allocation number). **Note:** you must key in at least one Allocation. Notice the Add Allocation.

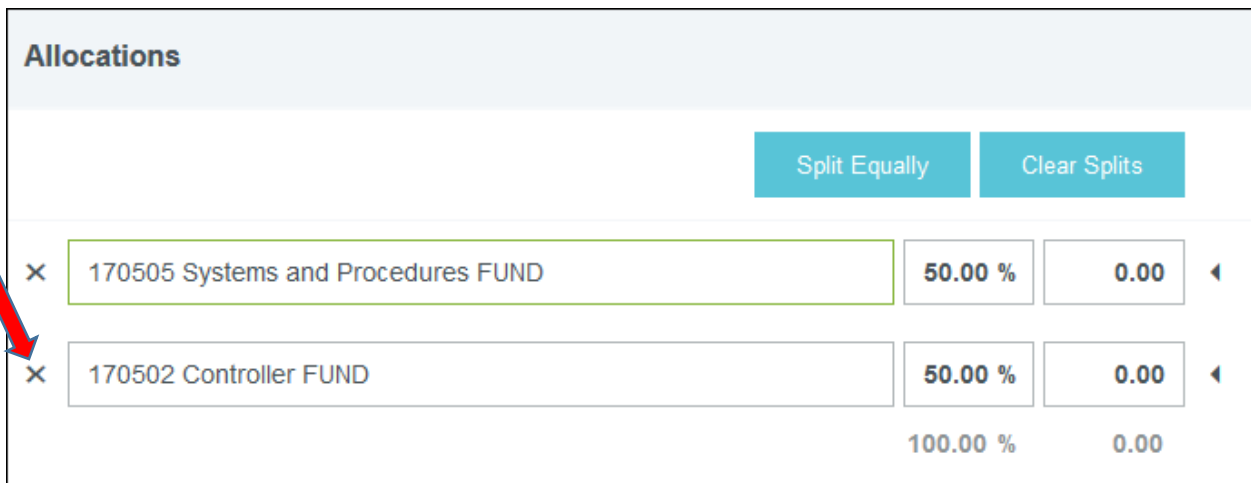


Allocations

170505 Systems and Procedures FUND

+ Add Allocation

If you have more than one Allocation for the Pre-Approval you can click “Add Allocation” to add additional Allocations. **Note:** You can add as many Allocations as you need, just repeat the process. Click the “x” to remove any Allocations not needed.

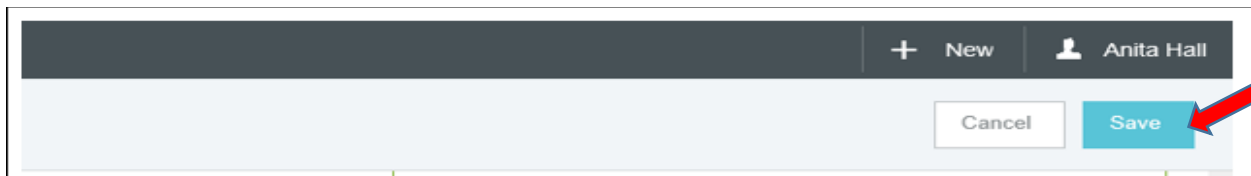


Allocations

Split Equally Clear Splits

x	170505 Systems and Procedures FUND	50.00 %	0.00	◀
x	170502 Controller FUND	50.00 %	0.00	◀
		100.00 %	0.00	

Click Save at the top right-hand side of the screen to continue.



+ New Anita Hall

Cancel Save

The screen will look like this (Note: it may take a few seconds):

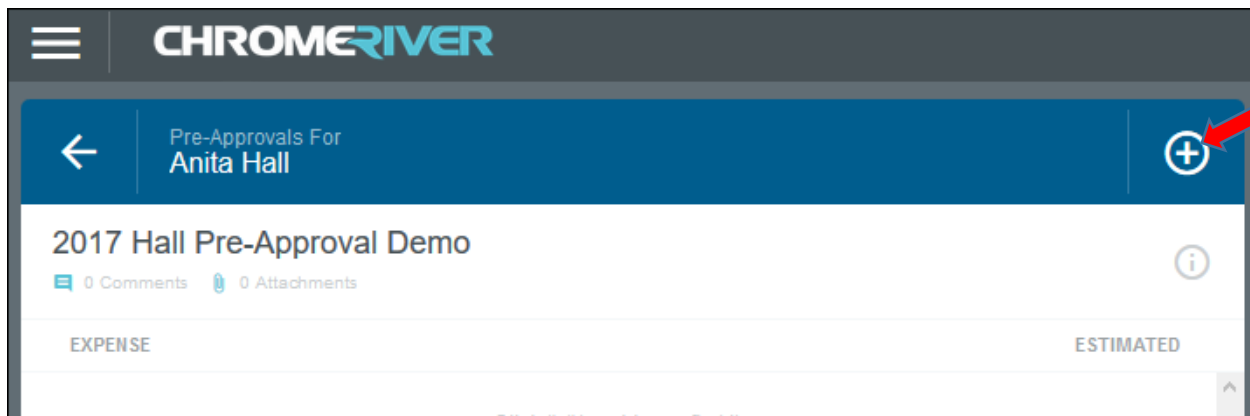
The screenshot shows a web browser window with the Chrome River application. The browser's address bar displays the URL: <https://app.chromeriver.com/index#preapproval/10f55c519d05f91d535764bd254014d5f>. The application header includes the Chrome River logo and a user profile for Anita Hall. The main content area is titled "2017 Hall Pre-Approval Demo" and features a table with columns for "EXPENSE" and "ESTIMATED". A prompt "Click '+' to add your first item." is visible in the table. To the right of the table, there is a section titled "Add Pre-Approval Types" with icons for AIRFARE, GROUND TRANSPORTATION, LODGING, MEALS, MILEAGE, and OTHER. At the bottom left, the "PA Report ID" is 010000280317, and the "Total Estimated Amount" is 0.00 USD. A green "Submit" button is located at the bottom right.

Notice the left-hand side is not gray anymore. It put my name at the top, the name of my report (this is why you need to be specific in naming your report so you can find it easily later), and assigned my report an ID at the bottom left.

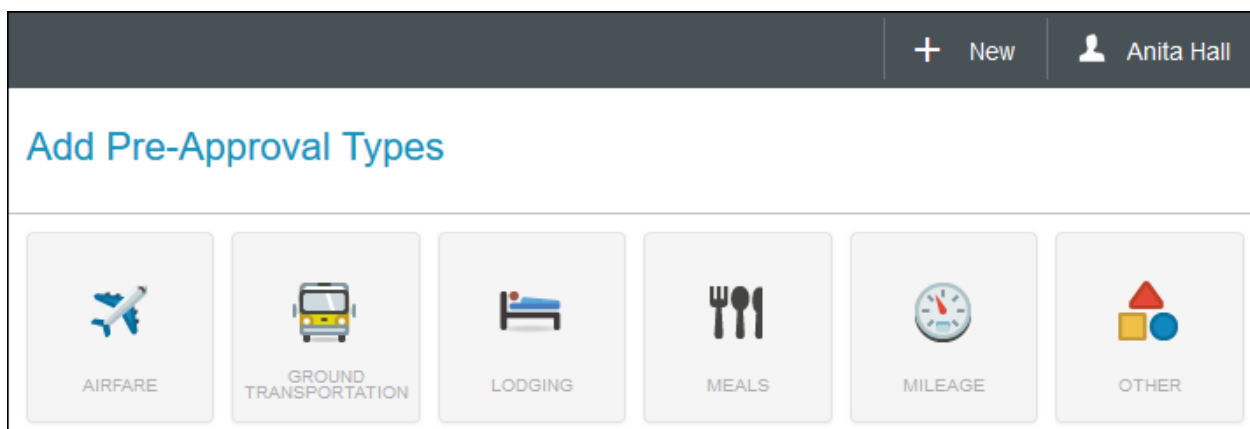
This screenshot is an annotated version of the previous one, with red arrows pointing to specific elements. One arrow points to the "Pre-Approvals For Anita Hall" header, another points to the "2017 Hall Pre-Approval Demo" title, and a third points to the "PA Report ID 010000280317" at the bottom left. The rest of the interface, including the table, "Add Pre-Approval Types" section, and "Submit" button, remains the same.

Adding expenses to Pre-Approval Report

To add an expense to a Pre-Approval report, click on the circle with the plus sign in the center of it (if not already displayed on the right-hand side of your screen):



The Add Pre-Approval Types screen will slide in from the right (unless already there). It offers several types of Pre-Approval expense tiles to choose from.



Click on the tile that applies. The basic format to enter, for the majority of the screens, is the same: estimated amount and the description. Enter the information needed and click Save. Repeat the process for each item on your Pre-Approval report.

A screenshot of the 'Airfare' expense entry form. At the top right, there are 'Cancel' and 'Save' buttons. The form has a header with an airplane icon and the title 'Airfare'. Below the header, there's a section for 'Estimated Amount' with a text input field containing '500.00', a calculator icon, and a 'USD' dropdown menu. A red arrow points to this field. Below the 'Estimated Amount' section, there's a 'Description' section with a text input field. A red arrow points to this field. The description field has a placeholder text: 'The description is optional. Check with your supervisor to see if he/she wants information keyed here.' At the bottom right of the description field, there's a green circular icon with a 'G'.

The Mileage tile is different. The only fields to be keyed in are the Description, Number of Days, and Miles. It will calculate the estimated amount for you based on Section 5 of The State Budget Manual. Click save once required information is entered.

Estimated Amount 54.57 USD

Description Optional The description is optional. Check with your supervisor to see if he/she wants information keyed here.

Number of Days 2

Miles 102.00

Mileage Allowance 200

Rate 0.535

Overage Rate 0.17

Submitting a Pre-Approval

Click Submit once all your Pre-Approval items have been selected.

CHROME RIVER

Pre-Approvals For Anita Hall

2017 Hall Pre-Approval Demo

EXPENSE	ESTIMATED
Airfare	500.00 USD
Mileage	54.57 USD

PA Report ID 010000280317

Total Estimated Amount 554.57 USD

Submit

Before certifying all the expenses are true and correct and are for business purposes, use the scroll bar to the right to review the Pre-Approval report, add comments to your Supervisor or the Accountable Officer, and attach documentation or estimates (see screen shots on page 13). Once verified, select Submit. If corrections need to be made, select Cancel, correct errors, and press Submit once more.

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Cancel

Submit

2017 Hall Pre-Approval Demo

Report Owner	Anita Hall
Created By	Anita Hall
Create Date	06/14/2017
Pay Me Amount	554.57 USD
PA Report ID	010000280317
From Date	07/05/2017
To Date	07/08/2017
Business Purpose	To train travelers at WCU on how to enter Pre-Approvals.

Expense Summary

	AMOUNT (USD)	SUBMITTED (USD)
--	--------------	-----------------

	AMOUNT (USD)	SUBMITTED (USD)
Airfare	500.00	0.00
Mileage	54.57	0.00
Total	554.57	0.00

Account Summary

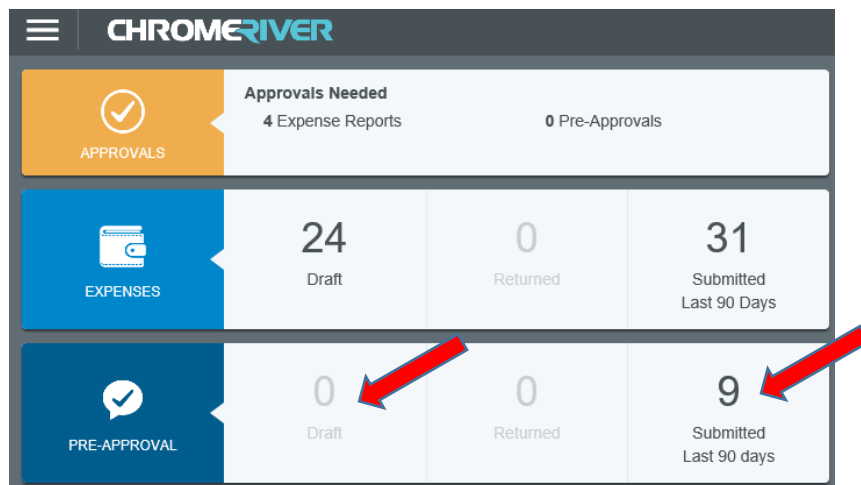
	AMOUNT (USD)
170505 Systems and Procedures FUND	277.29
170502 Controller FUND	277.28
Total	554.57

Comments (0)

Attachments (0)

Drag image here to upload

Once you select Submit it leaves your Draft folder and moves to your Submitted Last 90 days' folder on your dashboard. All pre-approvals reports will be routed automatically to your immediate supervisor, Accountable Officer, and other approvers, if needed, by email. This process may take a while before the email is received by the next person in line. It is not instantaneous.



