CONTENTS

System Requirements....2
Supported Desktop Browsers....2
Recommened Mobile Browsers....3
Recommended Mobile Devices....3
Introduction to Chrome River....3
Logging in to Chrome River....3
Chrome River Home Screen Navigation....3
Navigation Bar....4
Dashboard....5
Company Information....5
System Setup....5
Add Alternate Email....6
Add a Delgate....7
Add an Approval Delegate....8
Download Chrome River and/or Chrome River SNAP Apps for iOS and Android....10
Creating a Pre-Approval....12
Report Header....12
Add Expenses....14
Submit Report....15
Creating an Expense Report....16
Report Headers....16
Creating an Expense Report -Employee....16
Creating an Expense Report -Student....17
Creating an Expense Report -Non-WM Affiliate....17
Adding Expenses....18
Expense Forms....18
Business Purpose....19
Index Allocation....19
Receipts....19
Special Expense Types....20
Hotel Expenses....20
Per Diem Expenses....20

Mileage Expenses 20
Business Meal Expenses 20
Compliance Warnings 20
Compliance Violations 21
Submitting a Report 21
Creating an Expense Report as a Delegate 22
Report Tracking 23
Recall a Report 24
Returned Reports 25
Approvals 26
Approval Via Email 26
Approval in Chrome River Application 29
Adjust an Expense 31
Return an Expense 32
Approve a Report 32

SYSTEM REQUIREMENTS

The following standards are recommended for each client computer accessing the Chrome River Application. The application runs entirely within the web browser and does not require any additional Chrome River application code.

Most modern web browsers and operating systems will be able to access and operation the application. However, Chrome River recommends that the user's preferred browser and operating system configuration be verified to work consistently with the Chrome River application.

SUPPORTED DESKTOP BROWSERS

While other web browsers may also operate the Chrome River application successfully, supported browsers are those on which we have tested and fixed any bugs. We certify the latest version of the following browsers:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Apple Safari: Note that Chrome River does not currently support Safari in "Private" mode. Users must turn off Private mode before logging in to Chrome River.

RECOMMENED MOBILE BROWSERS

- Google Chrome
- Apple Safari

RECOMMENDED MOBILE DEVICES

- iPhone: Current and previous generation
- iPad: Current and previous generation
- Android: Chrome River provides support for mainstream Android devices, but it recognizes that the Android hardware is so diverse that we cannot ensure adequate testing for all devices.

INTRODUCTION TO CHROME RIVER

Chrome River is the university's online application for travel expense reimbursement. Chrome River provides a fully electronic solution to travel reimbursement. Employees can manage pre-approvals, expense reports, track reports, and upload receipts from the computer or a cellphone. Reports are submitted electronically and automatically routed to the appropriate approvers and then to the Travel Office for final audit and review. This Chrome River User Manual is designed to help you navigate through reimbursement process for Travel. Review each section below to learn and use a guide to submitting reimbursement requests.

LOGGING IN TO CHROME RIVER

William & Mary uses Single Sign-On (SSO) to allow users to use one set of login credentials to access a number of different applications, including Chrome River.

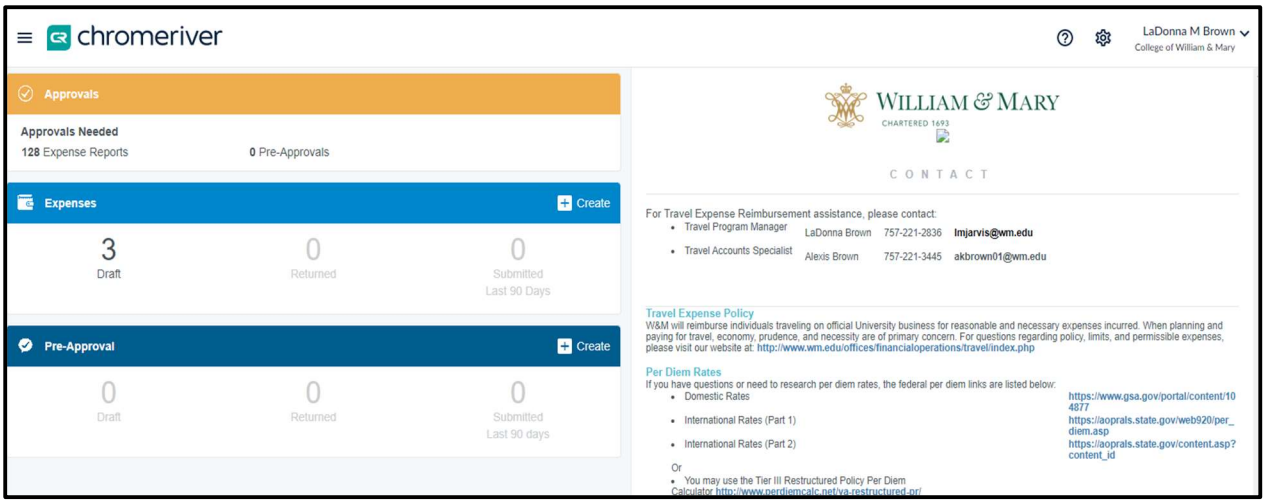
To access Chrome River, visit https://chromeriver.wm.edu.

You will use your University Username and Password to login.

If you have any difficulty accessing the site, please contact the Travel Office.

CHROME RIVER HOME SCREEN NAVIGATION

Once logged in, you will arrive at the Chrome River home screen. At the top of the screen, you will find the **Navigation Bar**. The left side of the screen contains your **Dashboard**, and the right side of the screen contact **Company Information**.



NAVIGATION BAR

The Navigation Bard remains at the top of your screen while logged in to Chrome River and provides quick access to several helpful functions.

Menu Button – Clicking on the Menu Button will expand a menu offering access to submitted receipts, expense and pre-approval reports, approvals (if applicable), inquiry functionality, and admin settings

Chrome River Logo – Users can click this logo at any point to return to the Home Screen

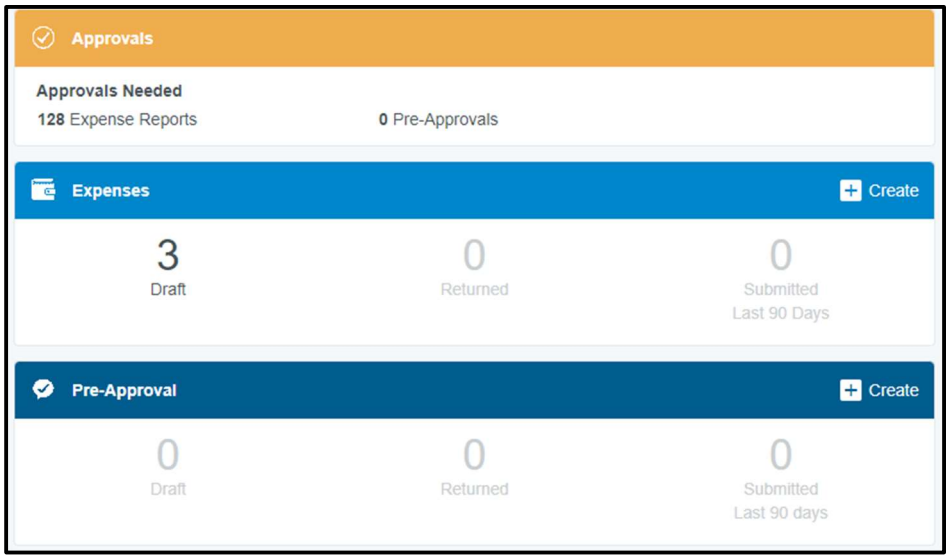
Chrome River Help Center (Emburse Assistant) – Users will have options to view Announcements, Help Center, and User Guides.

Admin Settings –If you have appropriate permissions, you will see the **GEAR** icon that will take you straight to the Admin Settings Menu. You can also access Admin Settings from the **MENU** in the upper left.

User Icon –Clicking this will expand a menu providing access to administrative settings, help resources, and logging out. Additionally, if another user has provided you delegate access to their account, you can log in to their account though this menu

DASHBOARD

The dashboard on the left side of the home screen provides quick access to a user's reports and any reports awaiting approval, if applicable.



Approvals –This will appear for any users with a report awaiting their approval. Users who are not approvers will not see this box, and once an approver has approved all reports in their queue, this box will disappear.

Expenses – Users can access any draft expense reports, any expense reports returned from an approver for updates/corrections, and any expense reports submitted by the user in the last 90 days. Reports submitted more than 90 days can be accessed by clicking the "Submitted Last 90 Days" or by using the Menu Button.

Pre-Approval – Users can access any draft pre-approval reports, any pre-approval reports returned from an approver for updates/corrections, and any pre-approval reports submitted in the last 90 days. Reports submitted more than 90 days ago can be accessed through Chrome River by clicking the "Submitted Last 90 Days" or by using the Menu Button.

COMPANY INFORMATION

This section will include helpful information for users including contacts, important notes, and l inks to training materials. It will be updated as needed to provide relevant information and updates to users.

