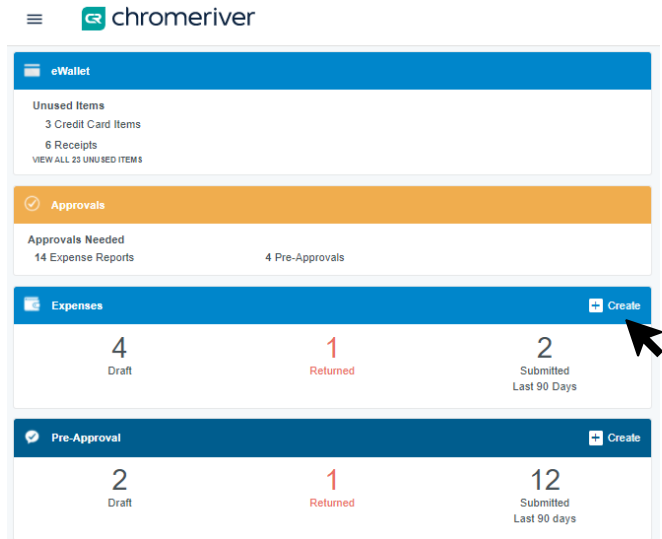



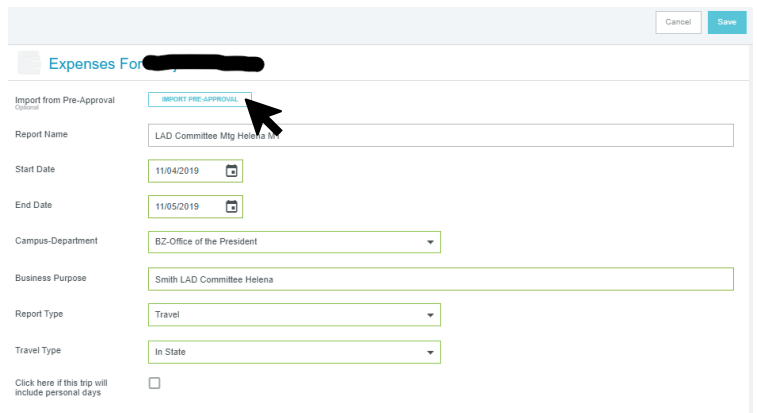
Initial Steps & Header Info

1. Locate a link to Chrome River and login with your NetID and password
 - a. Right Here: <https://app.ca1.chromeriver.com/login/sso/saml?CompanyID=montana.edu>
 - b. Link also found at MSU Chrome River Website <https://www.montana.edu/chromeriver>
2. From the MSU Chrome River Dashboard/landing page, click **Create** in upper right corner of the Expenses notification bar.

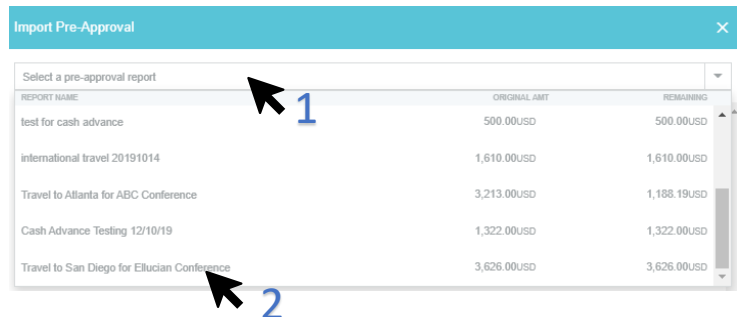


 Pre-Approvals are required to be attached to all out-of-state and international travel expense reports. Pre-Approvals are also required to receive a cash advance or to request actual cost lodging (including in-state). If you have a fully approved Pre-Approval in the system, see CR Help Guide for “Create Travel Expense Report (Pre-Approval Import).”

