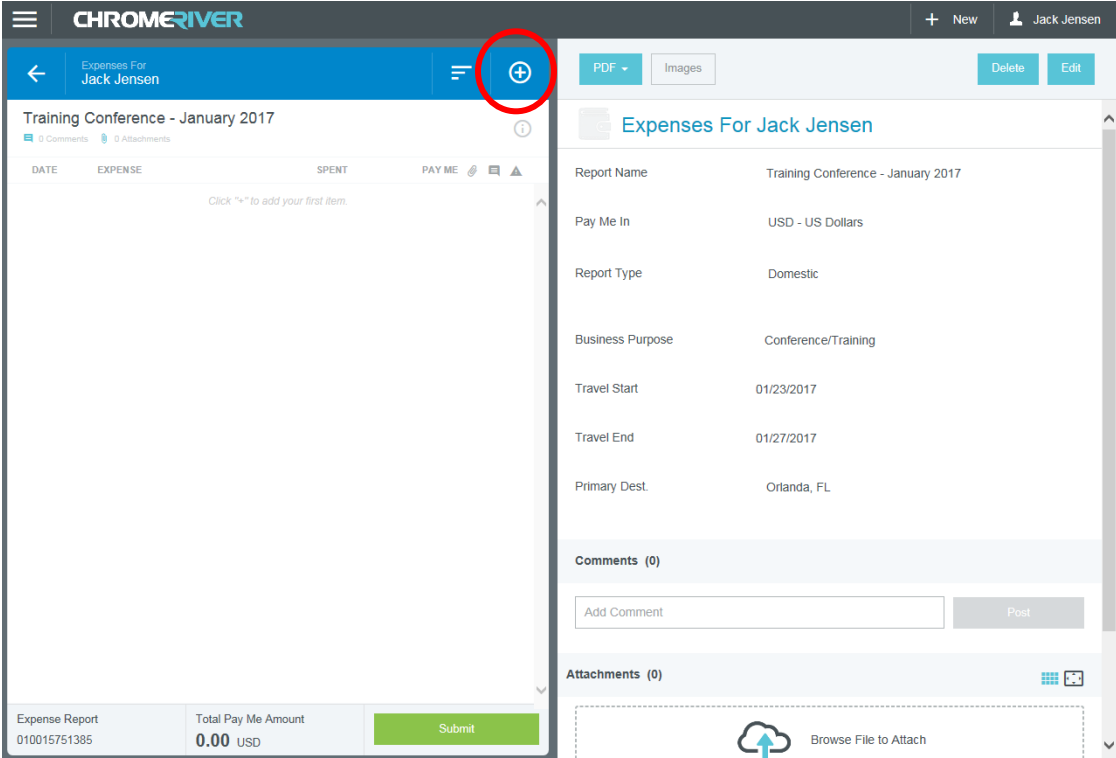
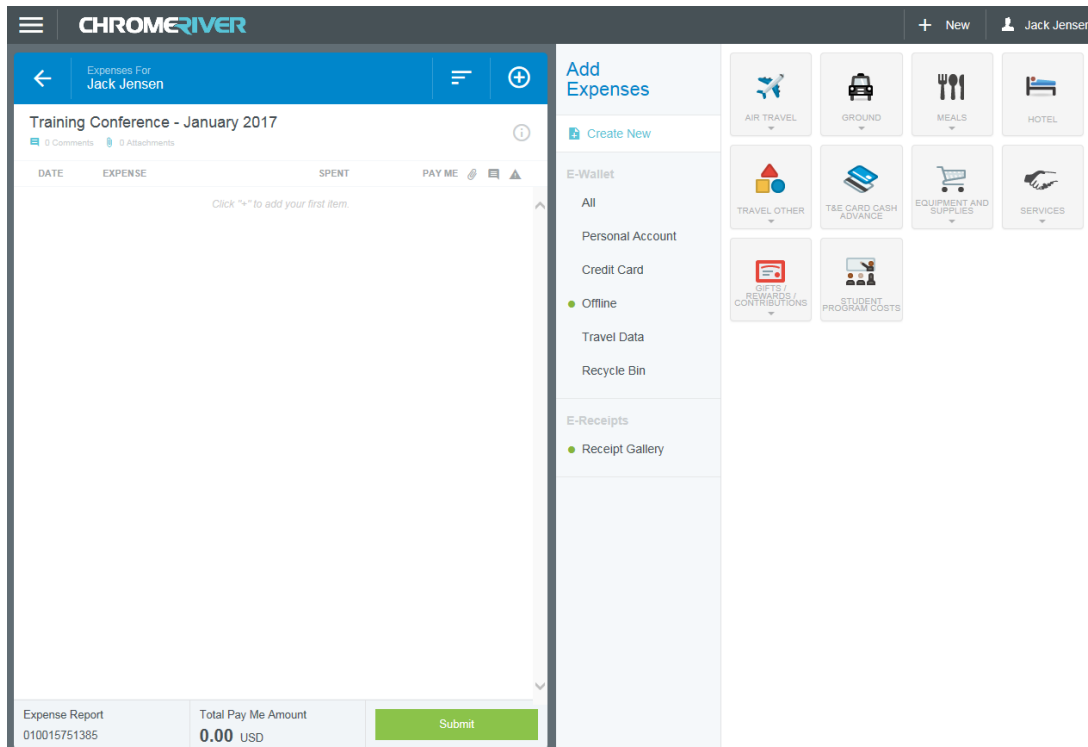