SYSTEM SETUP

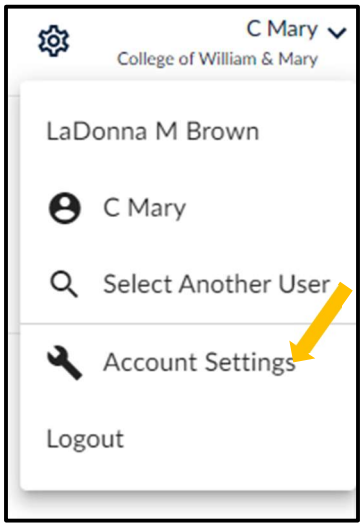
While Chrome River has been configured to offer an easy, intuitive experience for users, there are some actions new users may want to take to further improve or enhance their experience.

ADD ALTERNATE EMAIL

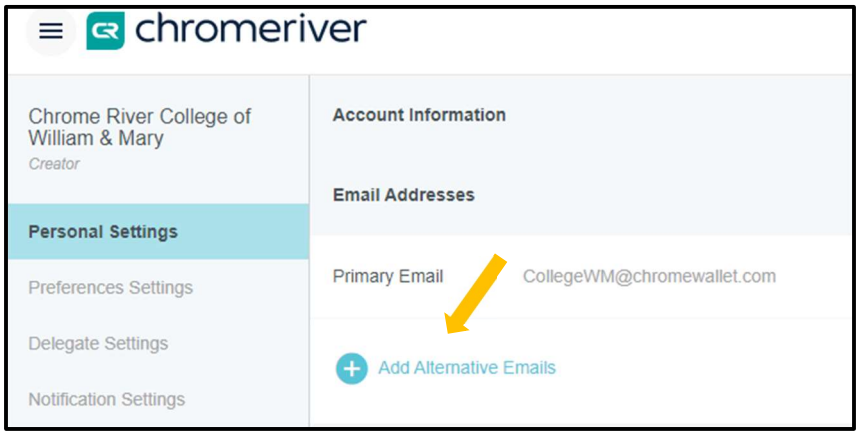
All users have been set up in the system using their wm.edu email address. Any receipts forwarded into the Chrome River system from a user's wm.edu address will automatically appear in that user's eWallet. However, some users may want to submit emailed receipts from a non-WM Email address. Accordingly, you can link a non-WM Email address to your account.

Note: Some departments have an Alias email (Examples: VIMS, Mason School of Business, and Information Technology). Since Chrome River uses your original wm.edu email address, you must add those additional emails to your Alternate Email addresses in order for all functionality to work.

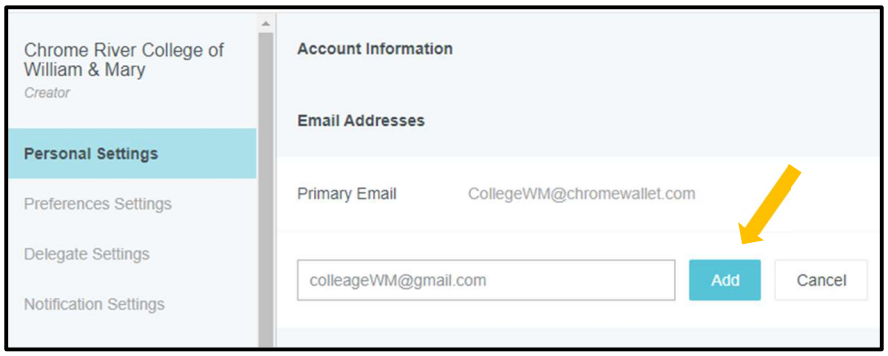
To do so, click the **User Icon** displaying your name in the right-hand corner of the Navigation Bar, and click **Settings.**



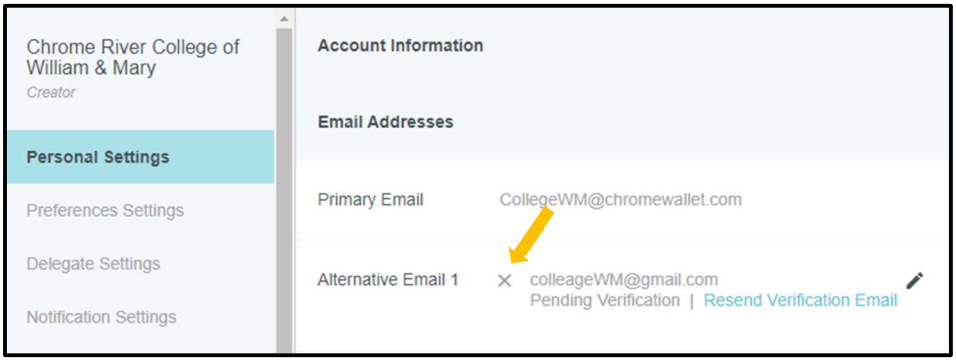
Under **Personal Settings**, Click **Add Alternative Emails**.



Enter your non-WM email address and click **ADD.** You will receive a message indicating that a verification email has been sent to your wm.edu email address. Follow the link to the email to verify the additional email address.



You can add as many alternate emails as needed. To remove an alternate email, simply click the **X** next to the listed email address and confirm by clicking **Delete.**

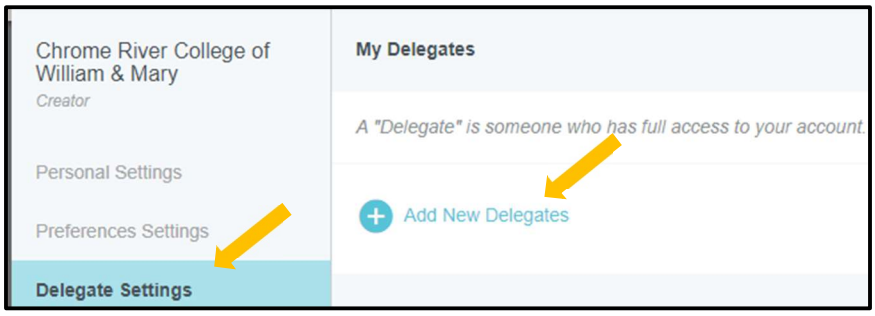


ADD A DELGATE

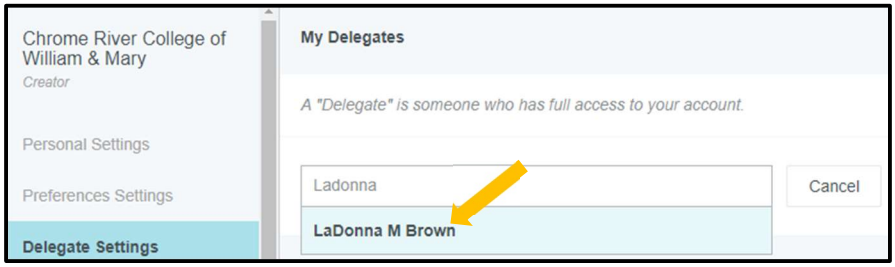
If you would like to provide another user access to your account so they can create reports on your behalf, you will need to add them as a delegate. Giving another user delegate access will allow them to access your Home Screen, Settings, and inquiry reports.

To add a delegate, click on the **User Icon** with your name on the right-hand side of the Navigation Bar and click **Settings.**

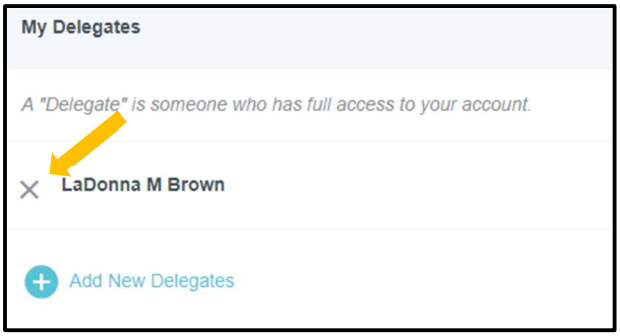
Under **Delegate Settings**, click **+Add New Delegates.**



Begin typing the user's name and it will appear in the dropdown menu. Click on his or her name to add as a delegate.



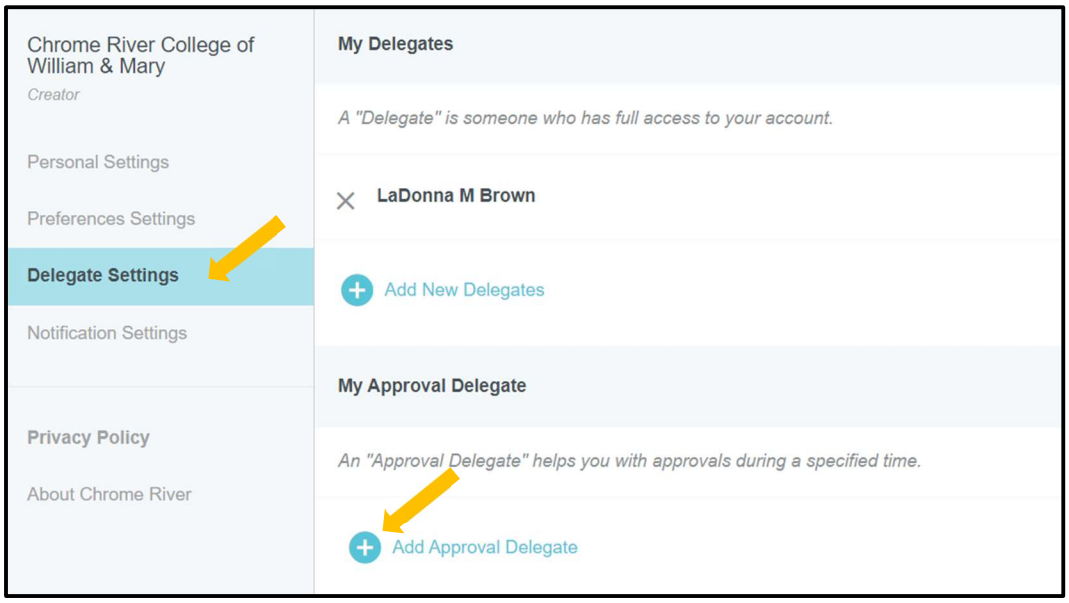
You may remove delegate access at any point by simply clicking the **X** next to the delegate's name.