3. Click the **Import Pre-Approval** button.

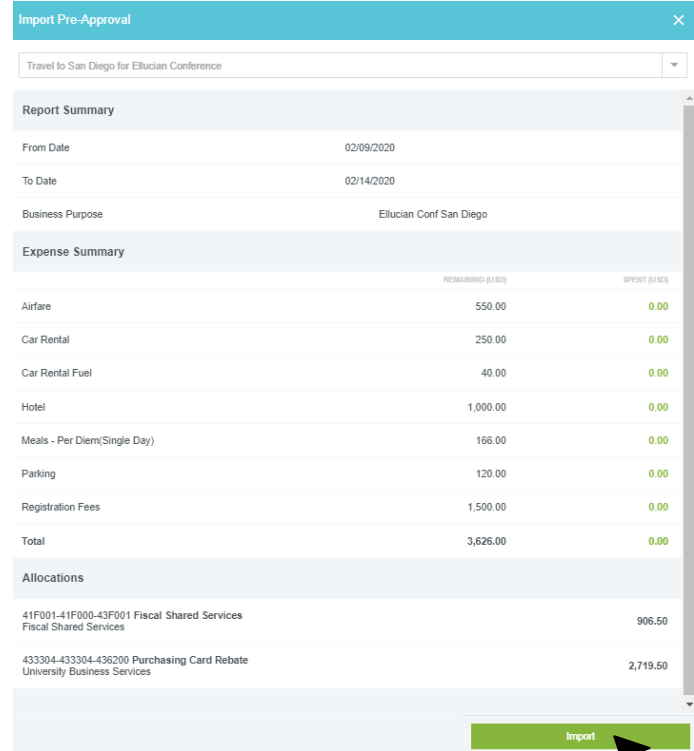


4. Click the “Select a pre-approval report” dropdown menu (1) and select the desired pre-approval from the list (2)



Create a Travel Expense Report with Pre-Approval Import

- Once a pre-approval report is selected, a summary of the pre-approval will be displayed. Click the **Import** button.



Expense Summary		
	REMAINING (USD)	SPENT (USD)
Airfare	550.00	0.00
Car Rental	250.00	0.00
Car Rental Fuel	40.00	0.00
Hotel	1,000.00	0.00
Meals - Per Diem(Single Day)	166.00	0.00
Parking	120.00	0.00
Registration Fees	1,500.00	0.00
Total	3,626.00	0.00

Allocations	
41F001-41F000-43F001 Fiscal Shared Services Fiscal Shared Services	906.50
433304-433304-436200 Purchasing Card Rebate University Business Services	2,719.50

- Once you click **Import**, all the pre-approval's line-item data will be added to the expense report.
- Enter remaining Header data:

Report Type: Select Travel

Traveler(s) Name(s): Enter all travelers who are included in this expense report (i.e. if this p-card holder bought plane tickets for another traveler both names should be entered here).

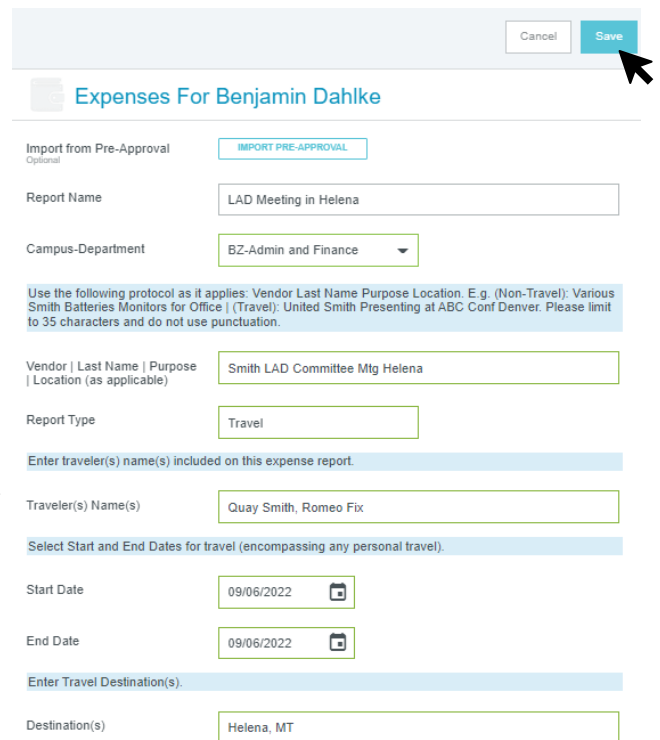
Start Date: Actual departure date

End Date: Actual return date

Destination(s): Include all destinations; City and State or Country

Click here if this trip will include personal days: Leave the box blank if there will not be personal time included in this travel event. Check the box if there will be personal time included and select dates in the pop-in fields as applicable.

- Click **Save** in top right corner of the screen to continue.