Approval Emails

Once a traveler, whom you supervise, submits a pre-approval, you will be notified by email. In this example Robbin Brooks is the Accountable Officer for fund 170505 and is my Supervisor. This is the email she received for the Pre-Approval in the example above. If everything looks okay to her she can click accept to approve or return to me to correct an item for portion of this Pre-Approval. David Steinbicker is the Accountable Officer for fund 170502 and he will have the same options for his portion.

Sent: Wednesday, June 14, 2017 12:51 PM
To: Robbin Brooks <rbrooks@email.wcu.edu>
Subject: Chrome River Pre-Approval Request [A Hall]

Pre-Approval ID: 0100-0028-0317

ACTION REQUIRED

Chrome River

Pre-Approval Request For Anita Hall
Report Name 2017 Hall Pre-Approval Demo
Pre-Approval ID 0100-0028-0317
Submit Date 06/14/2017
Expense Dates 07/05/2017 - 07/08/2017
Total Expenses Approved 554.57 USD

Business Purpose

To train travelers at WCU on how to enter Pre-Approvals.

Account Summary

Amount (USD)

170505	50%	Systems and Procedures	FUND	277.29
170502	50%	Controller	FUND	277.29

Expense Summary

Amount (USD)

Airfare	500.00	The description is optional. Check with your supervisor to see if he/she wants information keyed here.
Mileage	54.57	The description is optional. Check with your supervisor to see if he/she wants information keyed here.

ACCEPT

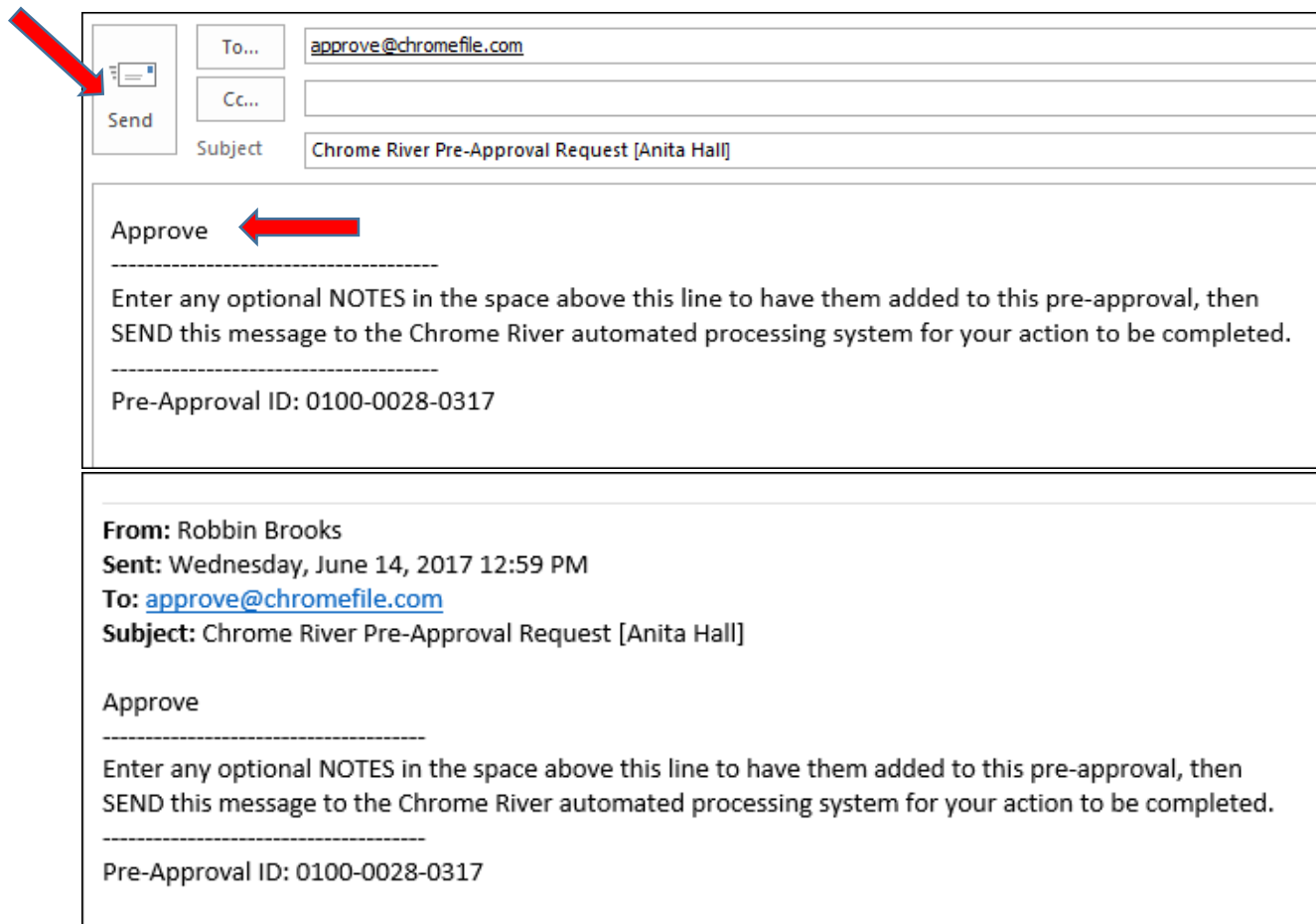
RETURN

Pre-Approval ID: 0100-0028-0317

To take action on these expenses, take either of the following steps:

- Click on the **ACCEPT** or **RETURN** button as appropriate and add any comments to the new email that opens,
- OR **FORWARD** this email to approve@chromefile.com or return@chromefile.com with any comments at the top of the forwarded message.

If “Accept” is selected, it creates an email to Chrome River. Type any Notes in the space provided and click Send.



The screenshot shows an email composition window. On the left, a red arrow points to the 'Send' button. The 'To...' field contains 'approve@chromefile.com'. The 'Cc...' field is empty. The 'Subject' field contains 'Chrome River Pre-Approval Request [Anita Hall]'. The main body of the email starts with the word 'Approve' followed by a red arrow pointing left. Below this is a dashed line, then the text: 'Enter any optional NOTES in the space above this line to have them added to this pre-approval, then SEND this message to the Chrome River automated processing system for your action to be completed.' This is followed by another dashed line and the text 'Pre-Approval ID: 0100-0028-0317'. The bottom section of the window shows a preview of the email with the same content.

Send

To... approve@chromefile.com

Cc...

Subject Chrome River Pre-Approval Request [Anita Hall]

Approve

Enter any optional NOTES in the space above this line to have them added to this pre-approval, then SEND this message to the Chrome River automated processing system for your action to be completed.

Pre-Approval ID: 0100-0028-0317

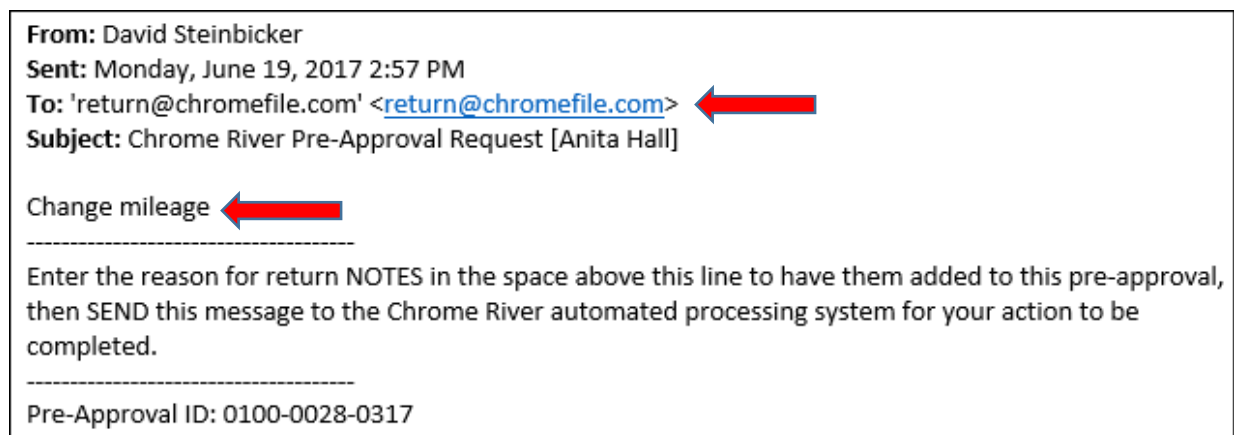
From: Robbin Brooks
Sent: Wednesday, June 14, 2017 12:59 PM
To: approve@chromefile.com
Subject: Chrome River Pre-Approval Request [Anita Hall]

Approve

Enter any optional NOTES in the space above this line to have them added to this pre-approval, then SEND this message to the Chrome River automated processing system for your action to be completed.

Pre-Approval ID: 0100-0028-0317

If Return is selected, it creates an email to Chrome River. Type any Notes in the space provided and click Send.



The screenshot shows an email composition window. The 'To' field contains 'return@chromefile.com' and '<return@chromefile.com>' with a red arrow pointing left. The 'Subject' field contains 'Chrome River Pre-Approval Request [Anita Hall]'. The main body of the email starts with the text 'Change mileage' followed by a red arrow pointing left. Below this is a dashed line, then the text: 'Enter the reason for return NOTES in the space above this line to have them added to this pre-approval, then SEND this message to the Chrome River automated processing system for your action to be completed.' This is followed by another dashed line and the text 'Pre-Approval ID: 0100-0028-0317'.

From: David Steinbicker
Sent: Monday, June 19, 2017 2:57 PM
To: 'return@chromefile.com' <return@chromefile.com>
Subject: Chrome River Pre-Approval Request [Anita Hall]

Change mileage

Enter the reason for return NOTES in the space above this line to have them added to this pre-approval, then SEND this message to the Chrome River automated processing system for your action to be completed.

Pre-Approval ID: 0100-0028-0317

You have now approved or returned this Pre-Approval, no further action is required until the changes have been made in the returned Pre-Approval to the Traveler (Approved Pre-Approval is now routed to the next approver).

If the Traveler receives the following email, then the Traveler or Delegate must log into Chrome River and change the mileage before this Pre-Approval can be approved.

ACTION REQUIRED

Chrome River

The following Pre-Approval has been returned with comments. You will need to review these comments and resubmit this Pre-Approval Request if you still need these expenses pre-approved.

Pre-Approval Request for	Anita Hall
Report Name	2017 Hall Pre-Approval Demo
Pre-Approval ID	0100-0028-0317
Submit Date	06/14/2017
Expense Dates	07/05/2017 - 07/08/2017
Total Expenses	0.00 USD

Notes

06/14/2017	Robbin Brooks	Approve
06/19/2017	David Steinbicker	Change mileage

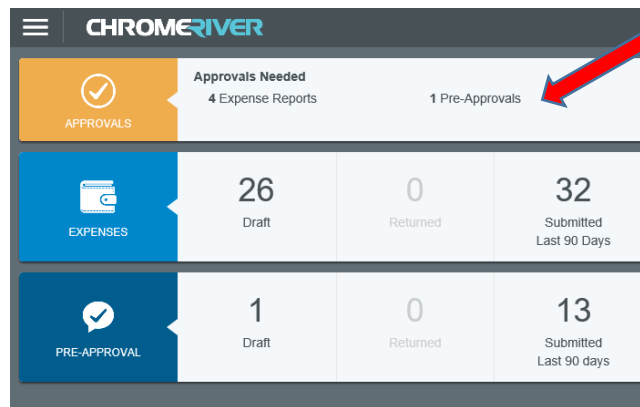
From the dashboard click on Pre-Approval “Submitted Last 90 Days”. Now you can see this Pre-Approval is still Pending Approval.