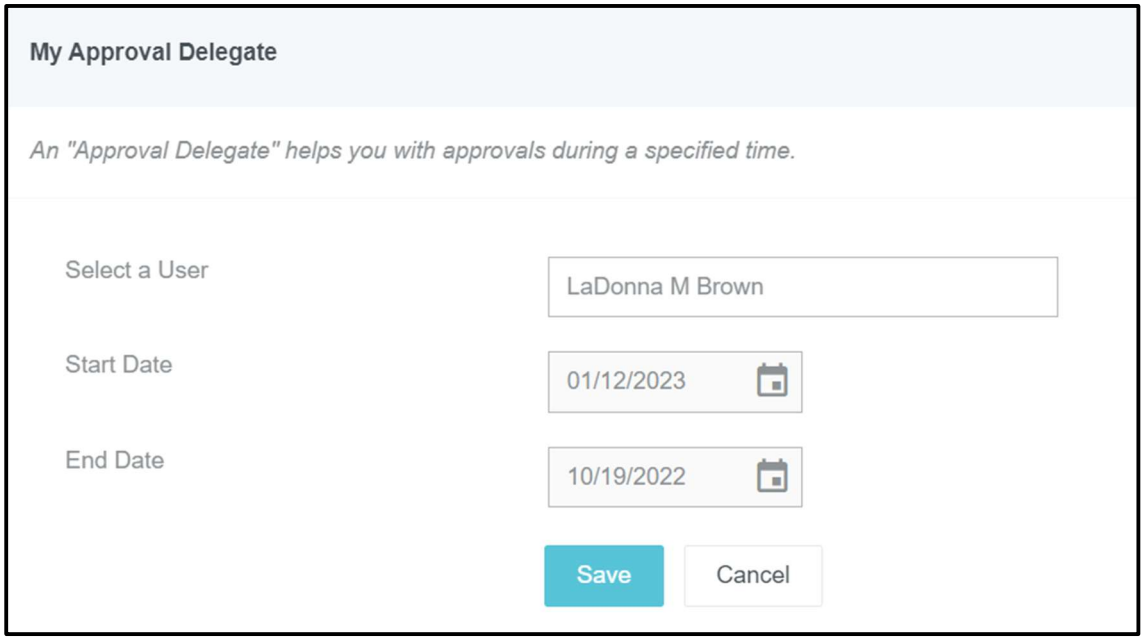
ADD AN APPROVAL DELEGATE

Approvers can also assign another user as an approval delegate to temporarily approve expenses on their behalf. Approval delegation may only occur on a temporary basis (e.g., while an approver is on vacation). Any long-term approval must be discussed and must have prior approval and can only be assigned a maximum one year, based on each new Fiscal Year.

To add an approval delegate, click on your name in the upper right corner and click **Settings.** Under Delegate Settings, click+ **Add Approval Delegate.**

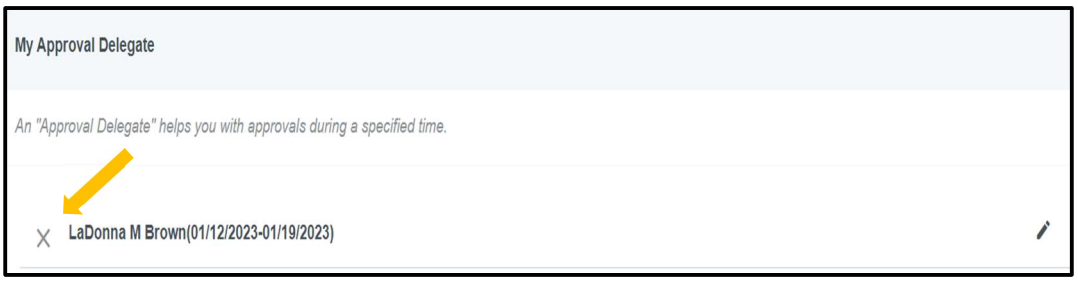


Begin typing the employee's name and it will appear in the dropdown menu. Enter a **Start Date** and **End Date** for approval delegation access and click **Save**. The system will send an email to the approval delegate letting them know the approval delegation assignment and the applicable dates. You may only have one approval delegate assigned at the time.



During the time period when an approval delegate has been assigned, all reports needing approval will go to the delegate and not to the original approver. At the end of the period specified, the system will automatically deauthorize the approval delegate and return to the default approval routing. However, all reports that were routed and approved during that period will remain in the approval delegate's queue.

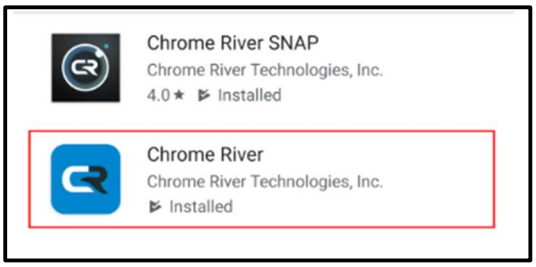
You may remove approval delegate access at any point by simply clicking the **X** next to the delegate's name.



DOWNLOAD CHROME RIVER AND/OR CHROME RIVER SNAP APPS FOR IOS AND ANDROID

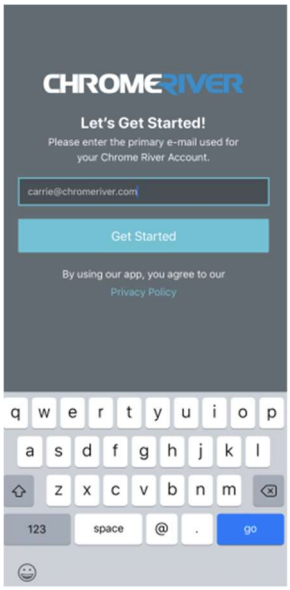
Chrome River offers two apps – Chrome River and Chrome River SNAP. The Chrome River app offers users the same experience as the desktop site, allowing you to create, submit, or approve expense reports and capture and upload receipts right when an expense occurs. However, if you're just looking to submit receipts, Chrome River SNAP is a supplemental app that offers a single-use experience allowing users to take phots or receipts that are automatically uploaded to the user's Receipt Gallery for use in Chrome River.

Download either app from the Apple Store or Google Play by searching "Chrome River" or "Chrome River SNAP."



Chrome River App

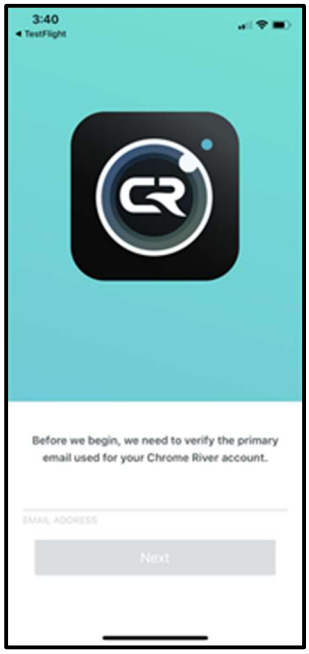
Once you have installed the app, open it , and you will be asked to enter the primary email address used on your Chrome River account, which is your wm.edu address. Enter and tap **Get Started.**



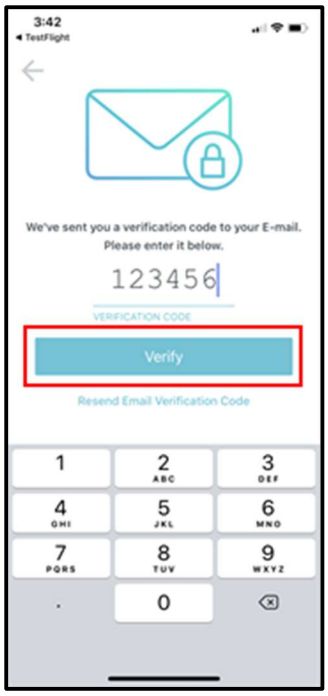
Once your email has been verified, you will be redirected to the university single sign-on login page. Enter your William & Mary login (Username and Password).

Chrome River SNAP

Once you have installed the app, open it, and you will be asked to enter the primary email address used on your Chrome River account, which is your wm.edu address. Enter and tap **Next.**



An email with a verification code will be sent to this address. Enter the code in the app and tap **Verify.** Note that you must provide the app access to your camera to use it.