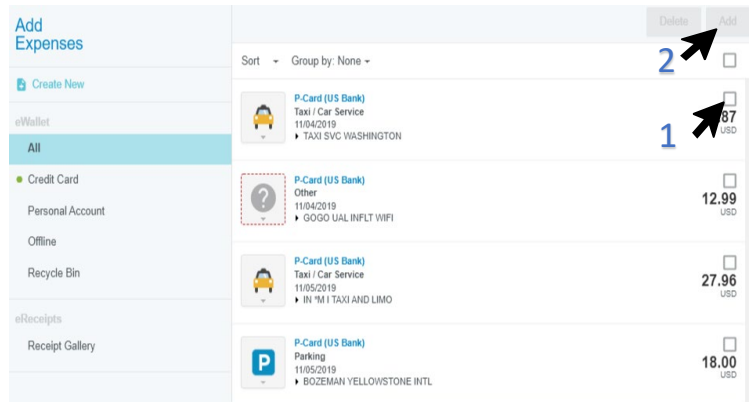


Add/Report Expenses Prior to Travel

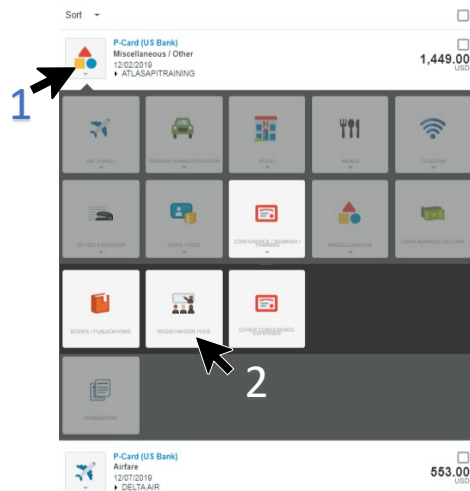
Most often, travelers will complete a pre-approval report and subsequently make trip-related purchases weeks to months in advance of the travel. For example, a traveler may complete a pre-approval in February for trip in June. After the pre-approval is fully approved in Chrome River, the traveler purchases a plane ticket and pays for the conference registration in March. Those transactions are required to be processed in a Travel Expense report in March.

In many cases, travelers will complete a travel expense report (or reports) prior to the trip, and one immediately upon completing the trip. Chrome River makes this easy!

9. After clicking Save on previous step, the Add Expenses screen will appear on the right side of the screen and will show any unprocessed P-Card transactions in your eWallet. Select the transactions that are associated with this travel event (1) and click **Add** (2) to add them to the Expense Report.



Note: At step 9 or 10, you may select or change the expense type by selecting the tile you wish to change (1), and then the correct tile in the subsequent pop up (2).




10. Complete the Expense Tile Form.

Date/Spent: Auto-filled, includes any tip charged to card, as applicable.

Travel Type: Select appropriate location/type of expense: In State, Out of State, International, or Non-Employee

Vendor | Last Name | Purpose | Location: This field will default with the information entered on the report header but can be modified on any of the expense forms. Follow instructions in the blue note above the field to concisely describe the expense.

 Only the first 35 characters of this field transfer to the system of record. If you need additional characters to describe the expense, please use the Description field.

Description: Provide any additional info about this expense. This field is optional for most expense types.

Activity Code: (Optional/not common) If there is an associated activity code for this travel event, check the box and select the appropriate code from the dropdown menu. Place the cursor in the Activity Code field and type to search for appropriate code. You may search by code or keyword.

Allocation: Field is pre-populated with index info from pre-approval. If you need to modify the funding index(es) for this specific expense, do so at this time. Place the cursor in the Search for Allocation field and type to search for appropriate funding index. You may search by index number or keyword. Example: type "LRES" to see all indices with LRES in the title/description. If you need to add an additional index for a split allocation, click the + Add Allocation link.

Downloaded Details: If desired, click the gray bar labeled "P-Card (US Bank)" to reveal transaction details.