CHROME RIVER			
EXPENSES	7	1	14
	Draft	Returned	Submitted Last 90 Days
PRE-APPROVAL	9	1	8
	Draft	Returned	Submitted Last 90 days

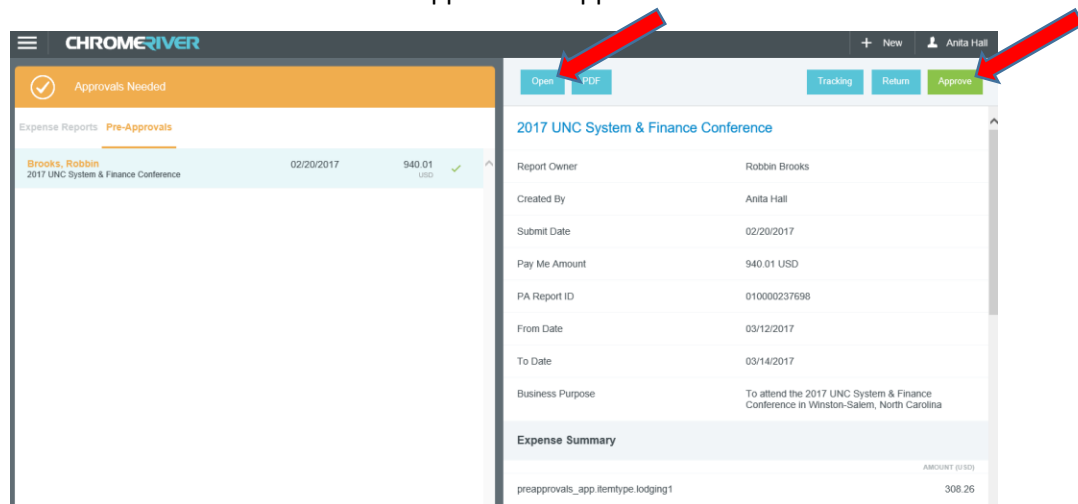
CHROME RIVER		
Submitted Pre-Approvals		
2017 Hall Pre-Approval Demo Pending Approval	06/14/2017	554.57 USD

Approving thru Chrome River

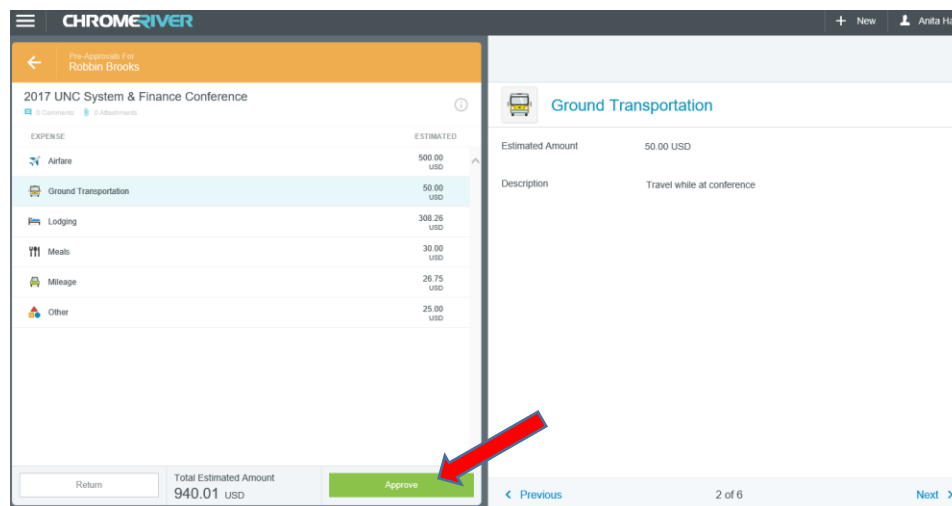
You can also approve Pre-Approvals by logging into Chrome River. Once you get the notification by email that there is a Pre-Approval, you can go to your dashboard to approve instead of using the email.



Select "Open" to view more detail or select "Approve" to approve.



Then select submit.



Approval Routing

Before travel may begin, travel on University business must be approved in writing by the traveler's immediate supervisor, the accountable officer for the budget to be charged, and others as indicated in the following table:

	Traveler	Accountable Officer and Immediate Supervisor	Vice Chancellor/ Chief of Staff	Chancellor
Vicinity, no excess	X	X		
In-state/Out-of-state, no excess	X	X		
* In-state/Out-of-state, excess < 200% of standard lodging rate	X	X		
In-state/Out-of-state, excess > 200% of standard lodging rate	X	X	X	
Expenses for attendants of handicapped employees	X	X	X	
Travel Agent Fees > \$100	X	X	X	
Use of privately owned or chartered aircraft	X	X	X	X
Out-of-country	X	X	X	

* In-state and out-of-state travel with excess > 200% of standard lodging rate must be approved two steps above traveler or the appropriate Vice Chancellor, whichever is less.

Once the Pre-Approval has been approved you will receive an email like this one letting you know the Pre-Approval request has been approved:

NO ACTION REQUIRED

Chrome River

The following Pre-Approval Request has been approved.

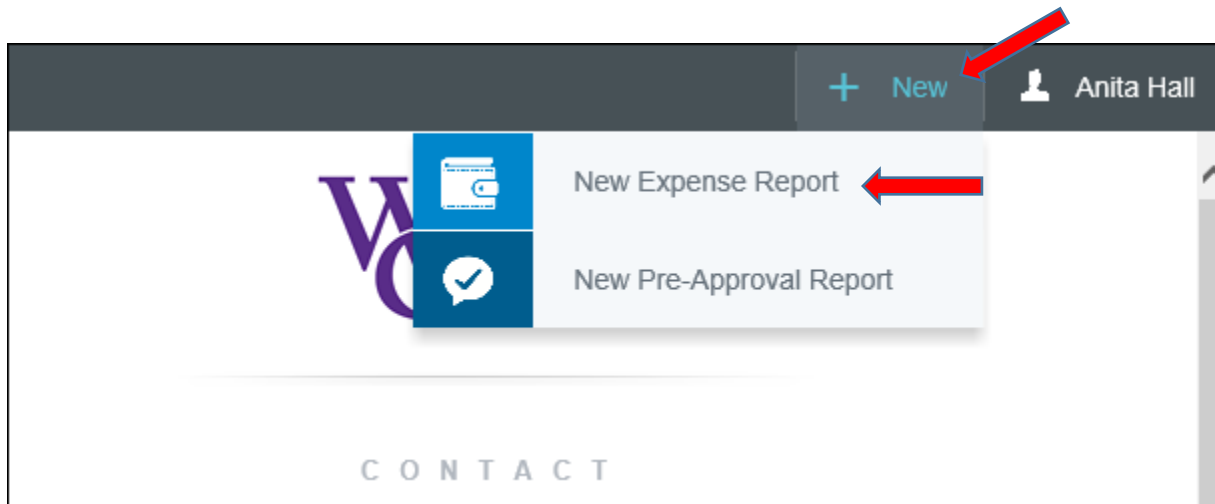
Pre-Approval Request for	Anita Hall
Report Name	2017 Hall Pre-Approval Demo
Pre-Approval ID	0100-0028-0317
Submit Date	06/19/2017
Expense Dates	07/05/2017 - 07/08/2017
Total Expenses	0.00 USD

Notes

06/14/2017	Robbin Brooks	Approve
06/19/2017	David Steinbicker	Change mileage
06/19/2017	Anita Hall	Mileage has been corrected.
06/19/2017	David Steinbicker	approved

Entering an Expense Report

From the dashboard select “+ New” and select “New Expense Report from the drop-down menu.



Your screen will look similar to this but with your name. Notice the left part of the screen is grayed out. This means information must be keyed on the right-hand side of the screen to proceed.

A screenshot of the Chrome River 'Expenses For Anita Hall' form. The form is displayed in a web browser window. The left side of the form is grayed out, showing a table with columns for DATE, EXPENSE, SPENT, and PAY ME. The right side of the form is active and contains various input fields. At the top right of the form, there are 'Cancel' and 'Save' buttons. The form fields include: Report Name (text input), Pay Me In (USD - US Dollars), Report Type (dropdown menu), Trip Type (dropdown menu), 92 Number (Optional, text input), Country (dropdown menu), State (dropdown menu), City (text input), Departure Date (calendar icon), and Return Date (calendar icon). At the bottom of the form, there is a 'Total Pay Me Amount' field showing '0.00 USD' and a 'Submit' button.

Just like the Pre-Approval header, the Expense Header section stores all the basic information that applies to every expense listed on the report.

- **Report Name:** This is the name assigned by the traveler, which is used in tracking and inquiry to help identify expenses. **Please name all reports starting with the four-digit year and the name of the event (i.e.; 2017 UNC System & Finance Conference).**
- **Report Type:** Use the drop-down arrow to choose Employee, Non-Employee, Student, Athletic Recruiting, Athletic Team Travel, or Athletic Admin.
- **Trip Type:** Use the drop-down arrow to choose In State, Out of State, or International.
- **Country:** Use the drop-down arrow to select the appropriate Country. **Note:** for United States of America type “USA”.
- **State:** Use the drop-down arrow to select the appropriate State. **Note:** if traveling International you must select No State in order to proceed.
- **City:** Type the name of the city of your travel. If multiple cities on one trip list as much as you can (i.e.; Sylva, Franklin, Waynesville).
- **Start/End Date:** Please use the drop-down arrow to enter the date of departure and the date of return. Then click save.