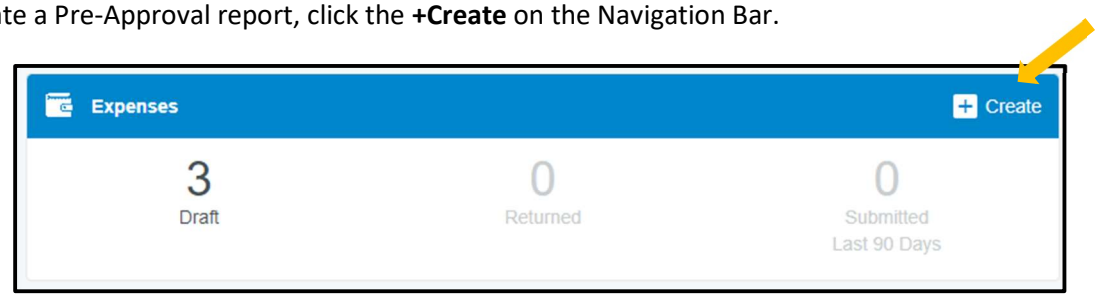


On the confirmation screen, tap **LET'S BEGIN!**

CREATING A PRE-APPROVAL

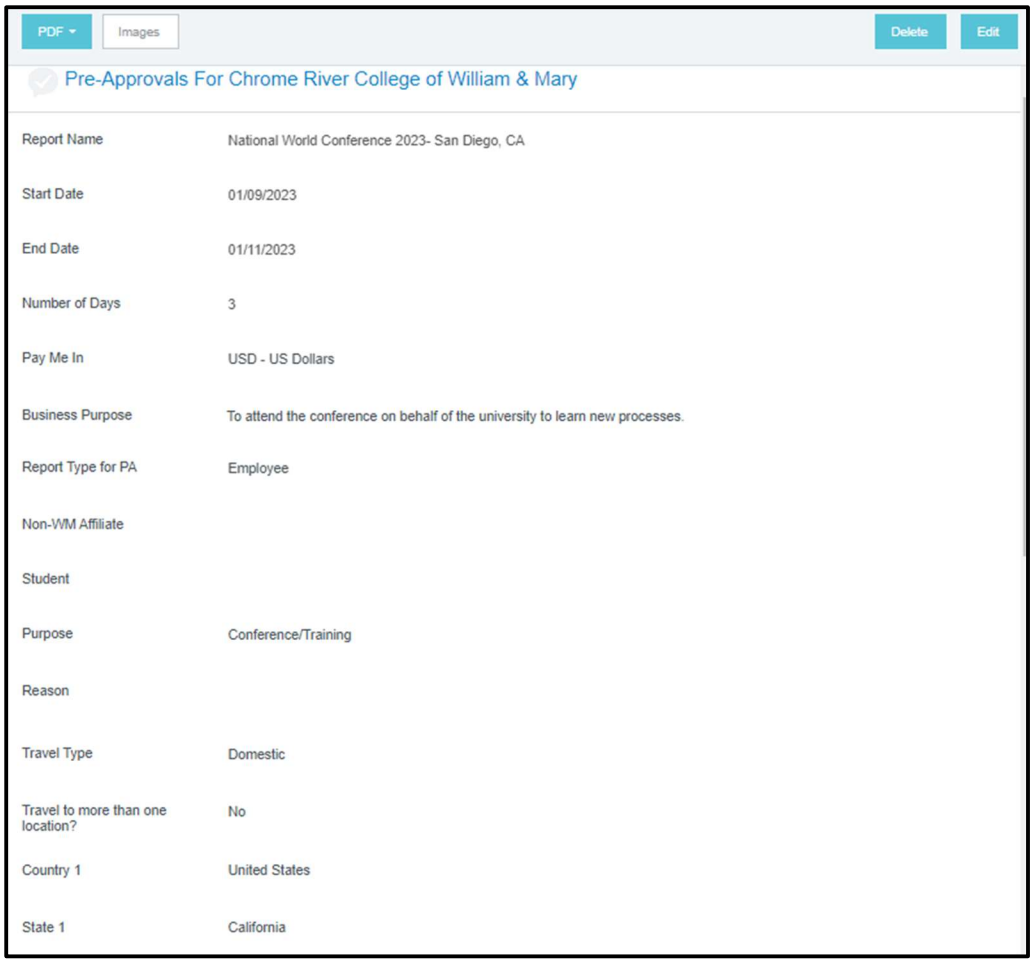
Chrome River allows users to submit Pre-Approval reports. Users will also be required have an approved Pre-Approval for any cash advance requests.

To create a Pre-Approval report, click the **+Create** on the Navigation Bar.



REPORT HEADER

This will bring you to the Pre-Approval Report Header. All fields are required, except where labeled as optional.



Description of the fields are below:

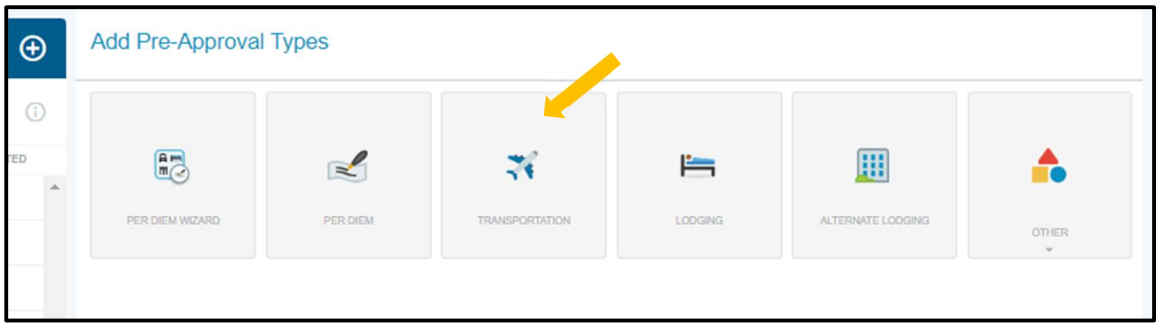
- **Report Name—**Provide a unique and descriptive name for the report
- **Start Date—**Click the Calendar icon to select the start date of your trip. If this is a business meal, enter the date of the expense.
- **End Date—**Click the calendar icon to select the end date of your trip. If this is a business meal, enter the date of the expense.
- **Number of Days—**This field will auto populate based on the start and end dates entered.
- **Business Purpose—**Enter a specific and clear university business purpose for the expense.
- **Report Type—**Select Employee, Student, or Non-WM Affiliate to determine who will be paid for the expense. If Student or Non-WM Affiliate is chosen, please select the individuals Name and 93# in the appropriate drop-down box.
- **Travel Type—**Select Domestic or International. If Domestic or International are selected, you will be asked to enter the **Destination** (City and State for Domestic, Country for International). There can be up to 3 destinations completed. If more than 3 are traveled, please add additional destinations in the comment box.

- **Allocations—**Select the department index where the funding will be charged. To add more than one index, click **+Add Allocation.** (**Note:** For Pre-Approval reports, the Index is only specified on the header, not on the individual expenses on the report.)

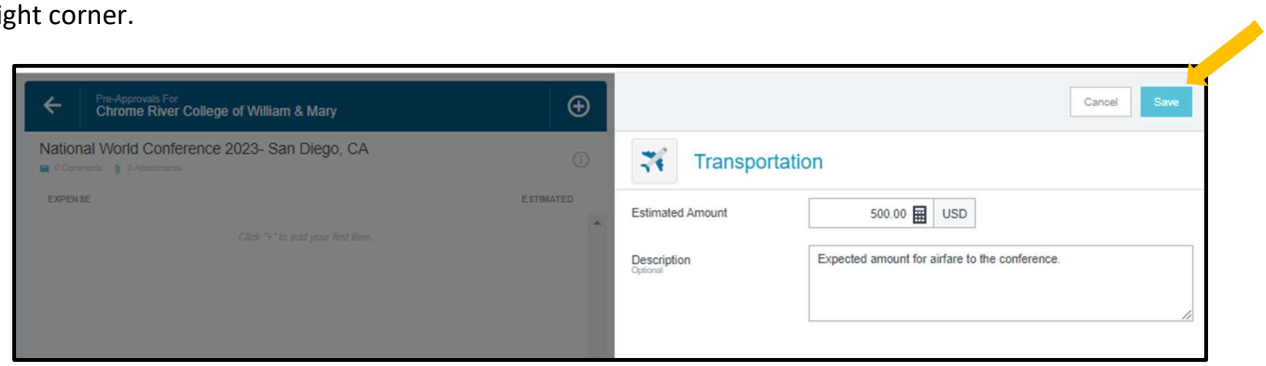
Once completed, click **SAVE** in the top right corner, and the Add Expenses window will now appear.