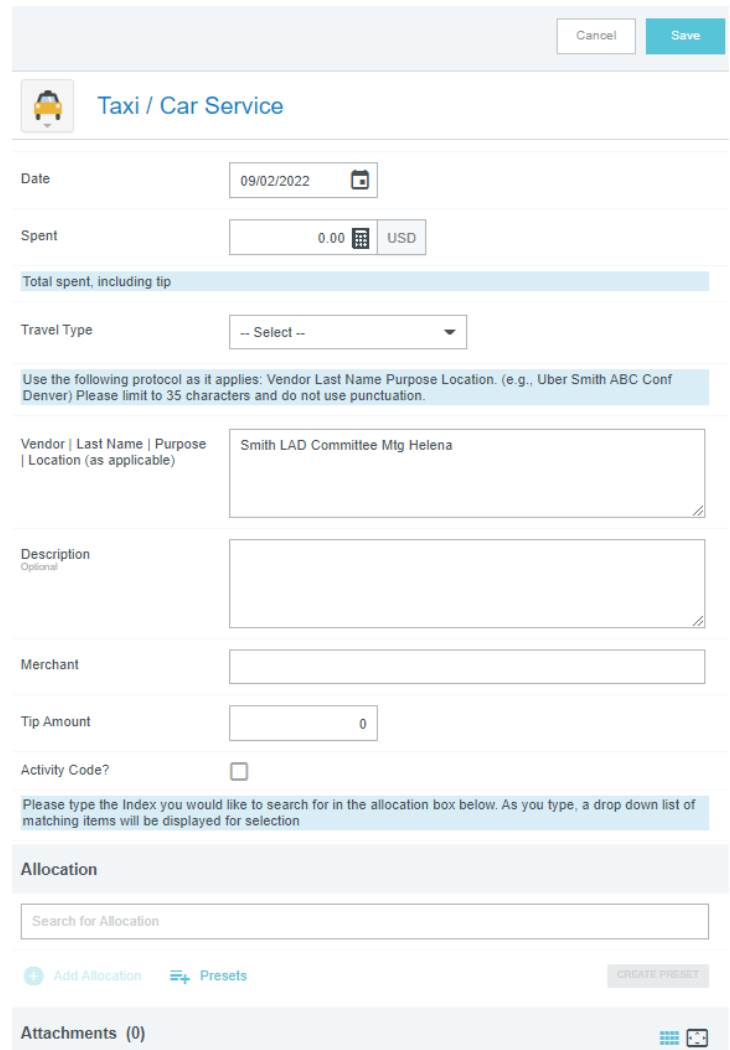
Attachments: You may add attachments several different ways:

- Click Add Attachments button and select **From Receipt Gallery (1)**
Your Receipt Gallery will appear on right side of screen and you may check to add the applicable receipt that you previously uploaded
- Click Add Attachments button and select **Upload Attachments (2)**
A system window will pop up and you can select your receipt file from a folder on your computer
- From a folder, drag and drop a receipt file anywhere on Expense Tile Form (right side of Chrome River window)

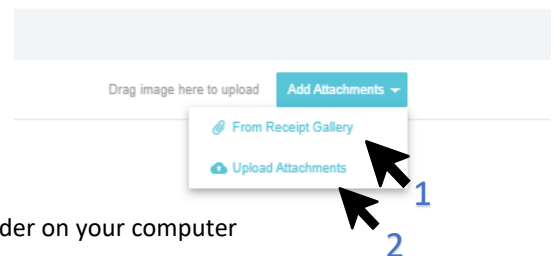
See CR Help Guide "Upload & Attach Receipts" for more details, if needed.

11. Click **Save** at the top right corner to

- 1) continue adding P-card transactions (repeat step 10) or
- 2) continue to submit process (go to step 12)



The screenshot shows the 'Taxi / Car Service' expense form. At the top right are 'Cancel' and 'Save' buttons. The form includes fields for Date (09/02/2022), Spent (0.00 USD), Total spent including tip, Travel Type (dropdown), Vendor | Last Name | Purpose | Location (Smith LAD Committee Mtg Helena), Description (Optional), Merchant, Tip Amount (0), and Activity Code? (checkbox). Below these is an 'Allocation' section with a search field and 'Add Allocation' and 'Presets' buttons. At the bottom is an 'Attachments (0)' section with a grid icon.



Submit the Report

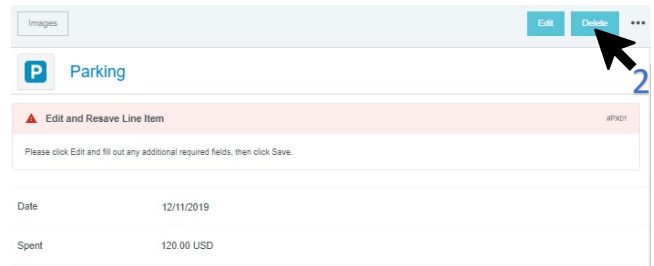
When all Expense Tile Forms are complete for each current expense, to include attaching all receipts and documentation, they are displayed as line items with green check marks on the left side of the screen.