+ New
Anita Hall

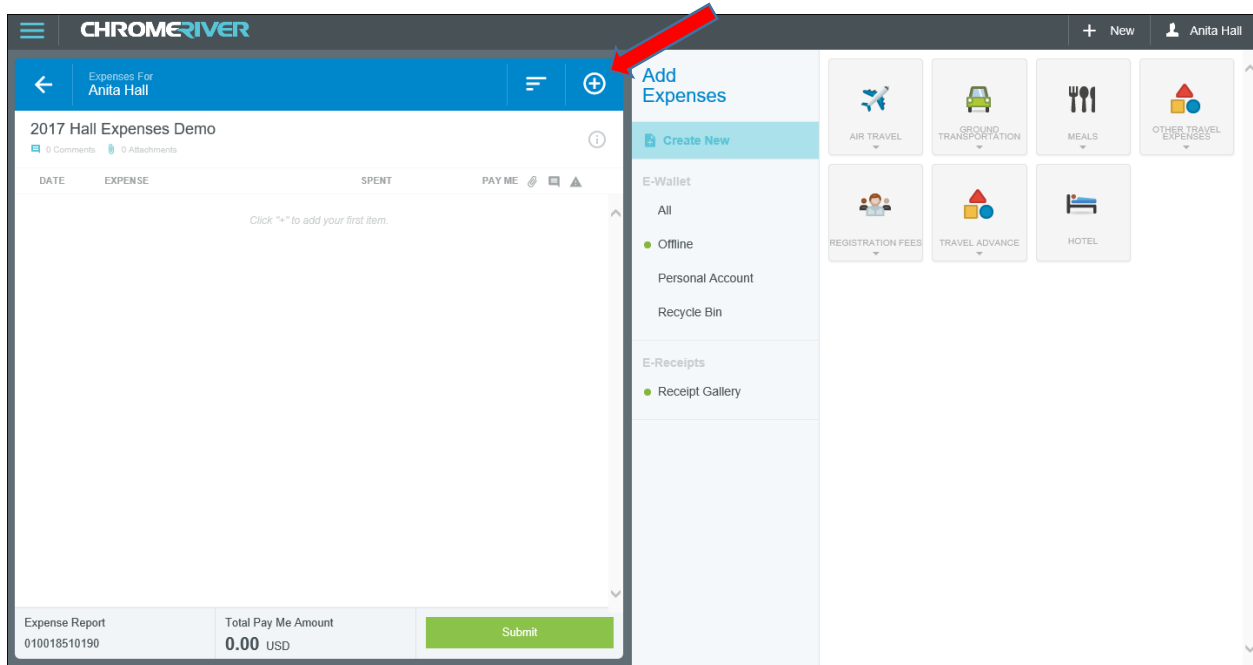
Cancel Save

Expenses For Anita Hall

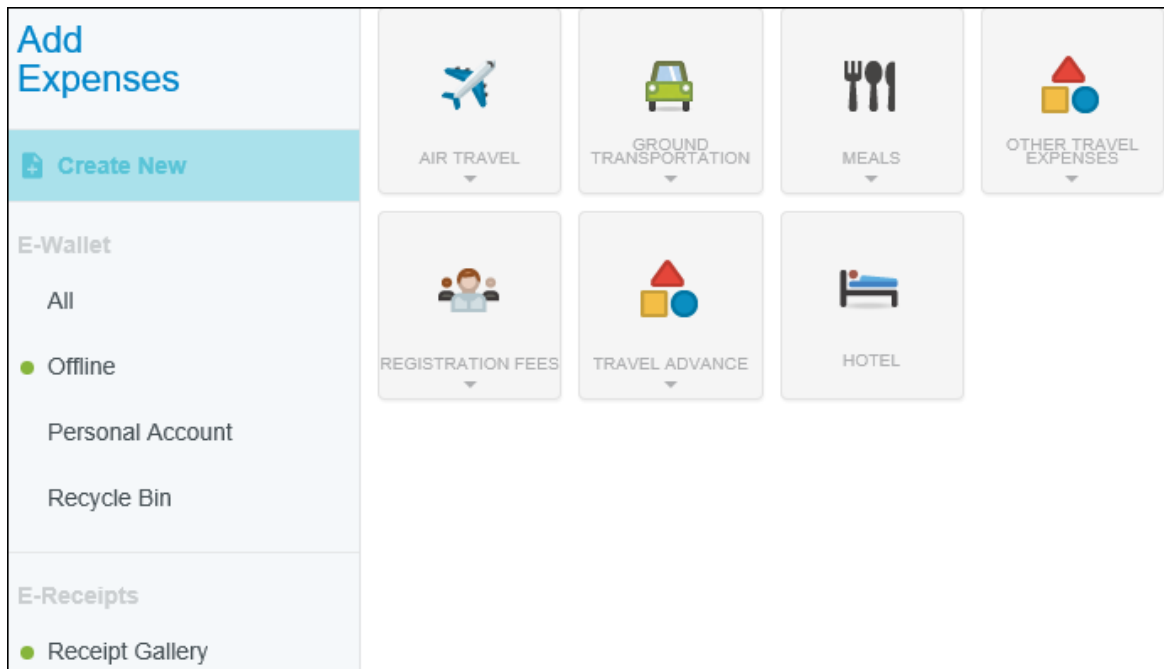
Report Name	2017 Hall Expenses Demo
Pay Me In	USD - US Dollars
Report Type	Employee
Trip Type	In State
92 Number <small>Optional</small>	
Country	USA
State	North Carolina
City	Raleigh
Departure Date	07/05/2017
Return Date	07/08/2017
Attendant of Handicapped	

Add expenses

Your screen will look similar to this one but with your name and Expense Report name. Select the  to add your first expense to the report if “Add Expenses” is not visible.



The “Add Expenses” screen will slide in from the right. It offers you several types of expenses, access to deleted items in the “Recycle Bin” and email memo expenses in your “Receipt Gallery”. Each expense is called a tile.



A green dot next to an expense category in the E-Wallet or the Receipt Gallery indicates there are unused items or receipts available.

To enter Airfare from our Pre-Approval example on page ten above, select the “Air Travel” tile. It will bring up additional tiles that can be selected. Select the “Airfare” tile.

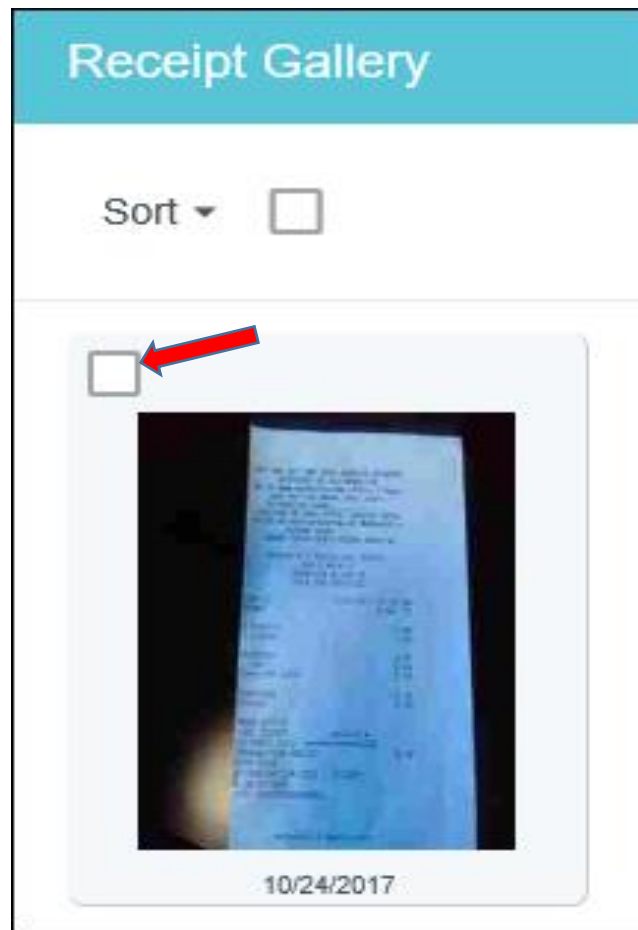
The screenshot displays the 'Add Expenses' screen. On the left, under 'E-Wallet', the 'Offline' option is selected. In the main grid, 'AIR TRAVEL' is selected, which has opened a sub-menu where 'AIRFARE' is selected. Red arrows highlight these selections.

- **Date:** Please use the date of the beginning of your trip for Airfare.
- **Spent:** Actual amount spent for Airfare excluding baggage fees, change ticket fees, or internet since these are keyed in on the other tiles.
- **Business Purpose:** Enter the purpose of the trip.
- **University Paid:** Only select this option if you have already been reimbursed for this expense.
- **Personal Charge:** Only select this option if it actually a personal charge that will not be reimbursed.
- **Allocation:** Enter your Allocation (Fund Number) or name of allocation and select it once it appears below the box you are typing in. Refer to page eight on Allocations if additional instruction is needed.
- **Add Attachments:** Airfare must have a receipt attached to be reimbursed. Refer to the Travel Manual on the dashboard if additional instruction is needed with the policy.

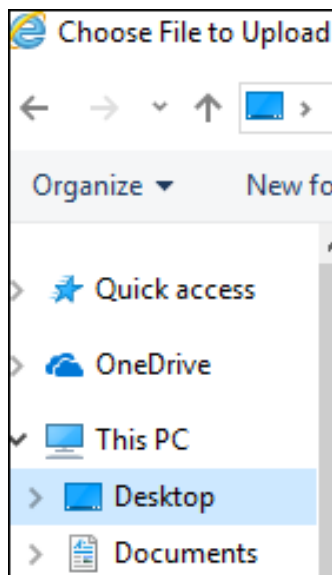
Once all required information has been entered, select "Save".

See page 23 for screen shots.

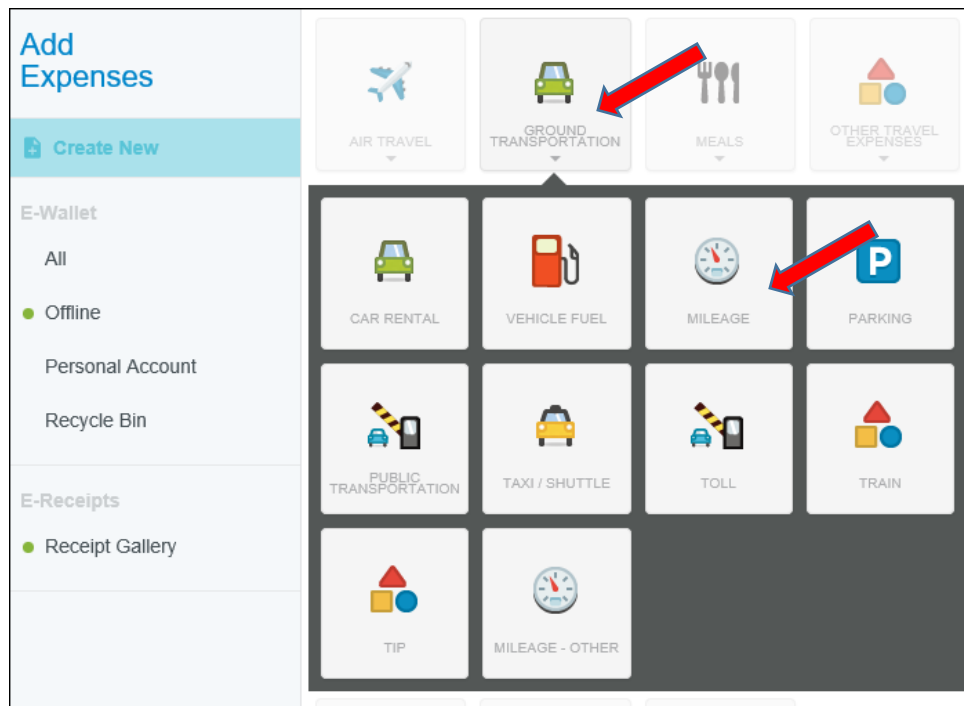
If you scanned your documents in with your phone, then select “From Receipt Gallery” and then select the receipts by putting a check mark in the box.



If you scanned and saved your document onto your computer, then select “Upload Attachments” and attach document from where it was saved.



Now the screen will display all the tiles again to make your next selection. For training purposes only, select the “Ground Transportation” tile and select “Mileage”.



These are the only fields that can be entered

- **Date:** Please enter the beginning date of travel.
- **Business Purpose:** Enter the purpose of the trip.
- **Number of Days:** Enter the number of days traveled.
- **Miles:** Enter the number of miles traveled or select “MAP” to enter location from and to and “Return to Start” if applies.
- **Allocation:** Enter your Allocation (Fund Number) or name of allocation and select it once it appears below the box you are typing in. Refer to page eight on Allocations if additional instruction is needed.
- **Add Attachments:** Add or Upload attachments if required.

Once all required information has been entered, select “Save”.

See page 26 for screen shots.

Cancel

Save

Mileage

Date

07/05/2017

Spent

54.57

USD

Business Purpose

To train travelers at WCU on how to enter Expenses for reimbursement.

Number of Days

2

Mileage Allowance

200.00

Reduced Rate

0.17

Rate

Optional

0.535

Miles

102.00

Map

Deduction

None

Allocation

Split Equally

Clear Splits

×	170502 Controller FUND	50 %	27.29	⌵
×	170505 Systems and Procedures FUND	50 %	27.28	⌵
		100 %	54.57	

+

Add Allocation

Attachments (0)

Drag image here to upload

Add Attachments

From Receipt Gallery

Upload Attachments

Submitting Expense Reports and Attaching a Pre-Approval to an Expense Report.

Once all expenses have been entered, select “Submit”. From this screen, attach the appropriate Pre-Approval by selecting “Pre-Approval” on the Submit Confirmation Screen.

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	460.17	0.00
Less Cardholder Responsibility	0.00	0.00
Less University Paid Expenses	0.00	0.00
Less University Paid Personal Expenses	0.00	0.00
Less Personal Expenses	0.00	0.00

Select the drop-down box at the end of the field and you view the list of all of your Approved Pre-Approval reports. Select the Report you would like to attach.

REPORT NAME	ORIGINAL AMT	REMAINING
2017 Rompf Candidate for New Position	1,930.00USD	1,930.00USD
2017 Hall Test for Preapproval	320.00USD	320.00USD
2017 Hall Pre-Approval Demo	554.57USD	554.57USD

Select "Apply".