ADD EXPENSES

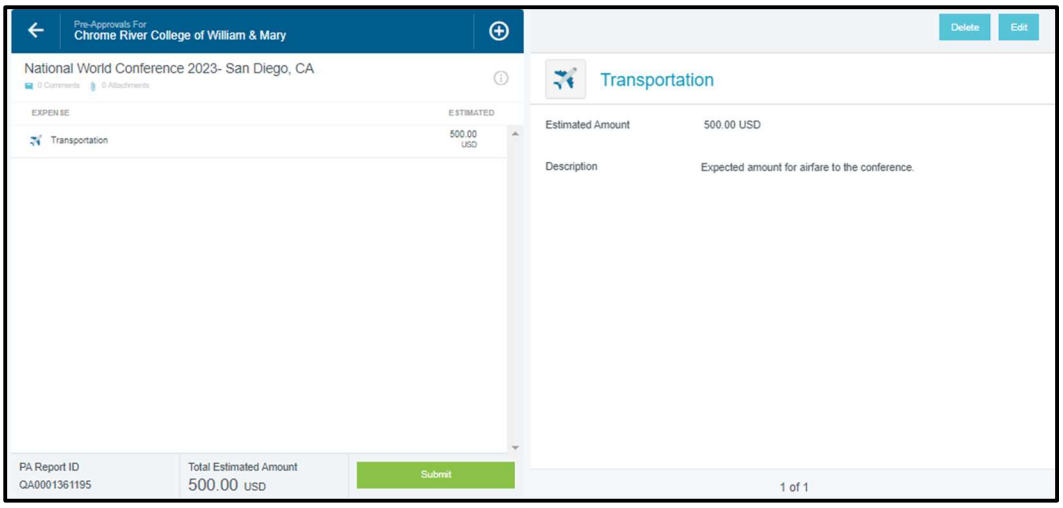
If the Add Expenses window does not appear, please click on the + with the circle button. The expense tiles will now display allowing you to add expenses to the report. To add an expense, simply click on the expense tile and complete the form that displays. Note that any tiles with a downward facing arrow at the bottom middle are "parent" tiles that have additional expense tiles organized under them. (Example: **Conference Registration** and **Car Rental** are located under **Other.**) The parent tile cannot be added to a report but any tiles under it can.



Once you enter all required information on the form for the selected expense tile, click **SAVE** in the top right corner.

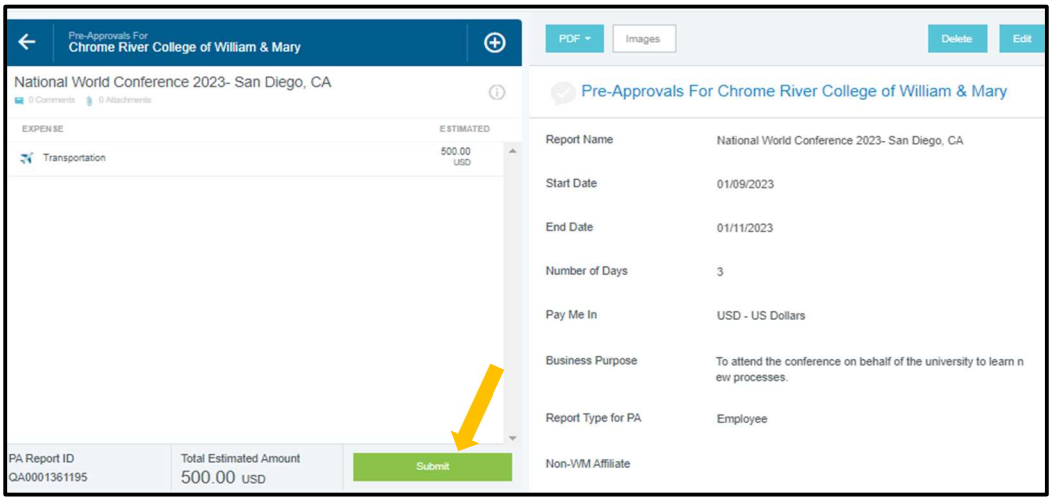


The expense will be added to your Pre-Approval report and listed in the report summary on the left side of the screen. You may continue adding additional expenses by clicking on the expense tiles in the mosaic to the right and following the same steps listed above.

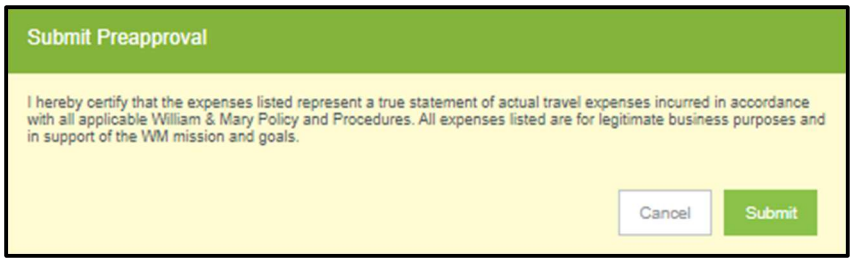


SUBMIT REPORT

After adding all appropriate expenses, you can submit the report by clicking the green **SUBMIT** button at the bottom of the report summary.

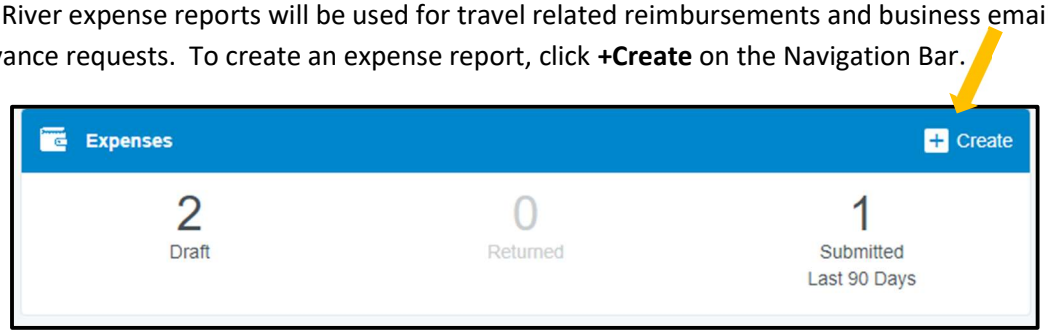


This will display a summary of your report and ask you to confirm your submission. If you need to make additional changes to your report, click **Cancel**, and you will return to the report. Otherwise, Click **Submit**, and the report will route to the appropriate approver as designated in the system.



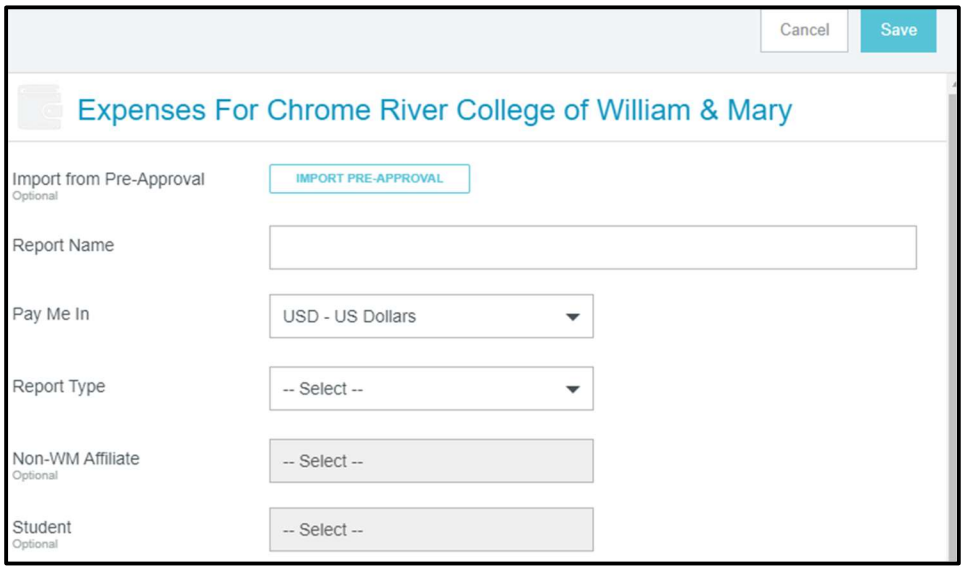
CREATING AN EXPENSE REPORT

Chrome River expense reports will be used for travel related reimbursements and business emails, and cash advance requests. To create an expense report, click **+Create** on the Navigation Bar.



REPORT HEADERS

This will bring you to the expense report header page. The header captures the basic information that applies to the travel expenses listed in the report. The header also captures what report type you will be submitting. The fields displaying and captured on the header may change depending on what **Report Type** is selected.



CREATING AN EXPENSE REPORT -EMPLOYEE

This report should be used for all employees of the university, including VIMS employees and students (with the exception of adjunct faculty and student employees). All employees have access to Chrome River and can create and submit their own Pre-Approvals and Expense Reports. Selecting **Employee Report Type** will result in the following fields displaying on the header:

- **Report Name—**Provide a unique and descriptive name for the report.
- **Report Type—**Select Employee

- **Purpose—**Select the appropriate purpose of the travel from the list.
- **Start Date—**Click the Calendar icon to select the start date of your trip. If this is a business meal, enter the date of the expense.
- **End Date—**Click the calendar icon to select the end date of your trip. If this is a business meal, enter the date of the expense.
- **Business Purpose—**Enter a specific and clear university business purpose for the expense.
- **Travel Type—**Select Domestic or International. If Domestic or International are selected, you will be asked to enter the **Destination** (City and State for Domestic, Country for International). There can be up to 3 destinations completed. If more than 3 are traveled, please add additional destinations in the comment box.