12. Delete the line items you want to exclude from this report (i.e. expenses you have yet to incur) by selecting the applicable items (1) and clicking **Delete** on the Expense Tile Form on the right side of the screen (2).

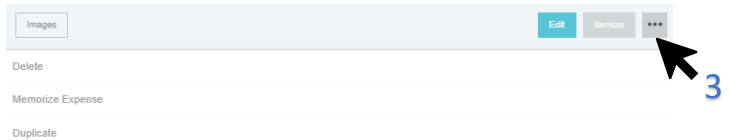
Travel to San Diego for Ellucian Conference

DATE	EXPENSE	SPENT	PAY ME
Mon 12/02/2019	Other Conference Expenses	1,449.00 USD	0.00
Sat 12/07/2019	Airfare	553.00 USD	0.00
Wed 12/11/2019	Registration Fees	1,500.00 USD	1,500.00
Wed 12/11/2019	Car Rental	250.00 USD	250.00
Wed 12/11/2019	Parking	120.00 USD	120.00
Wed 12/11/2019	Car Rental Fuel	40.00 USD	40.00
Wed 12/11/2019	Hotel	1,000.00 USD	1,000.00
Wed 12/11/2019	Airfare	550.00 USD	550.00
Sun 12/09/2020	Meals - Per Diem(Single Day)	0.00 USD	0.00
Mon 02/10/2020	Meals - Per Diem(Single Day)	23.00 USD	23.00
Tue 02/11/2020	Meals - Per Diem(Single Day)	23.00 USD	23.00
Wed 02/12/2020	Meals - Per Diem(Single Day)	23.00 USD	23.00
Thu 02/13/2020	Meals - Per Diem(Single Day)	23.00 USD	23.00
Fri 02/14/2020	Meals - Per Diem(Single Day)	14.00 USD	14.00

Expense Report: 010020016855 Total Pay Me Amount: **3,566.00 USD** **Submit**



Note: If Delete button does not appear at top of form, click the three-dot menu (3) to select Delete

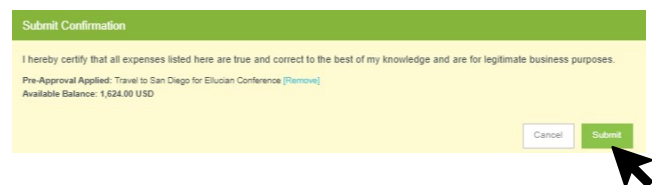


13. Once all future anticipated expenses are deleted you may click the green **Submit** button on the bottom left-hand side of the screen.

14. A submit confirmation will appear at the top of the right side of the screen.

Submit: Once you have read the certification statement, click the **Submit** button to submit the Expense Report into workflow for review/approvals.

Cancel: Clicking cancel allows you to return to the Expense Report to make any needed changes.



You can choose to leave the report in draft status-- your Expense Report automatically saves as you create it, and you can come back to it anytime.

Create a Travel Expense Report with Pre-Approval Import

Add/Report Expenses After Travel

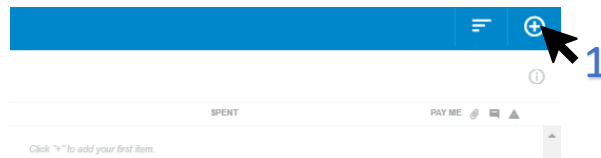
In steps 9-14, we completed a travel expense report prior to the trip to clear out our pre-travel expenses (e.g. airfare and registration fees). The traveler has now concluded the trip and is ready to complete a second travel expense report to capture the remaining trip expenses.