Apply Pre-Approval

2017 Hall Pre-Approval Demo

Report Summary

From Date

07/05/2017

To Date

07/08/2017

Business Purpose

To train travelers at WCU on how to enter Pre-Approvals

Expense Summary

	REMAINING (USD)	SPENT (USD)
Airfare	500.00	405.60
Ground Transportation	0.00	54.57
Mileage	54.57	0.00
Total	554.57	460.17

Allocations

170505 Systems and Procedures FUND

277.29

170502 Controller FUND

277.28

Apply

Before selecting “Submit”, review the Expense Report once more for accuracy.

Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Pre-Approval Applied[\[remove pre-approval\]](#)
Available Balance: 554.57 USD

CancelSubmit

2017 Hall Expenses Demo

Report Owner

Anita Hall

Expense Report ID

010018510190

Business Purpose

To train travelers at WCU on how to enter Expenses for reimbursement.

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	460.17	0.00
Less Cardholder Responsibility	0.00	0.00
Less University Paid Expenses	0.00	0.00
Less University Paid Personal Expenses	0.00	0.00
Less Personal Expenses	0.00	0.00
Amount Due Employee	460.17	0.00

Applied Pre-Approval Report

DATE	REPORT NAME	AMT (USD)
06/19/2017	2017 Hall Pre-Approval Demo	0.00
Remaining Balance		554.57

Expense Summary

	AMOUNT (USD)	APPROVED (USD)
Mileage	54.57	0.00
Airfare	405.60	0.00
Totals	460.17	0.00


Account Summary

	AMOUNT (USD)	APPROVED (USD)
170502 Controller FUND	230.09	0.00
170505 Systems and Procedures FUND	230.08	0.00
Totals	460.17	0.00

Attachments (1)

Drag image here to upload

Upload Attachments



Supervisor Approval Emails

Once you have selected "Submit", your supervisor will get an email similar to this one.

expense-noreply@chr...
 Chrome River Expense Approv...
 Report ID: 0100-1851-0190

3:05 PM ✕

Robbin K. Brooks
 Director, Systems and Procedures
 Division of Administration and Finance
 Western Carolina University
 460I HFR Admin Bldg. | Cullowhee, NC 28723
 Phone: 828-227-3479 | Fax: (828)227-7202
 Email: rbrooks@wcu.edu | www.wcu.edu

From: expense-noreply@chrome.com [<mailto:expense-noreply@chrome.com>]
Sent: Thursday, June 22, 2017 3:32 PM
To: Robbin Brooks <rbrooks@wcu.edu>
Subject: Chrome River Expense Approval [Anita Hall]


Report ID: 0100-1851-0190

ACTION REQUIRED				Chrome River
Expense Report for		Anita Hall		
Report Name		2017 Hall Expenses Demo		
Submit Date		06/22/2017		
Expense Dates		07/05/2017 - 07/05/2017		
Total Expenses		460.17 USD		
Account Summary				Amount (USD)
170502	Controller	FUND		230.09
170505	Systems and Procedures	FUND		230.08
Pre-Approval Summary		Estimated (USD)	Submitted	Description
	Airfare	500.00	405.60	The
	Mileage	54.57	0.00	The
	Totals	554.57	405.60	
Expense Details				
07/05/2017	Mileage	FUND		27.29 USD
	170502	Controller		
	170505	FUND		27.28 USD
		Systems and Procedures		
Business Purpose: To train travelers at WCU on how to enter Expenses for reimbursement.				
Overage Rate: 0.17				
Deduction Type: deductionDefault				
Distance: 0.00				
Mileage Allowance: 200.00				
Miles/km: 102.00				
Number of Days: 2.00				
Deduction Amount: 0.00				
Units: Miles				
Rate: 0.535				
Cost Code: 271420				
Reason Assigned: Reports To				
07/05/2017	Airfare	FUND		202.80 USD
	170505	Systems and Procedures		
	170502	FUND		202.80 USD
		Controller		
Business Purpose: To train travelers at WCU on how to enter Expenses for reimbursement.				
Cost Code: 271110				
Reason Assigned: Reports To				
Receipts: View				
Financial Summary				Amount (USD)
Total Expense Report				460.17
Less Company Paid				0.00
Amount Due Employee				460.17
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="background-color: green; color: white; padding: 10px 20px; border-radius: 5px;">ACCEPT</div> <div style="background-color: red; color: white; padding: 10px 20px; border-radius: 5px;">RETURN</div> </div>				

If “Accept” is selected, the screen will be waiting for a response from the supervisor.

Reply Reply All Forward

Thu 6/22/2017 5:19 PM

 Robbin Brooks

Chrome River Expense Approval [Anita Hall]

To approve@chromefile.com

Cc Anita Hall

approve

Enter any optional NOTES in the space above this line to have them added to this expense report, then SEND this message to the Chrome River automated processing system for your action to be completed.

Report ID: 0100-1851-0190

Supervisor Approvals by Logging into Chrome River

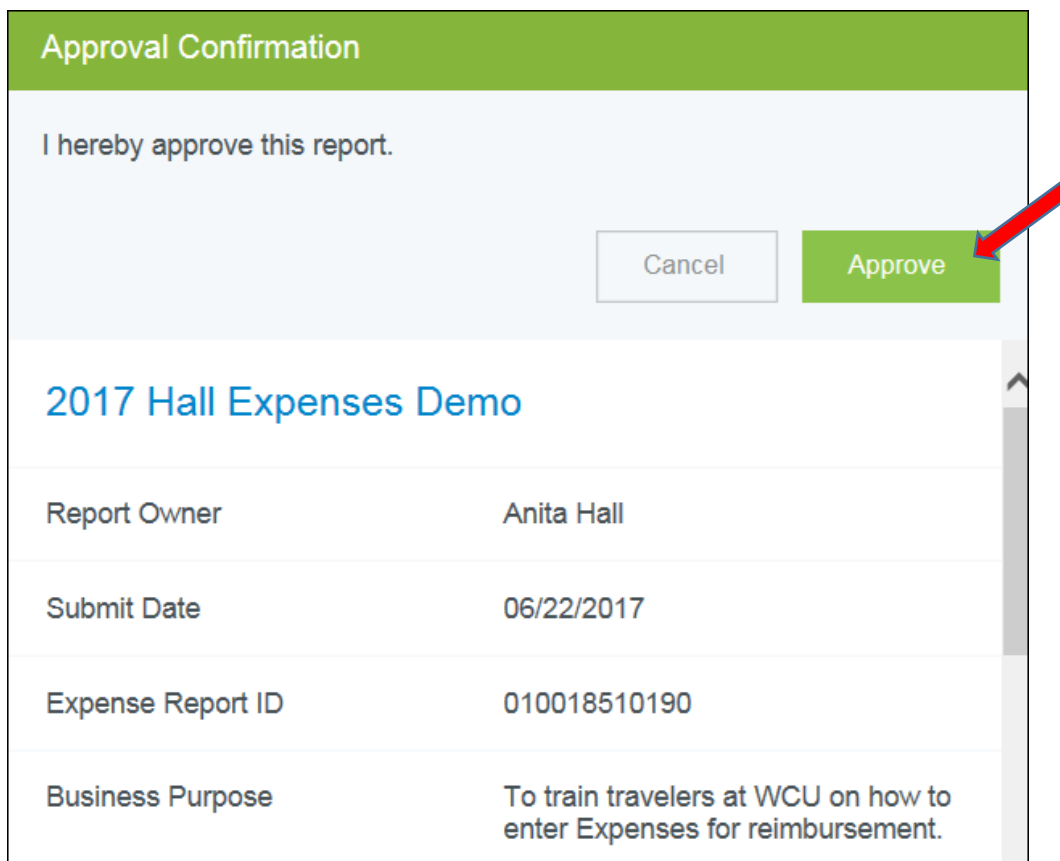
If supervisor prefers to log into Chrome River to approve, their screen will look similar to this one.

CHROMERIVER			
Approvals Needed			
Expense Reports		Pre-Approvals	
Hall, Anita	06/22/2017	460.17	✓
2017 Hall Expenses Demo			
USD			

The supervisor clicks on “Hall, Anita” and can either return or approve from this screen:

Approvals Needed		Return	Approve	...		
Expense Reports		2017 Hall Expenses Demo				
Hall, Anita	06/22/2017	460.17	✓			
2017 Hall Expenses Demo		Report Owner Anita Hall				
		Submit Date 06/22/2017				
		Expense Report ID 010018510190				
		Business Purpose To train travelers at WCU on how to enter Expenses for reimbursement.				

Once “Approve” has been selected, the supervisor can use the scroll down bar once more to view Expense Report for accuracy.



Approval Confirmation

I hereby approve this report.

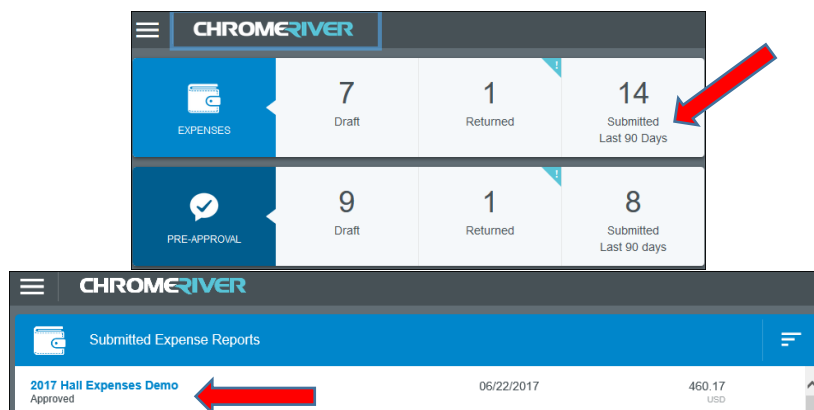
2017 Hall Expenses Demo

Report Owner	Anita Hall
Submit Date	06/22/2017
Expense Report ID	010018510190
Business Purpose	To train travelers at WCU on how to enter Expenses for reimbursement.

If “Return” is selected it is returned to you just like in the Pre-Approvals sections. (See page 15).

Checking the Status of an Expense Report

From the dashboard, click on Expenses “Submitted Last 90 Days” to view the status of the Expense Report. It will display “Pending Approval” if not yet approved, “Approved” if all routing approvals have been acknowledged, “Exported” once sent from Banner to Chrome River, or “Paid” once a check or direct deposit has occurred. Note: direct deposit may take additional time depending on your banking institution.



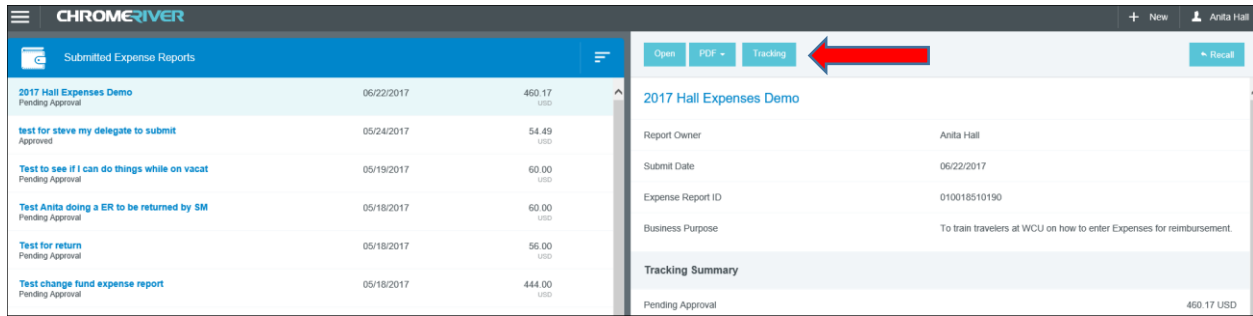
CHROMERIVER

EXPENSES	7 Draft	1 Returned	14 Submitted Last 90 Days
PRE-APPROVAL	9 Draft	1 Returned	8 Submitted Last 90 days

Submitted Expense Reports

2017 Hall Expenses Demo Approved	06/22/2017	460.17 USD
-------------------------------------	------------	---------------

By selecting the title “2017 Hall Expenses Demo”, either select “Open”, “PDF”, or “Tracking”.