CREATING AN EXPENSE REPORT -STUDENT

This report should be used for all current university students. Students do not have access to Chrome River and will need an employee to complete Pre-Approvals and Expense Reports on their behalf. **Selecting Student Report** Type will result in the following fields displaying on the header:

- **Report Name—**Provide a unique and descriptive name for the report
- **Report Type—**Select Student. The optional field Student will populate you will need to choose the student's name and 93# that you wish to pay.
- **Purpose—**Select the appropriate purpose of the travel from the list
  Please Note: Students only have the following options for reimbursement, as student travel reimbursement only can be approved under each situation. If not, the student payment process must be followed.
  - Students Clubs and Functions
  - Attending a Conference (On behalf of the university)
  - Other (Requires very specific and detailed explanation)
- **Start Date—**Click the Calendar icon to select the start date of your trip. If this is a business meal, enter the date of the expense.
- **End Date—**Click the calendar icon to select the end date of your trip. If this is a business meal, enter the date of the expense.
- **Business Purpose—**Enter a specific and clear university business purpose for the expense.
- **Travel Type—**Select Domestic or International. If Domestic or International are selected, you will be asked to enter the **Destination** (City and State for Domestic, Country for International). There can be up to 3 destinations completed. If more than 3 are traveled, please add additional destinations in the comment box.

CREATING AN EXPENSE REPORT -NON-WM AFFILIATE

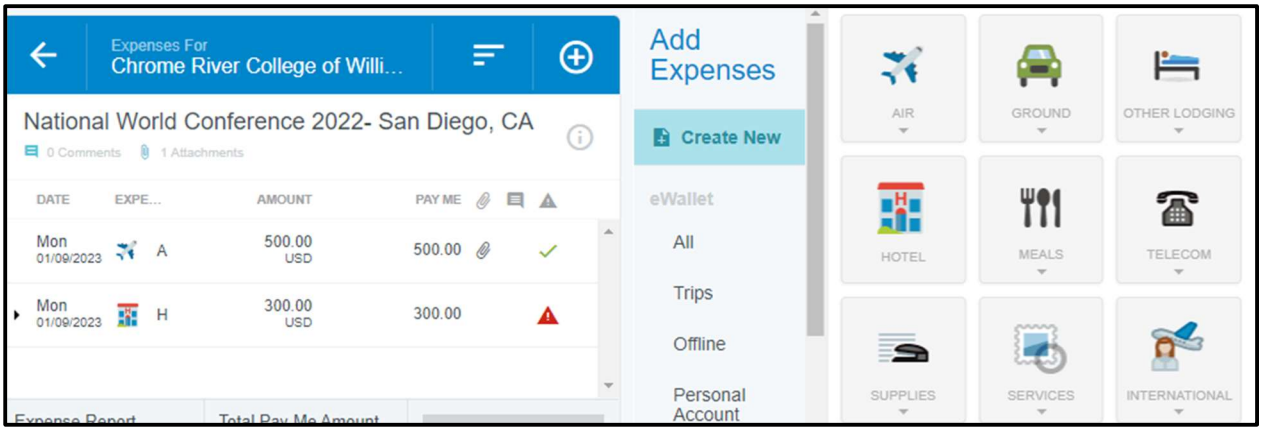
This report is used for all guests of the university to include speakers, adjunct professors, job candidates, and performers. Any traveler that is considered a non-employee of the university. Guests to not have access to Chrome River and will need an employee to complete Pre-Approvals and Expense Reports on

their behalf. Selecting **Non-WM Affiliate Report Type** will result in the following fields displaying on the header:

- **Report Name—**Provide a unique and descriptive name for the report
- **Report Type—**Select Non-WM Affiliate. The optional field for Non-WM Affiliate will populate. You will need to choose the Non-WM Affiliates' name and 93# for payment.
- **Purpose—**Select the appropriate purpose of the travel from the list
- **Start Date—**Click the Calendar icon to select the start date of your trip. If this is a business meal, enter the date of the expense.
- **End Date—**Click the calendar icon to select the end date of your trip. If this is a business meal, enter the date of the expense.
- **Business Purpose—**Enter a specific and clear university business purpose for the expense.
- **Travel Type—**Select Domestic or International. If Domestic or International are selected, you will be asked to enter the **Destination** (City and State for Domestic, Country for International). There can be up to 3 destinations completed. If more than 3 are traveled, please add additional destinations in the comment box.

ADDING EXPENSES

After completing the expense report header, the **Add Expenses** screen should appear on the right. (If it does not, click the **+** button at the top of the report summary to the left.) The Add Expenses screen allows users to manually add expenses to their report, add expenses from their **eWallet**, or add expenses from their **Receipt Gallery**. A green dot next to an expense category in the eWallet or Receipt Gallery indicates that are unused receipts available for use.



EXPENSE FORMS

Each expense tile has a corresponding expense form. The expense form collects information relating to the expense and will vary depending on the tile selected. There are various pieces of information and required documentation that will be submitted on every expense form.

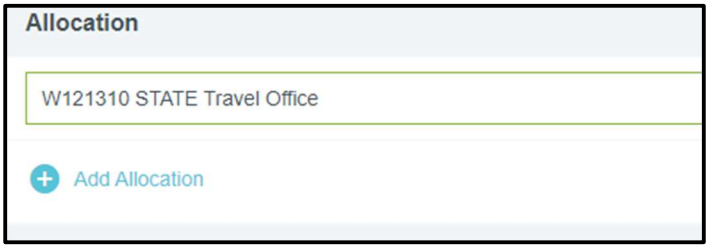
BUSINESS PURPOSE

All Expense Reports expense line items require a clear and detailed business purpose. A business purpose describes the expense as necessary, reasonable, and an appropriate business expense for the university.

INDEX ALLOCATION

The index(s) is assigned at the expense line level for Expense Reports. Under the **Allocation (Index)** section of an expense item, begin typing the index and select the appropriate index from the list. Recently used indexes will be listed at the top and noted with the click icon to the left.

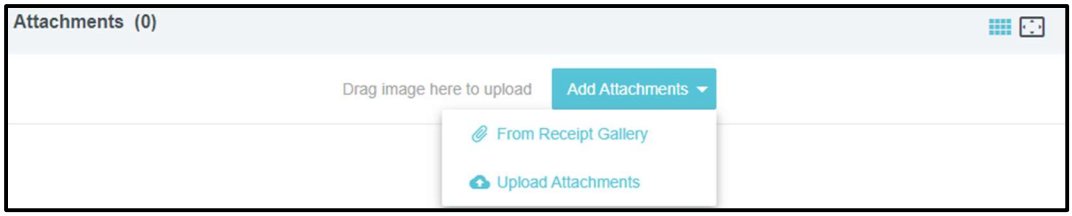
If you need to split the funding for an expense between multiple indexes, click on the **+ Add Allocation** button and repeat the steps above.



By default, the expense will be evenly split between the selected indexes. You can manually change the allocated amounts by adjusting the percentage or dollar amount next to each funding line. The total percentage will be shown in the gray at the bottom. Please confirm the adjusted totals add up to 100%. You can click **Split Equally** to distribute the expenses equally among all funding lines. You can click Clear Splits to zero out all but the first funding line, which will be allotted 100% of the expense. You can click on the **X** to the left to remove the funding line.

RECEIPTS

Nearly all expense types will require attaching a receipt (a few, such as mileage and per diem, do not). To do so, you can either attach a receipt from your Receipt Gallery or upload one from your computer.



SPECIAL EXPENSE TYPES

Some expense types have expense forms that require additional information or have different functionality. Quick Guides are created with step-by-step instructions and explanations on how to complete each special expense form.

HOTEL EXPENSES

See Quick Guide for Creating a Hotel Expense

PER DIEM EXPENSES

See Quick Guide for Creating a Per Diem Expense

MILEAGE EXPENSES

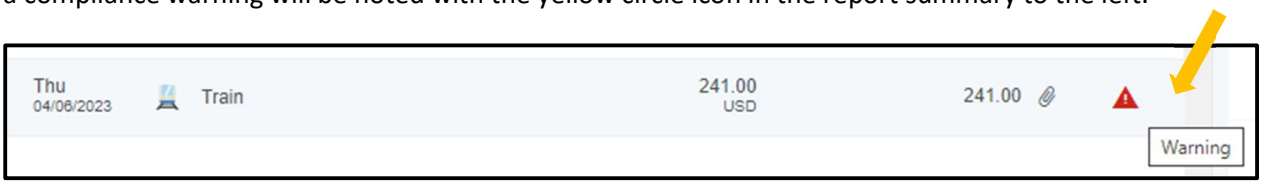
See Quick Guide for Creating a Mileage Expense

BUSINESS MEAL EXPENSES

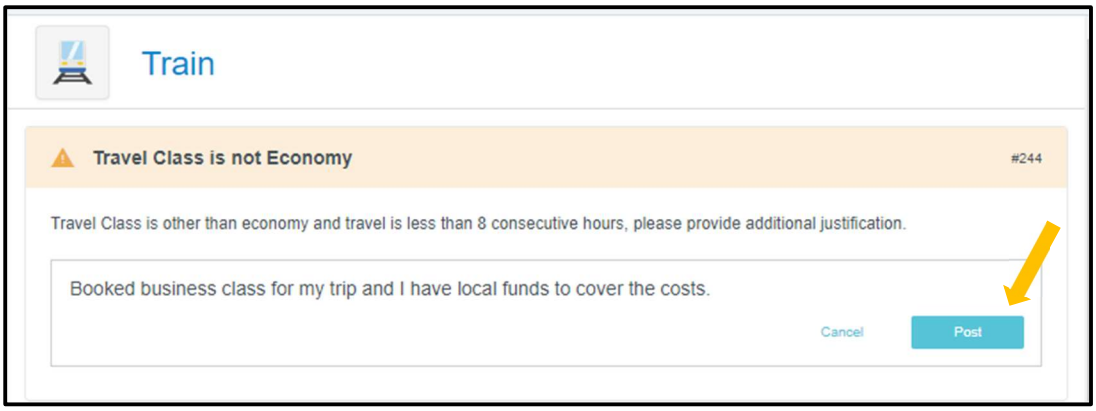
See Quick Guide for Creating a Business Meal Expense and/or Alcohol ONLY Expense

COMPLIANCE WARNINGS

A compliance warning indicates that additional information is required before an expense can be submitted for approval and processing. Compliance warnings may be encountered when saving a line item or when submitting an entire expense report for approval. Any line items in an expense report with a compliance warning will be noted with the yellow circle icon in the report summary to the left.