15. Repeat Steps 2-8.

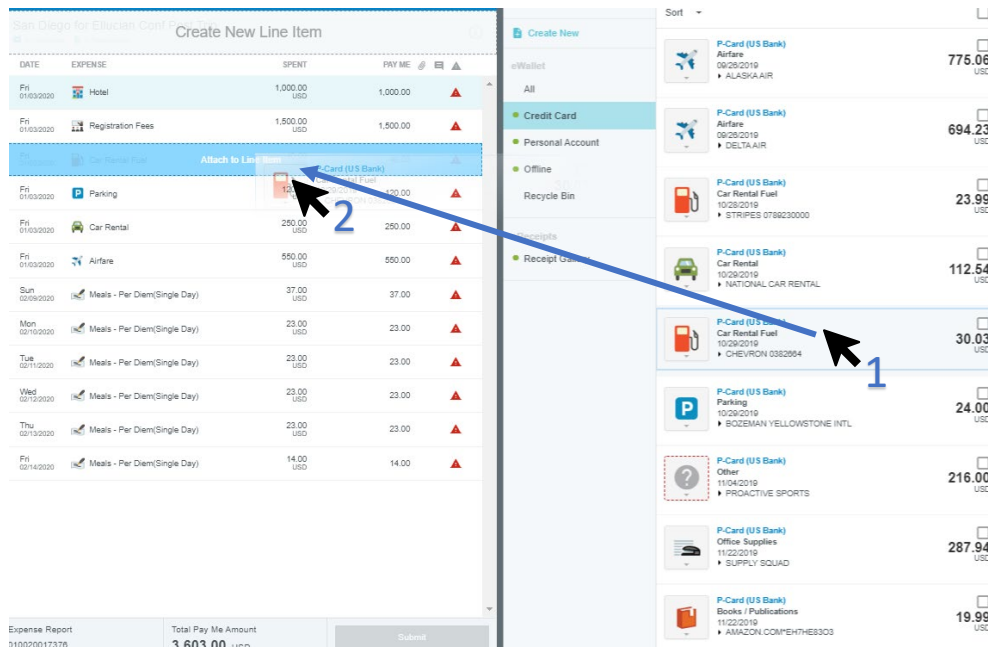
Note: In the Pre-Approval Expense Summary, the Remaining (USD) column shows the anticipated expenses remaining from the Pre-Approval.

Pre-Approval Expense Summary		
Pre-Approval Report Applied		
x Travel to San Diego for Ellucian Conference		
	REMAINING (USD)	SPENT (USD)
Airfare	0.00	550.00
Car Rental	250.00	250.00
Car Rental Fuel	40.00	40.00
Hotel	1,000.00	1,000.00
Meals - Per Diem(Single Day)	166.00	143.00
Parking	120.00	120.00
Registration Fees	51.00	1,500.00
Total	1,627.00	3,603.00

16. After clicking Save on previous step, the Add Expenses page appears on the right side of the screen. If it doesn't, click the + in top right of left side screen (1).



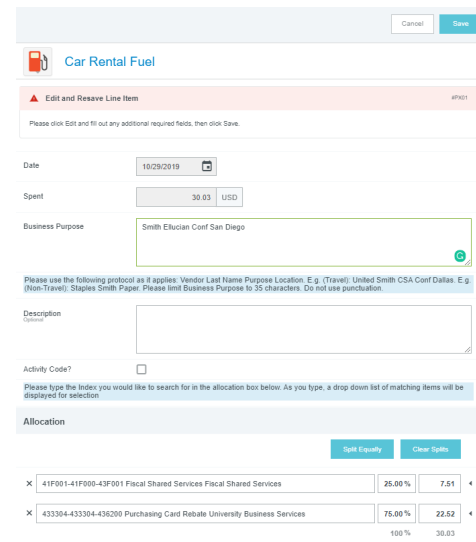
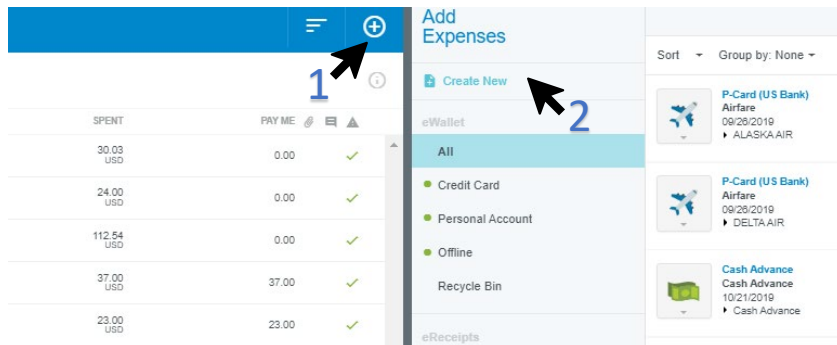
17. Click (1) and Drag (2) the applicable credit card expense from the eWallet to the corresponding expense on the left side of the screen.