Add Expenses

- 1. Tap the **+BUTTON** to add your first expense to the report.



The **Add Expenses** screen will slide in from the right. It offers you several types of expenses, plus access to deleted items in the Recycle Bin and email memo expenses in your Receipt Gallery

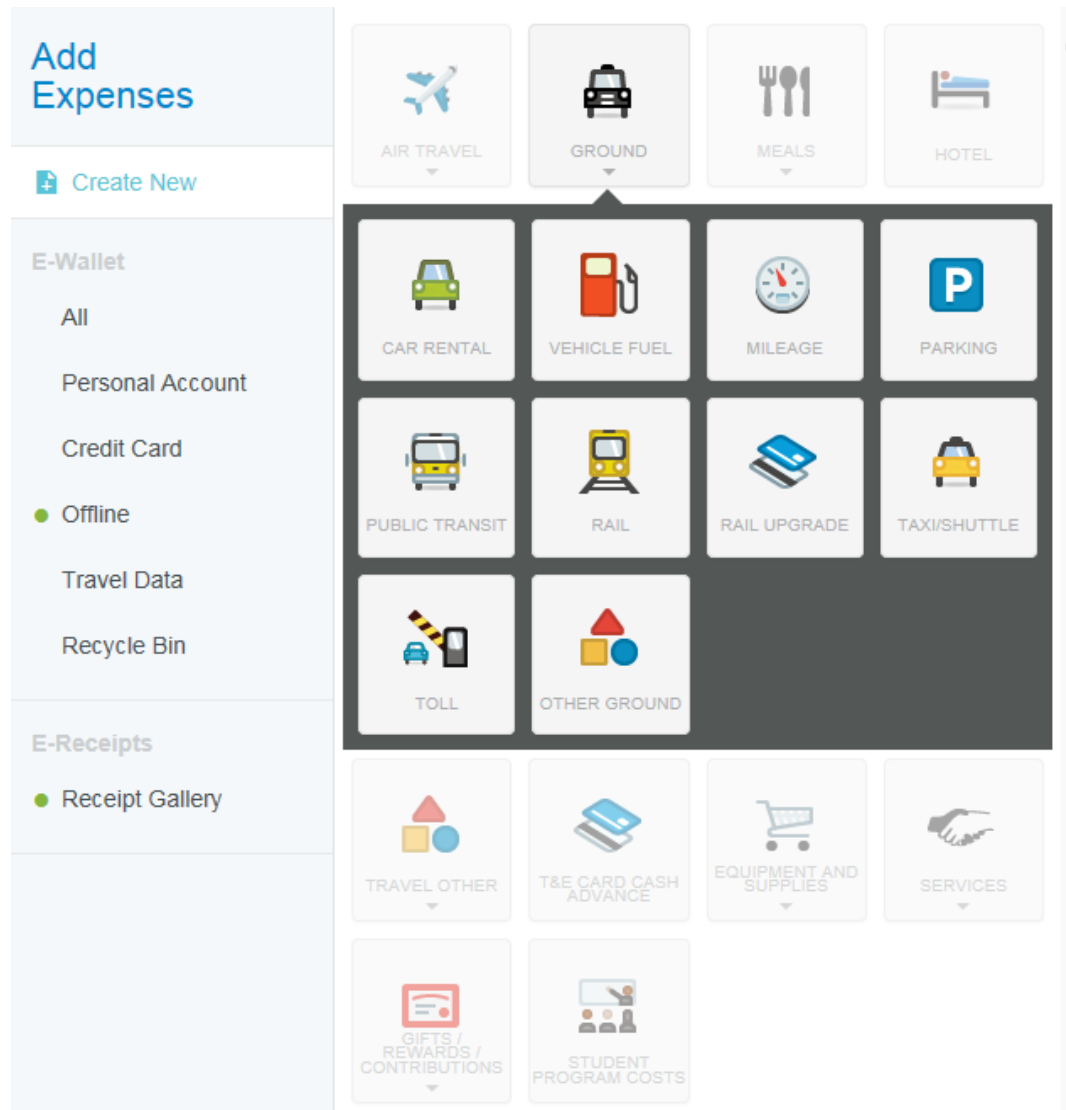


A green dot next to an expense category in the E-Wallet or the Receipt Gallery indicates that there are unused items or receipts available.

CREATE NEW EXPENSES

Unlike Travel and Expense Card expenses that are automatically imported into Chrome River, direct expenses are those you enter manually into your report using the interface. The tiles represent expense categories, some of which have subcategories, as indicated by the small down arrow.

Tap a tile to display its subcategories. Tap it again to hide the subcategories.



There are four basic types of direct expenses.

- **Standard Expense Entry:** This is the basic format for the majority of expenses, including airfare, taxi and parking. The screen will prompt you for such information as date, amount, description and allocation. For more information on allocations, see the Allocations section of this training.

Cancel

Save



Airfare

Date

Spent

Description Optional

Air Upgrades should be itemized on the Air Upgrade tile.

Air Class

Airline

Includes a companion

Did the companion have a bona fide business purpose? Optional

FM Work Order # Optional

Receipt must show class, price, and destinations.

Company Paid

Personal Charge

Allocation

Guest Expense Entry: Certain expenses, like business meals, will have an additional section at the bottom where you can identify any internal or external guests. For more information on adding guests, see the Guest Selector section of this training. **Note:** The system will assume the expense owner is one of the attendees and add him or her automatically.

Cancel

Save



Business Travel

Date

01/04/2017



Spent

0.00



USD

Description

Optional

Merchant

