

## Chrome River 11-5-18

### Where to find Chrome River

- Log-in to Wings
- Located under SERVICES on right hand side
  - Chromeriver

### Overnight Travel - New


- Pre-Approval – must be done first
  - Report name
    - Fiscal year, month, last name, destination
      - FY19 September Philipot Florida
  - Allocations
    - Search – Lake and then subject area
      - Ex. Lake Biology
    - Second Line
      - 746700 – In-state travel
      - 746800 – Out-of-state travel
      - 746900 – International travel
    - Third Line
      - 0 – No activity
    - Save
  - Add pre-approval types
    - Complete only the potential travel cost estimates that you will be refunded or on university pro-card. For faculty professional development, this amount should not go over your individual balance.
  - Upload conference information – PDF, JPG (Required)
    - Select draft pre-approval created
    - Scroll to bottom to upload document
  - Submit
    - Approver – Lake Campus Dean
- Expense Report
  - Reports name
    - Fiscal year, month, last name, destination
      - Ex. FY19 September Philipot, Dallas
  - Attach the Pre-approval report
  - Add Expenses
    - Create new – Add applicable charges
    - All receipts and documents must be attached/uploaded
  - Approver – Casey Dues

### Mileage Reimbursement - New

- Submit mileage pre-approval form to Business Manager for approval (existing paper form)
  - Form will indicate allocation FOAP to be used for expense report in Chrome River

- Commute Miles
  - Normal commute mileage originating from employees' home must be entered
    - Settings
- Expense Report
  - Report Name
    - Fiscal year, month, last name
      - FY19 September Philipot
  - Add Expenses
    - Create new
      - Ground travel – Mileage
  - Approver – Business Manager

### Credit Card Reconciling

- Scan or upload receipts – save to users computer or email receipts to [receipt@chromefile.com](mailto:receipt@chromefile.com)
- New Expense
  - Report name
    - Fiscal year, month, last name
      - FY19 September Philipot
  - Report type
    - Non travel
  - Start Date – 26<sup>th</sup> of previous month
  - End Date – 25<sup>th</sup> of ending month
  - Save
  - To add Expenses
    - Select charge from right – click add – recommend 1 charge at a time
    - Select valid expense type (If needed)
      - Business purpose
      - Allocation
        - Expenditure request (paper form) submitted to Business Manager for pre-approval will indicate allocation FOAP
      - Attach/upload receipt
      - Save
    - Repeat steps for additional charges
  - Draft expense report can be edited before submitting
    - Use  to add additional charges
  - Submit by 25<sup>th</sup> of each month once all charges have been assigned
  - Approver – Casey Dues