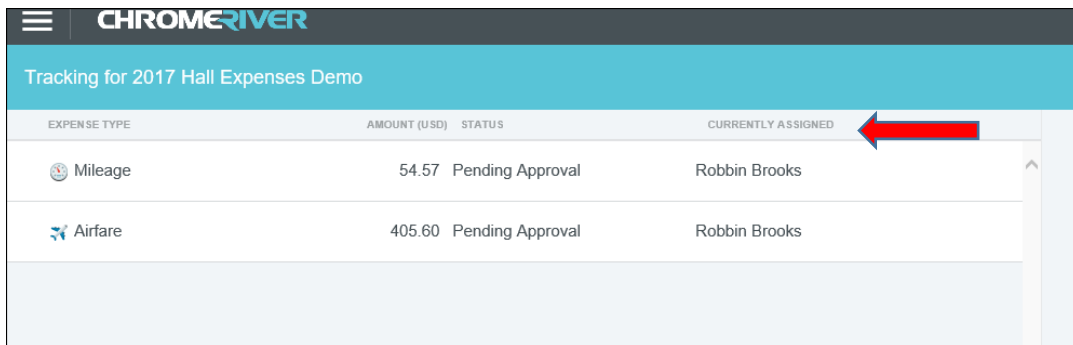


The screenshot shows the 'Submitted Expense Reports' page in the CHROMERIVER system. A list of reports is on the left, and a detailed view of the '2017 Hall Expenses Demo' report is on the right. The report header on the right has three buttons: 'Open', 'PDF', and 'Tracking'. A red arrow points to the 'Tracking' button.

Report Title	Date	Amount (USD)
2017 Hall Expenses Demo	06/22/2017	460.17
test for steve my delegate to submit	05/24/2017	54.49
Test to see if I can do things while on vacat	05/19/2017	60.00
Test Anita doing a ER to be returned by SM	05/18/2017	60.00
Test for return	05/18/2017	56.00
Test change fund expense report	05/18/2017	444.00

2017 Hall Expenses Demo	
Report Owner	Anita Hall
Submit Date	06/22/2017
Expense Report ID	010018510190
Business Purpose	To train travelers at WCU on how to enter Expenses for reimbursement.
Tracking Summary	
Pending Approval	460.17 USD

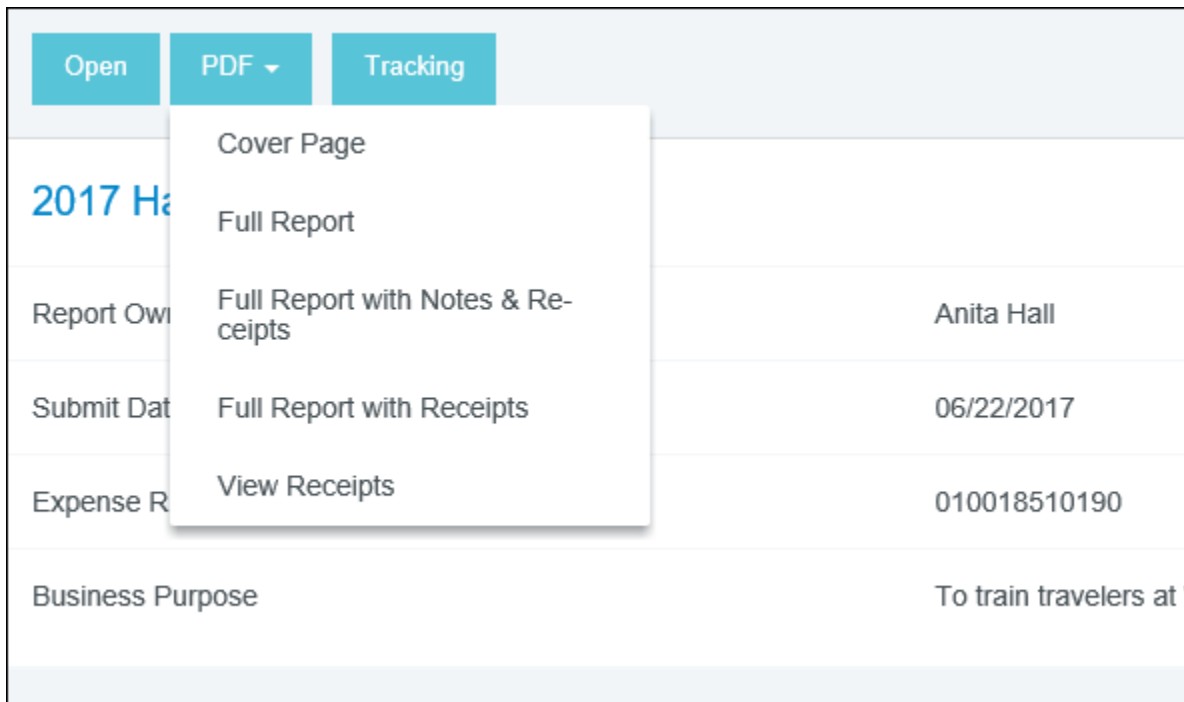
If “Tracking” is selected, you can see where it is during the approval process.



The screenshot shows the 'Tracking for 2017 Hall Expenses Demo' page. It displays a table with columns for Expense Type, Amount (USD), Status, and Currently Assigned. A red arrow points to the 'CURRENTLY ASSIGNED' column header.

EXPENSE TYPE	AMOUNT (USD)	STATUS	CURRENTLY ASSIGNED
Mileage	54.57	Pending Approval	Robbin Brooks
Airfare	405.60	Pending Approval	Robbin Brooks

If “PDF” is selected, choose which Expense Report type you need.



The screenshot shows the 'Open', 'PDF', and 'Tracking' buttons at the top. The 'PDF' button is selected, and a dropdown menu is open, showing the following options: 'Cover Page', 'Full Report', 'Full Report with Notes & Receipts', 'Full Report with Receipts', and 'View Receipts'.

2017 Hall Expenses Demo	
Report Owner	Anita Hall
Submit Date	06/22/2017
Expense Report ID	010018510190
Business Purpose	To train travelers at WCU on how to enter Expenses for reimbursement.

Once information has been processed thru Banner, type FAIVNDH (Vendor Detail History) in the GO TO box to view the detail. The “Vendor Invoice” is the last eight digits of your Expense “Report ID”. The “Invoice” column is the invoice number Banner assigns (to use later on page 35).

Once you are on the line item you want more detail about, press F3 for additional details.

35

Press CTRL Down to view additional data.

Oracle Fusion Middleware Forms Services: Open > FAIVNDH - FAIINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.6 (WCUDEV2)

Document : Q0000006 ☐ Multiple Direct Pay

Vendor: 920387733 Hall, Selma A. ☐ Vendor Hold

Commodity Information - Direct Pay/General Encumbrance FAIINVE 8.6 (WCUDEV2)

Document: Q0000006 Vendor: 920387733 Hall, Selma A.

Item: 1 of 1 ☐ Vendor Hold

Commodity: A Hall

Tax Group: NT Non-taxable

Fixed Asset Status: N Non fixed asset

	Amounts	
Approved:	460.17	
Discount:	0.00	
Additional:	0.00	
Tax:	0.00	
Net:	460.17	

-----Indicators-----

Suspense: N

Open/Paid: P

☐ Hold

Press CTRL Down to view additional data.

Oracle Fusion Middleware Forms Services: Open > FAIVNDH - FAIINVE

File Edit Options Block Item Record Query Tools Help

Invoice/Credit Memo Query FAIINVE 8.6 (WCUDEV2)

Document : Q0000006 ☐ Multiple Direct Pay

Vendor: 920387733 Hall, Selma A. ☐ Vendor Hold

Accounting Amounts FAIINVE 8.6 (WCUDEV2)

Commodity Record Count: 1 Commodity: Document Acctg Distribution

Accounting Record Count: 1 Transaction Date: 23-JUN-2017 Item: 0

Sequence: 1

COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Commit Type
W	17		170502	506100	271110	170				

Bank: ST State Treasurer-State Appropri Income Type:

	Commodity	Accounting	
Approved:	460.17	202.80	
Discount:	0.00	0.00	
Tax:	0.00	0.00	
Additional:	0.00	0.00	
Net:		202.80	

-----Indicators-----

Partial/Total Liquidation: T

NSF Override: N

Suspense: N

NSF Suspense: N

Press CTRL Down to view additional data.

The screenshot displays two overlapping Oracle Forms windows. The top window, titled "Invoice/Credit Memo Query FAIINVE 8.6 (WCUDEV2)", contains fields for "Document" (Q0000006), "Vendor" (920387733 Hall, Selma A.), and a "Direct Pay" checkbox. The bottom window, titled "Balancing/Completion FAIINVE 8.6 (WCUDEV2)", shows a table with columns: Input, Exchange Rate, Converted, Header, Commodity, Accounting, and Status. The "Input" field is set to 460.17, and the "Converted" field is 0.00. The "Header" row shows 460.17, and the "Status" column shows "BALANCED". Below the table, there are checkboxes for "Complete" (checked) and "Approved" (checked).

	Input	Exchange Rate	Converted
Amount:	460.17		0.00

	Header	Commodity	Accounting	Status
Approved:	460.17	460.17	460.17	BALANCED
Discount:	0.00	0.00	0.00	BALANCED
Tax:	0.00	0.00	0.00	BALANCED
Additional:	0.00	0.00	0.00	BALANCED

Complete: ☒ Approved: ☒

In Banner, type in the GO TO box FOIDDOCH, then INV for Document Type, then the "Invoice" number from page 34 and press CTRL PgDn to find the check number.

The screenshot displays the "Document History FOIDDOCH 8.8.0.6 (WCUDEV2)" window. It features a "Document Type" dropdown set to "INV" and a "Document Code" field with the value "Q0000006". Below these are several tables for different document types, each with a "Status" column. The "Invoice" table shows the document code "Q0000006" and a status of "P". The "Check" table shows the check number "01113210". Other tables include Requisition, Bid, Purchase Order, Issues, Return, Receiver, Asset Tag, and Asset Adjustment Status.

Document Type	Status
Requisition	
Bid	
Purchase Order	
Issues	
Invoice	P
Check	
Return	
Receiver	
Asset Tag	
Asset Adjustment Status	

[illegible]

To tell if an item has been paid from the dashboard, select “Submitted Last 90 Days” and see if it shows “Paid”.

Submitted Expense Reports		
2017 Hall Expenses Demo	06/22/2017	460.17
Paid		USD

38

Open
PDF
Tracking

2017 Hall Expenses Demo

Report Owner	Anita Hall
Submit Date	06/22/2017
Expense Report ID	010018510190
Business Purpose	To train travelers at WCU on how to enter Expenses for reimbursement.

Prior Approvers

APPROVER	DATE
Robbin Brooks	06/22/2017
Steven Marr	06/23/2017

Tracking Summary

Paid	460.17 USD
------	------------

Payment Data

DATE	BANK ID	CHECK #	AMOUNT (USD)
06/23/2017		#01113210	460.17

Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	460.17	460.17
Less Cardholder Responsibility	0.00	0.00
Less University Paid Expenses	0.00	0.00
Less University Paid Personal Expenses	0.00	0.00
Less Personal Expenses	0.00	0.00
Amount Due Employee	460.17	0.00
Total Expenses For Approval	0.00	0.00

Applied Pre-Approval Report

DATE	REPORT NAME	AMT (USD)
06/19/2017	2017 Hall Pre-Approval Demo	460.17



Remaining Balance	94.40
--------------------------	--------------


Expense Summary

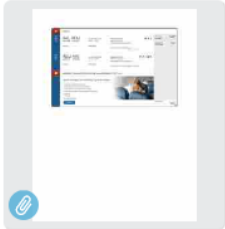

	AMOUNT (USD)	APPROVED (USD)
Airfare	405.60	405.60
Mileage	54.57	54.57
Totals	460.17	460.17

Account Summary

	AMOUNT (USD)	APPROVED (USD)
170502 Controller FUND	230.09	230.09
170505 Systems and Procedures FUND	230.08	230.08
Totals	460.17	460.17

Attachments (1)  

 Drag image here to upload
 Upload Attachments

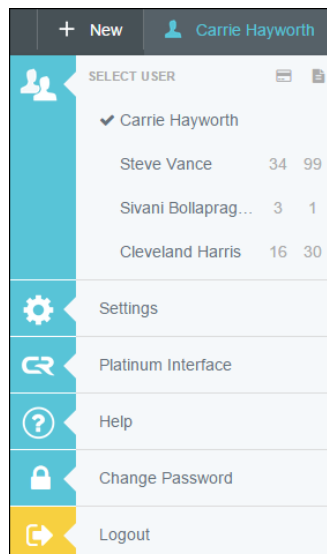



Assigning Delegates

Chrome River offers two types of delegation to allow users to create and approve expense reports for each other. The two types are Delegate and Approval Delegate (see page 42 for Approval Delegate).