Respond to the warning by either modifying the data (if there is an error) or provide explanation or justification for the warning. To reply to the warning, click the **Add** response area under the message an enter the reply. Tap **Post** to update and close the compliance warning message.

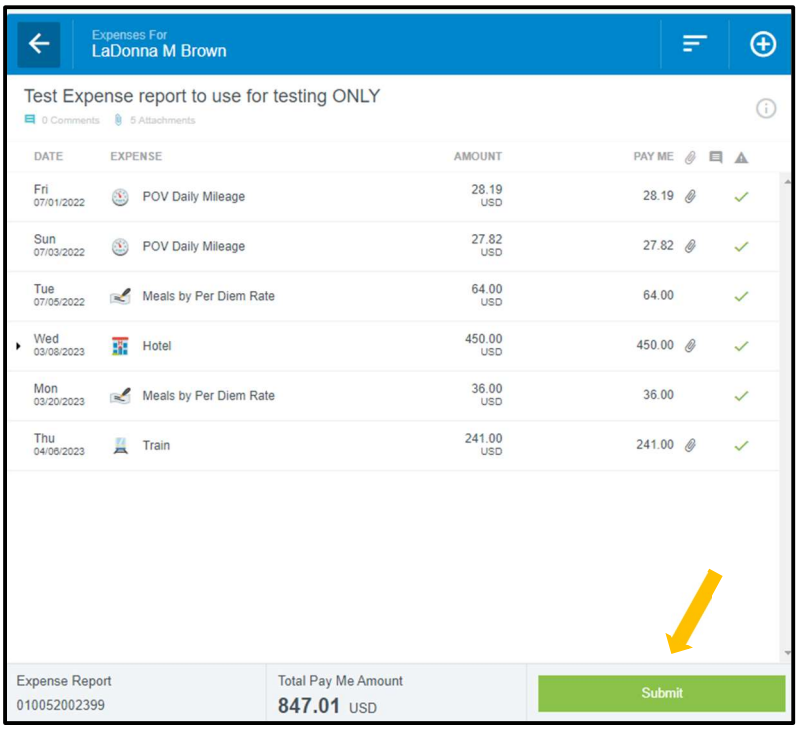


COMPLIANCE VIOLATIONS

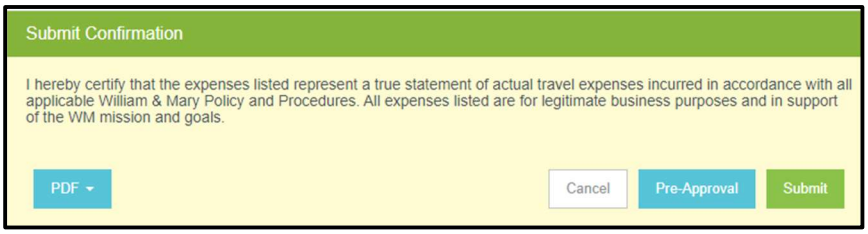
A red compliance violation indicates that the expense cannot be submitted for approval and payment based on William & Mary policies. A compliance violation may be encountered when saving a line item or submitting an entire expense report for approval. Violations are a hard stop in Chrome River which indicates that it will result in the **Submit** button being deactivated. You will be required to make any necessary changes as specified in the warning before you can submit the report. Once the issue has been resolved, the **Submit** button will turn back to green and allow submission of the report.

SUBMITTING A REPORT

Once you have added all of your expenses, attached all of the appropriate receipts, and resolved or responded to any compliance warnings or violations, you are now ready to submit your report. To do so, click on the green **Submit** button at the bottom of the report summary.



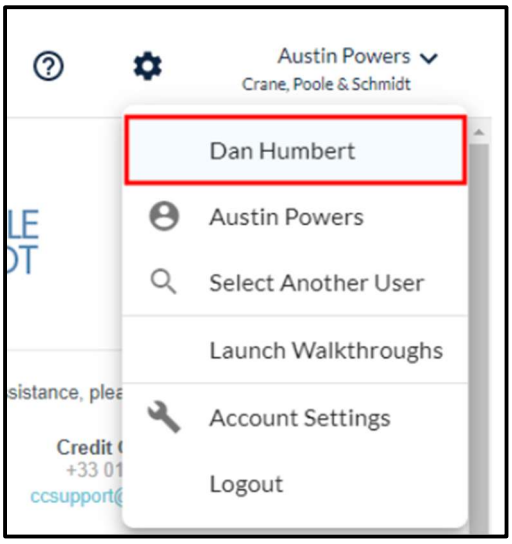
A submit confirmation will appear at the trop right of the screen. Click **Cancel** to return to the report and make any changes. Click **Pre-Approval** to attach a previously submitted pre-approval to your expense report, if required. Click **Submit** to submit the expense report to the approval workflow.



CREATING AN EXPENSE REPORT AS A DELEGATE

If you are creating a report for someone other than yourself, you will need to be set up as a delegate of the user. For more information on setting up a delegate Quick Guide.

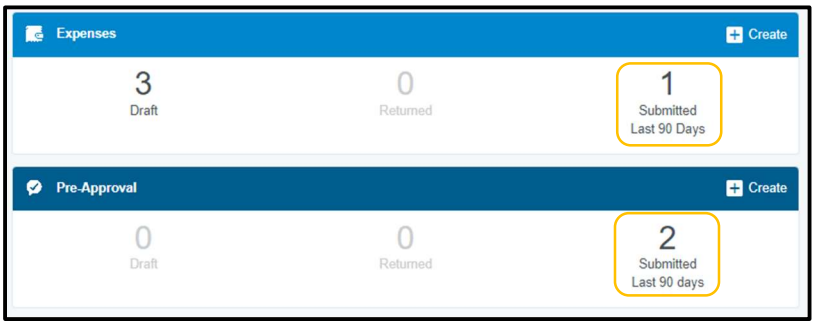
When you have been authorized to work as another's delegate, you will need to switch over to their account to create the report. To do so, click on the **User Icon** in the top right-hand corner of the Navigation Bar (with your name) and you will see a list of users for whom you are authorized to serve as a delegate. Clicking on their name will take you into their account where you can now create a report as explained in the previous sections.



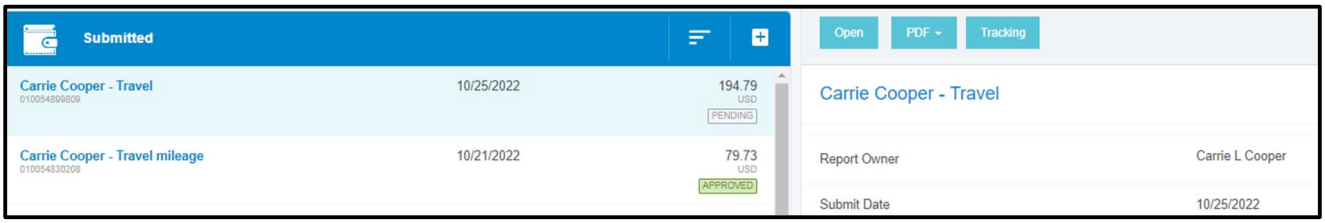
Once you are done, you can return to your account by taping the User icon again and selecting your name.

REPORT TRACKING

Users can track the current status of any previously submitted Pre-Approval or Expense Reports at any time. From the Dashboard, select the **Submitted** Report link.



From the list of submitted reports, click on the desired expense report to preview it. Then click on **Tracking** in the preview. (On the mobile device, click the Expense Report to open the preview and tap the ••• button and click **Tracking** from the drop-down list.)