18. Complete the Expense Tile Form (see step 10/11)

19. Repeat steps 17 and 18 until all expenses are added/completed.

Note: For incidentals not on your P-Card and/or Pre-Approval Report, click the + button (1) and Create New (2) to add the expense to your report.

Submit the Report

When all Expense Tile Forms are complete for each current expense, to include attaching all receipts and documentation, they are displayed as line items with green check marks on the left side of the screen.

20. Delete all expenses you wish to exclude from this report, e.g. Airfare and Registration Fees (previously paid/reported) – See step 12.

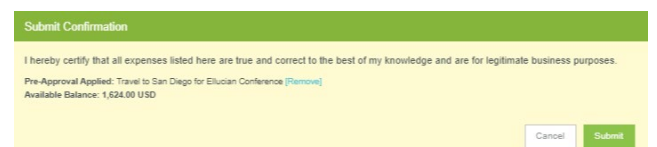
21. Once all past or unused expenses are deleted, click the green **Submit** button on the bottom left-hand side of the screen.

22. A submit confirmation will appear at the top of the right side of the screen.

Submit: Once you have read the certification statement, click the **Submit** button to submit the Expense Report into workflow for review/approvals.

Cancel: Clicking cancel allows you to return to the Expense Report to make any needed changes.

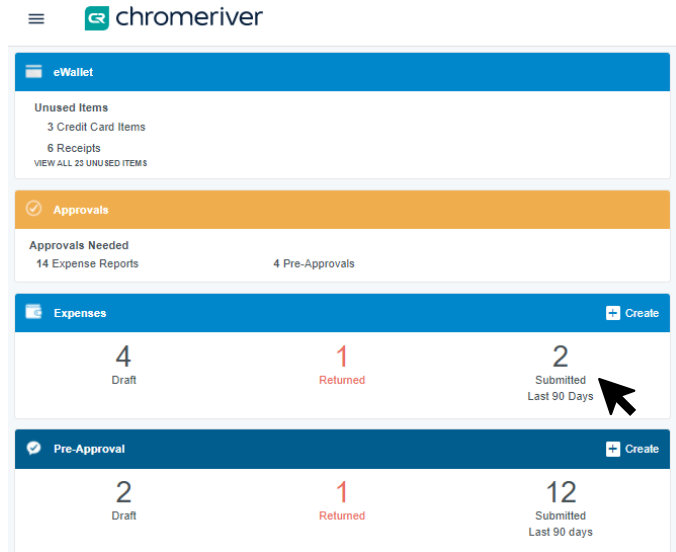
You can choose to leave the report in draft status-- your Expense Report automatically saves as you create it, and you can come back to it anytime.



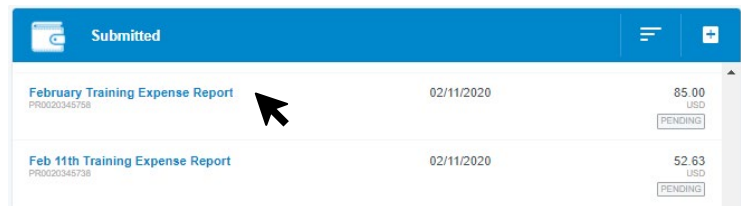
Recall the Report

If you wish to recall your Expense Report to make edits, you can do so prior to final approval.

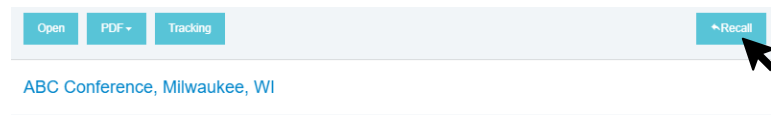
- From the Dashboard, under the Expenses notification bar, click the box indicating the number of expense reports **Submitted in Last 90 Days**.



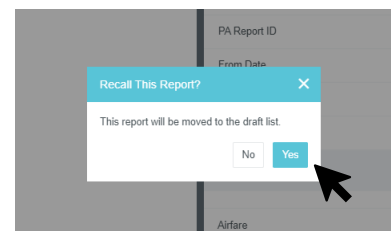
- Single-Click on the desired report from the list that appears on left side of screen.



- Click the **Recall** button in top right corner of the screen.



- Confirm the recall to your draft list to recall the Expense Report.



- Select the CR Logo to Return to the Dashboard or the 3-Line Menu for more options.