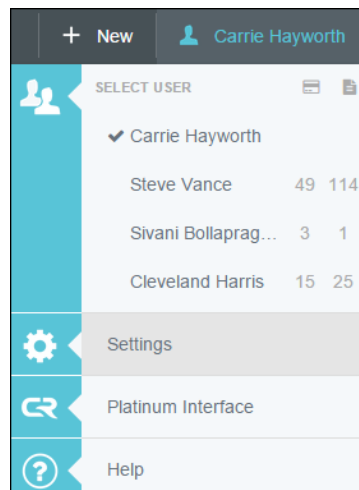
- **Delegate:** Create expense reports for another user and access his or her Settings menu, Home screen and Inquiry Reports. You will receive copies of any e-mail notifications regarding approval, rejection or adjustment of reports created for the user. However, you will not be able to approve expenses that are routed to the user.

When other users have authorized you to work as their delegate, you will see their names under your name when you tap it in the upper right hand corner.

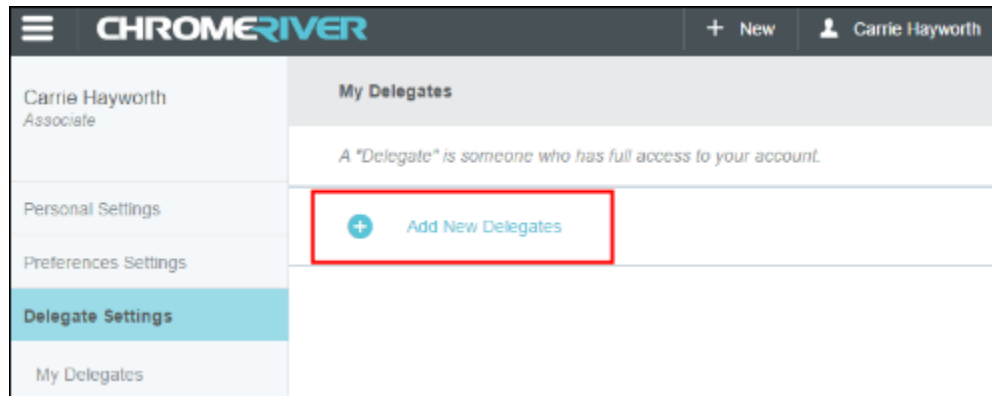


To the right of each user's name you will see the total number of their unused expense transactions and the total number of their un-submitted reports. You will not see these totals next to your own user name.

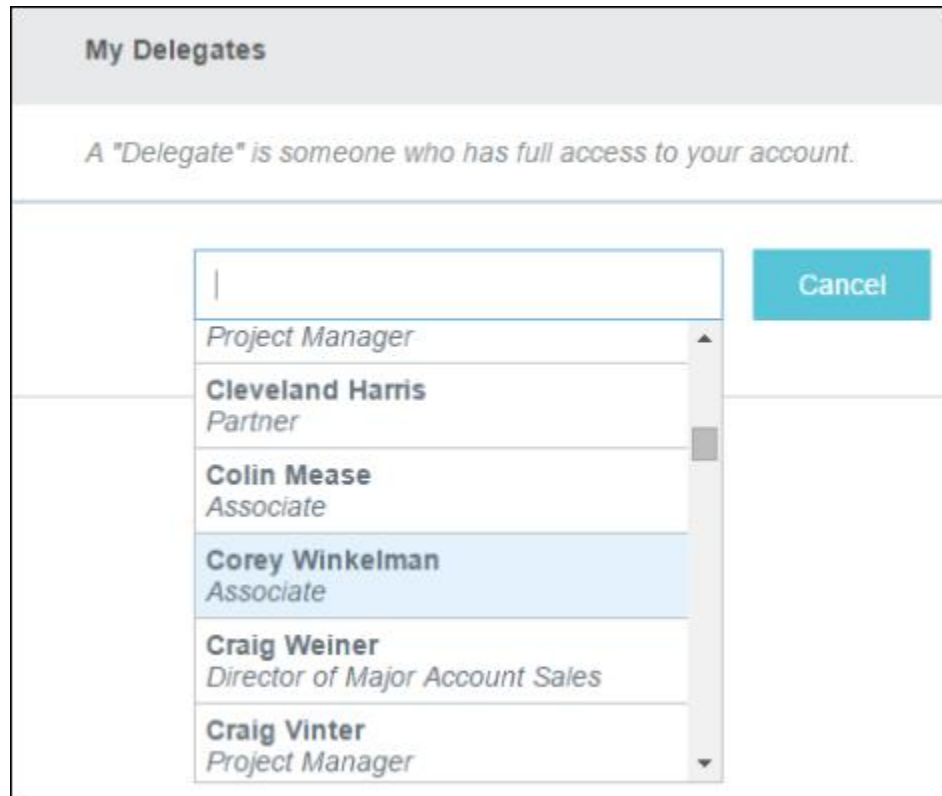
To add a user who is allowed to work as your delegate, tap your name in the upper right corner, then tap **SETTINGS**.



Tap **DELEGATE SETTINGS**, then tap **ADD NEW DELEGATES**.



Drag the slider to scroll through the list of potential delegates or start entering the user's name to jump down the list.

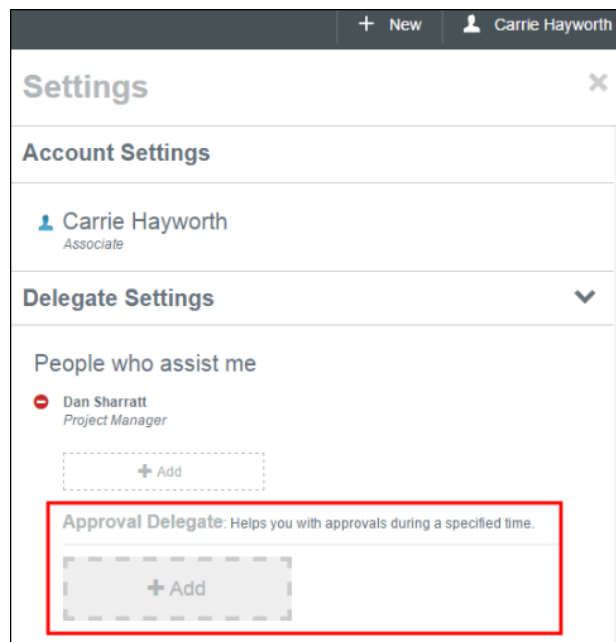


Now that user will be able to select you from his or her own delegation list and create expenses on your behalf.

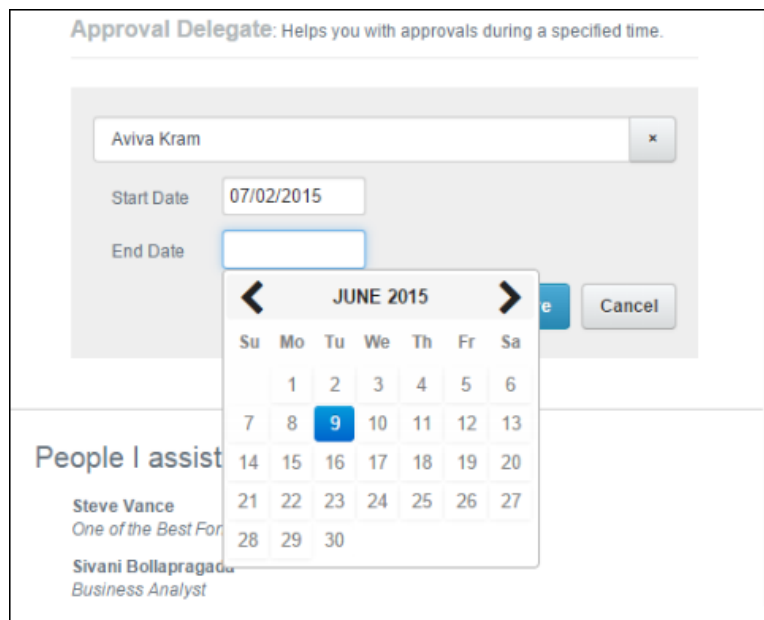
Assigning an Approval Delegation

- **Approval Delegate:** Temporarily approve expenses and pre-approvals for another user – for example, when he or she is on vacation – via email. You will not be able to access the user's Approval screen.

If you need to have another user temporarily approve expenses on your behalf, tap your name in the upper right corner, then tap **SETTINGS**. In Delegate Settings, under Approval Delegate, tap **+ADD**.



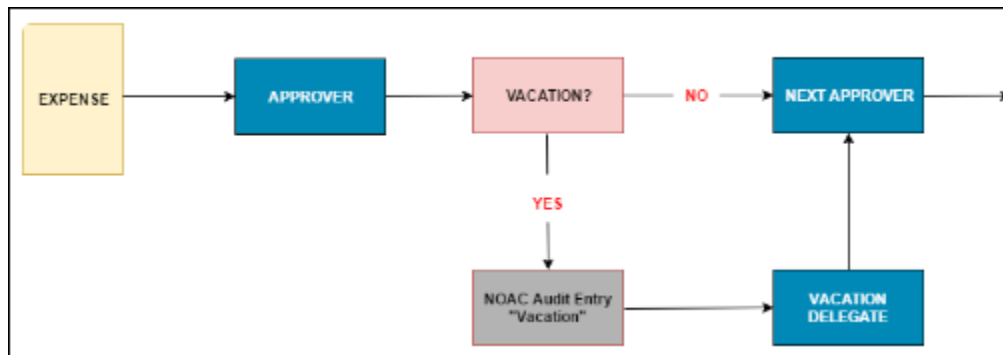
You will be able to choose the approval delegate from a searchable list and set the Start and End dates for the authorization to approve expenses on your behalf.



The delegate's name will appear with the range of dates during which he or she may approve expenses on your behalf. You may only have one approval delegate working for you at a time.

Chrome River will send an email to the approval delegate describing the routing changes that will occur during this period. All expenses and pre-approvals assigned to you will automatically queue up for the delegate to approve. Regular approval emails will also be sent to the delegate.

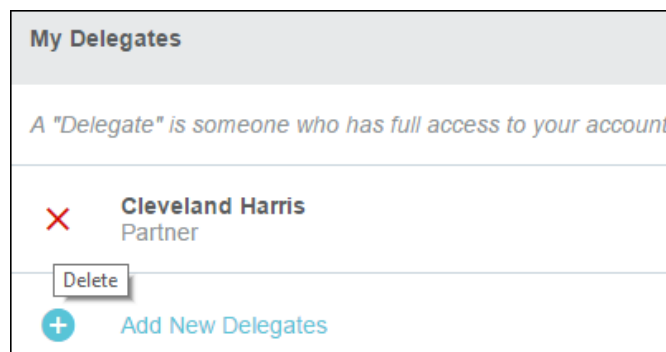
The routing process for expense reporting is in effect between the start and end date you assigned to your approval delegate. These rules route all reports and pre-approvals from you to your approval delegate. These routing steps are recorded in the tracking center as a no-action assignment (NOAC) and reports are tagged with a label before moving to the delegate's approval queue. The approval delegate can then approve or return items according to normal approval rules.




