

Create New Report

1. From the Dashboard, tap the **+New** button in the upper right corner.

	Approvals Needed			
APPROVALS	3 Expense Reports	0 Returned	1 Submitted Last 90 Days	CONTACT CON
				The new expense policy, which is available online the HELP section below, has a new limits on Artine Cub memberships. PREMNERF: Emailing Receipts to Your Account You have an option bemail any receipt begrepsensemb@thrometwer.com. Please mate sure to send the email from the email account that is registered onlines to the system can exceptible and store the receipt in your account. The receipt will then be available within your Receipt Galley. HEELP Full HELP is available throughout the application in the Chrome River Help Center. • Quick Start: Creating a New Expense Report • Quick Start: Expense & Invoice Approvals

2. The Expense Entry Screen will appear.

	🕂 New 💄 Jack Jensen			
Expenses For Jack Jensen	= ⊕		Cancel Save	
Comments 🔋 0 Attachments	()	Expenses For Jack Jensen		
DATE EXPENSE SPENT Click "+" to add your first item.	PAY ME 🔗 🗐 🔺	Report Name	1	
		Pay Me In	USD - US Dollars	
		Report Type	- Select 🔻	
		If this is a travel related report, before saving.	please make sure you have completed the four fields below	
		Business Purpose Optional	- Select	
		Travel Start Optional		
		Travel End Optional		
		Primary Dest.		
	Ų			
Expense Report Total Pay Me Amount 0.00 USD	Submit			

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 expense creator, which is used in tracking and inquiry to help identify expenses. If a name is not entered, the default name will be "Expenses on [Date] [Time]."
- **Pay Me In:** This field is set for USD US Dollars. You are not able to change this field.
- **Report Type:** You are required to select a type of report Domestic travel, International travel, or NonTravel.
- 3. If it is a travel related report, you are required to fill out the next 4 fields:
- **Business Purpose:** Clicking in the field will produce a dropdown menu. Choose the most appropriate business purpose from the list of choices.
- **Travel Start:** You are required to enter your travel start date. Even though the field says "optional", you will need to enter a start date before your report can be submitted.
- **Travel End:** You are required to enter your travel end date. Even though the field says "optional", you will need to enter a start date before your report can be submitted.
- **Primary Destination:** You are required to enter your primary travel destination.
- 4. Once you have filled out the required fields, tap **Save**. If you are using a smaller screen, you will be returned to the report page.