Meal

-- Select --



Number of Guests

0

Includes Alcohol

Includes a companion

Did the companion have a
bona fide business purpose?

Optional

-- Select --



If you spend more than 2x the meal allowance, this expense will route for additional approval.

FM Work Order #

Optional

Company Paid

Personal Charge

Allocation

Search for Allocation



+ Add Allocation


If the number of guests was 10 or less, use the Guest Picker below to list all guests. If more than 10, use the description field to list the total number of guests and their affiliations.


Guests

Internal	x	Jack Jensen <i>University of Virginia</i>	100 %	0.00
			100 %	0.00

+ Add Guests

Attachments (0)  

 Browse File to Attach

- **Hotel Expense Entry:** Once you fill in the needed hotel expense information, you must click the Itemize button  to itemize your hotel bill. The below screen will slide in from the right. This screen provides wizard-style functionality to allow you to itemize a hotel bill into its various expense types and reconcile the total hotel bill with the detailed entries. For more information on adding a hotel expense entry, see the Hotel Expense Entry section of this training.

The screenshot displays the CHROME RIVER mobile application interface. At the top, the user is logged in as Jack Jensen. The main screen shows an expense report for 'Expenses For Jack Jensen' titled 'Training Conference - January 2017'. The report contains one entry: a 'Hotel' expense on 'Wed 01/04/2017' for 500.00 USD. The total amount is 500.00 USD, and the remaining amount is also 500.00 USD. The interface includes a navigation menu, a header with the user's name, and a bottom bar with a 'Submit' button.

DATE	EXPENSE	SPENT	PAY ME
Wed 01/04/2017	Hotel	500.00 USD	0.00

Expense Report
010015751385

Total Pay Me Amount
500.00 USD

Submit

- **Travel and Expense Card Expense Entry:** For complete details on adding Travel and Expense Card expenses to your report, see the Credit Card Items section of this training.