At the end of the period you specified, the system will automatically de-authorize your approval delegate, and the approval process will return to default status. However, all reports and pre-approvals that were routed during that period remain in the approval delegate's approval queue for further action.


Removing a Delegate or Approval Delegate

To revoke a user's ability to act as your delegate, tap the X next to his or her name in the My Delegates list.



Inquiry Reports

 **CHROMERIVER**

 Inquiry

All

My Expense Reports
Listing of your expense reports created within a specified date range. Sorted by: Create Date, Name, and Amount.

My Expense Items
Listing of your itemized expenses within a specified date range. Sorted by: Transaction Date, Expense Type, and Amount.

My Expense Calendar
Listing of expenses

My Firm Paid Items
Expenses that are marked as firm paid

My Expense Approval Items
Expenses in approval process with each line item's allocation information

My Paid Invoices
List invoices where you (delegated user) are the Requester of the invoice and the invoice has been fully or partially paid.

My Paid Expenses
My Paid Expenses

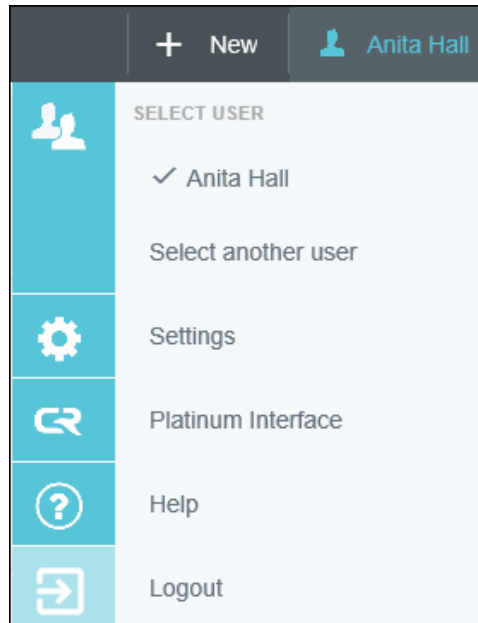
Cash Advance
Cash advance details

My Pre-Approval Approvals
Pre-Approvals in approval process.

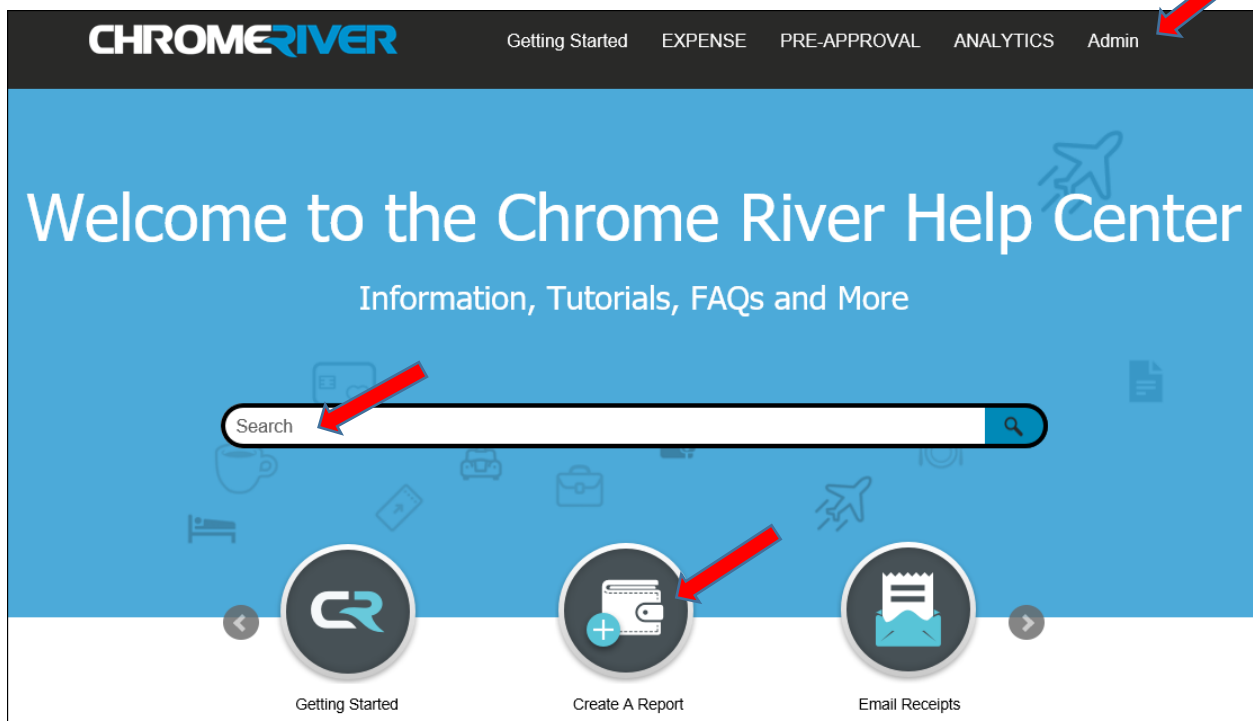
My Expense Pre-Approvals
List of your Pre-Approvals.

Additional Help


In Chrome River, access Help by clicking on your name in the upper right hand corner of the screen and selecting **Help**.



From this screen, you have access to information, tutorials, FAQs and more. Click on the headings, key information needed into the search box, or by selecting the Getting Started, Create a Report, Email Receipts, and Approve Expenses.



Quick Guide for Pre-Approvals

- Log into Chrome River by typing “travel.wcu.edu” in a browser.
- The dashboard will appear.
- Select “+NEW” and then select New Pre-Approval Report.
- Key in Report Name (**Please name all reports starting with the four-digit year and then the first four letters of your last name and the name of the event (i.e.; 2017 Hall UNC System & Finance Conference).**)
- Key in the Start/End Date, Business Purpose, Report Type, Trip Type, City, State, and Country.
- Use the scroll bar if needed to scroll down to key in the Allocation (Fund Number).
- Click on the  to add expenses to the Pre-Approval report.
- Select the appropriate tile needed.
- Add Attachments, if any at this point. **Receipts required for:** airfare, baggage fee, change ticket fee, internet, car rental, vehicle fuel, parking, public transportation, taxi/shuttle, toll, train, business meals, alcohol, student group meals, tickets, tour/tour guides, passport fees, foreign transaction fees, other travel expenses, registration fees, entry fees, registration college fair, hotel lodging, hotel parking, hotel internet, and hotel other.
Other forms, if apply: Travel Advance, Blanket Travel, International Travel Policy 100.
- After entering each tile and adding the attachments, if any, you must select “Save” each time before selecting another tile.
- Review Pre-Approval and if all is okay, click Submit.
- Can check status of Pre-Approval from dashboard, by clicking on “Submitted Last 90 Days”.
- Order of Approval Process:

	Traveler	Accountable Officer and Immediate Supervisor	Admin. Next in Line/Dean	Vice Chancellor/ Chief of Staff	Chancellor
Vicinity, no excess	X	X			
In-state/Out-of-state, no excess	X	X			
* In-state/Out-of-state, excess < 200% of standard lodging rate	X	X	X		
In-state/Out-of-state, excess > 200% of standard lodging rate	X	X	X	X	
Expenses for attendants of handicapped employees	X	X	X	X	
Travel Agent Fees > \$100	X	X	X	X	
Use of privately owned or chartered aircraft	X	X	X	X	X
Out-of-country	X	X	X	X	

	In State	Out-of-State
Breakfast	\$ 8.40	\$ 8.40
Lunch	11.00	11.00
Dinner	18.90	21.60
Lodging (actual up to)	71.20	84.10
Total	\$109.50	\$125.10

Quick Guide for Expense Reports

- Log into Chrome River by typing “travel.wcu.edu” in a browser.
- The dashboard will appear.
- Select “+NEW” and then select New Expense Report.
- Key in Report Name (**Please name all reports starting with the four-digit year and then the first four letters of your last name and the name of the event (i.e.; 2017 Hall UNC System & Finance Conference).**)
- Key in the Report Type, Trip Type, Country, State, City, and Start/End Date of trip.
- Select the appropriate tile needed.
- Add Attachments, if any. **Receipts required for:** airfare, baggage fee, change ticket fee, internet, car rental, vehicle fuel, parking, public transportation, taxi/shuttle, toll, train, business meals, alcohol, student group meals, tickets, tour/tour guides, passport fees, foreign transaction fees, other travel expenses, registration fees, entry fees, registration college fair, hotel lodging, hotel parking, hotel internet, and hotel other.
- **Other forms, if apply:** Travel Advance, Blanket Travel, International Travel Policy 100.
- After entering each tile and Adding the attachments you must select “Save” each time before selecting another tile.
- Review Expense Report and if all is okay, click Submit.
- Can check status of Expense Report from dashboard, by clicking on “Submitted Last 90 Days”.

Here are a few helpful hints to get familiar with the dashboard in Chrome River.

- ➡ This is the menu bar to select available reports.
- ➡ Click on “Chrome River” from any other screen to bring you back to the dashboard.
- ➡ To enter an expense report or preapproval report click on “+ New”.
- ➡ This shows you are logged into Chrome River. Click on your name to bring up other options.
- ➡ This shows items needing your approval (if required).
- ➡ This shows the Expenses being worked on, returned, and submitted for approval.
- ➡ This shows the Pre-Approvals being worked on, returned, and submitted for approval.
- ➡ This shows contact information and helpful links.

The screenshot shows the Chrome River dashboard interface. The top navigation bar includes a menu icon, the 'CHROMERIVER' logo, a '+ New' button, and a user profile icon labeled 'Andia Hall'. The main content area is divided into several sections:

- APPROVALS:** A section with a checkmark icon, showing 'Approvals Needed' (4 Expense Reports) and 'Pre-Approvals' (0).
- EXPENSES:** A section with a wallet icon, showing counts for 'Draft' (23), 'Returned' (0), and 'Submitted Last 90 Days' (31).
- PRE-APPROVAL:** A section with a checkmark icon, showing counts for 'Draft' (0), 'Returned' (0), and 'Submitted Last 90 days' (8).
- CONTACT:** A section with the Western Carolina University logo and contact information for Accounts Payable Support, Credit Card Support, and Accounts Payable Manager.
- NOTICES:** A section with updates and reminders, including 'UPDATE: New Expense Policy Limits' and 'REMEMBER: Emailing Receipts to Your Account'.
- HELP:** A section with a link to the 'Full HELP' available throughout the application.

Numbered callouts (1-8) point to specific elements: 1 points to the menu bar, 2 points to the 'Chrome River' logo, 3 points to the '+ New' button, 4 points to the user profile icon, 5 points to the 'APPROVALS' section, 6 points to the 'EXPENSES' section, 7 points to the 'PRE-APPROVAL' section, and 8 points to the 'CONTACT' section.

Time Conversation Chart

Military Time	Regular Time		Military Time	Regular Time
0:30	12:30 AM		1230	12:30 PM
100	1:00 AM		1300	1:00 PM
130	1:30 AM		1330	1:30 PM
200	2:00 AM		1400	2:00 PM
230	2:30 AM		1430	2:30 PM
300	3:00 AM		1500	3:00 PM
330	3:30 AM		1530	3:30 PM
400	4:00 AM		1600	4:00 PM
430	4:30 AM		1630	4:30 PM
500	5:00 AM		1700	5:00 PM
530	5:30 AM		1730	5:30 PM
600	6:00 AM		1800	6:00 PM
630	6:30 AM		1830	6:30 PM
700	7:00 AM		1900	7:00 PM
730	7:30 AM		1930	7:30 PM
800	8:00 AM		2000	8:00 PM
830	8:30 AM		2030	8:30 PM
900	9:00 AM		2100	9:00 PM
930	9:30 AM		2130	9:30 PM
1000	10:00 AM		2200	10:00 PM
1030	10:30 AM		2230	10:30 PM
1100	11:00 AM		2300	11:00 PM
1130	11:30 AM		2330	11:30 PM
1200	Noon		00:00 or 24:00	Midnight