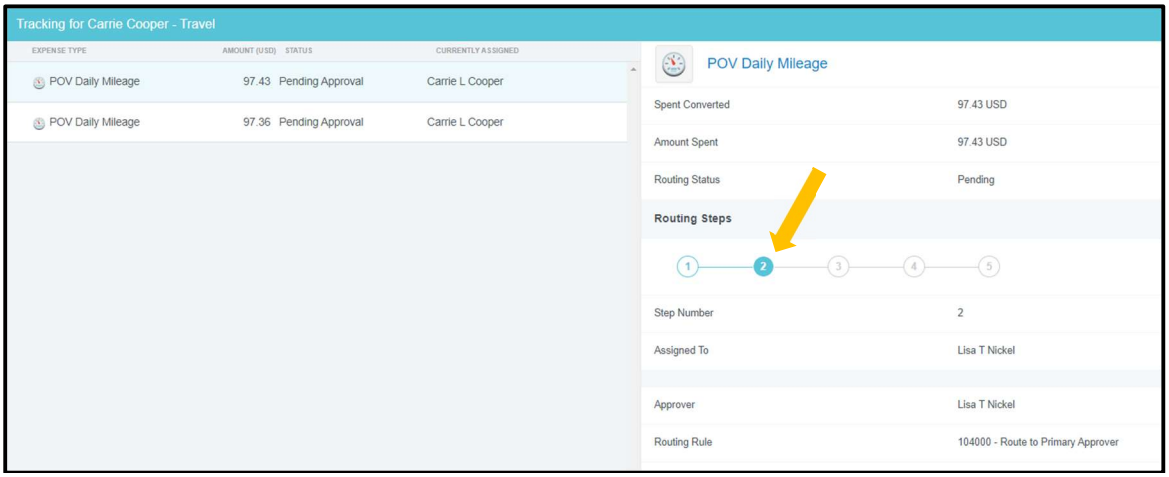


You will see a list of every item on the report and its status. Here are some statuses that you may see:

- **Pending**: Expense has been submitted and is awaiting approval

- **Returned**: Approver has sent the expense back to the expense owner for adjustment
- **Approved**: Expense has been approved but has not yet been exported
- **Exported**: Approved expense report has been exported to Banner for payment process (This is the last step for a cash advance request.)
- **Paid**: Expense has been reimbursed. See Financial Summary Page on the Expense Report for payment information.

Click on an expense to see where it is in the approval process, including the approver to whom it is currently assigned, the date it was assigned, and the system rule that triggered the assignment. Clicking each circle under **Routing Steps** will show you complete details for that step.

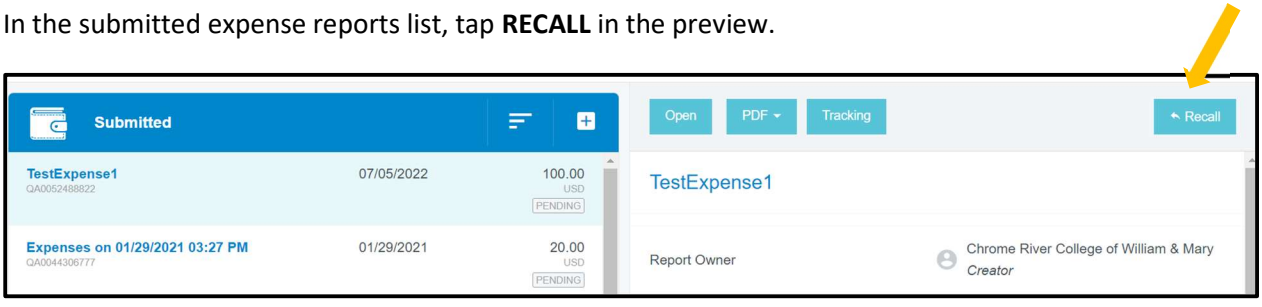


Note: If you see **APReview** as the assigned role, the report is pending with the Travel Office and waiting its turn for audit.

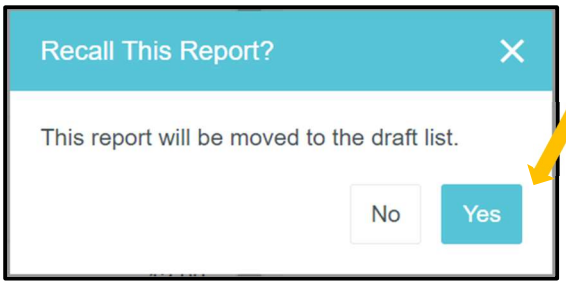
RECALL A REPORT

Recalling a report allows expense owners and their delegates to return any expense report to Draft status if none of the line items have been fully approved. All line items must be in Pending approval status to recall an expense report. For Example: If you realize that you forgot to include an expense on a report, you can recall the report back to your drafts in order to add the additional expenses.

In the submitted expense reports list, tap **RECALL** in the preview.



You will be asked to verify that you wish to send the report back to the Draft Expense Reports list. Select **Yes.**

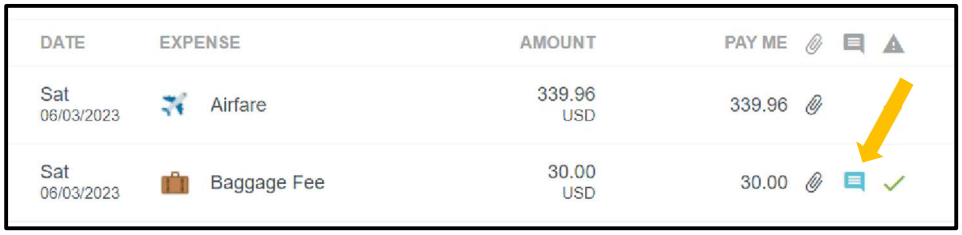


The report will not appear in your Draft Expense Reports list, and you may make any necessary updates or changes. When the report is resubmitted, any approvers who participated in partial approval of the original report will need to reapprove.

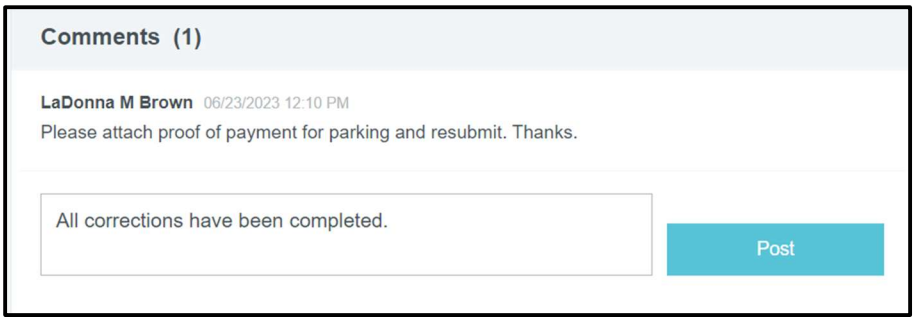
RETURNED REPORTS

An approver will return a report for corrections or additional information on an expense report during the approval process. The report will appear in the **Returned** Expense Reports block on the dashboard. Additionally, you should receive an email notification informing you that and expense items has been returned along with a summary and comments explaining why it was returned.

Click on returned report to open it. If the approver left a comment or note on a specific line item, it will be indicated by a blue note icon.



View the **Comments** from the approver to see why the expense returned. You may reply to the comments via the box. Select **Post** to submit it.



When all corrections have been made, click **submit** to resubmit the report for approval.

APPROVALS

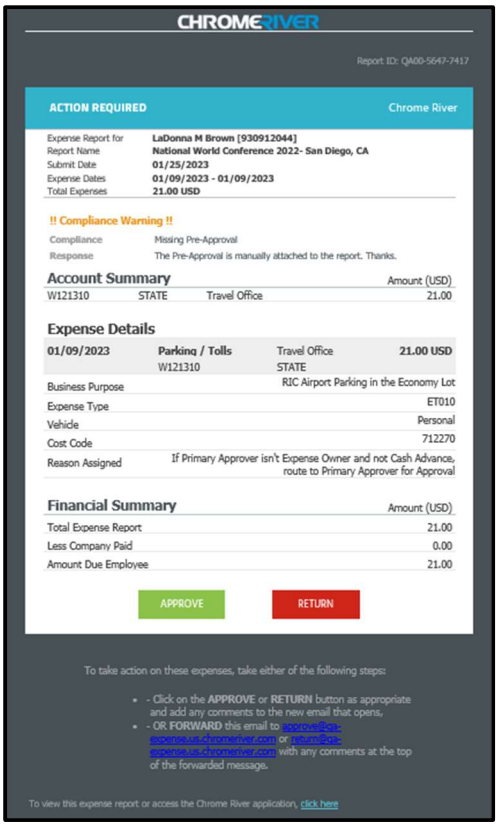
Chrome River will automatically route the reports to the appropriate approvers based on system rules and role assignments. Approvers will receive an email notification informing them where they have a Pre-Approval or Expense Report in their queue for approval and have options for approving the report.

APPROVAL VIA EMAIL

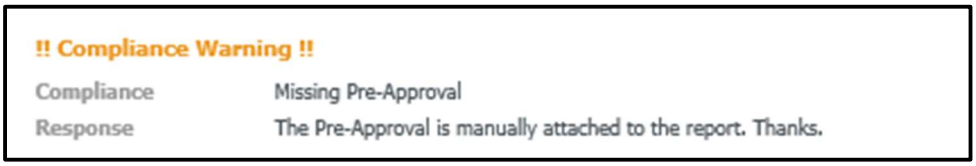
Chrome River will email approvers Pre-Approvals and Expense Reports requiring their approval. Approvers have the ability to approve ***all expenses*** on a report for reimbursement or ***return all*** expenses on the report to the expense owner with additional questions or comments from within the email. Approving or returning only specific line items within a report requires the approver to log in to the Chrome River application, which can be done through the link at the bottom of the email.

The email approvers receive includes most of the details of the report, including the ability to view receipts associated with each expense. At the bottom of the email, approvers can view an expense summary and will also see the **ACCEPT** and **RETURN** buttons.

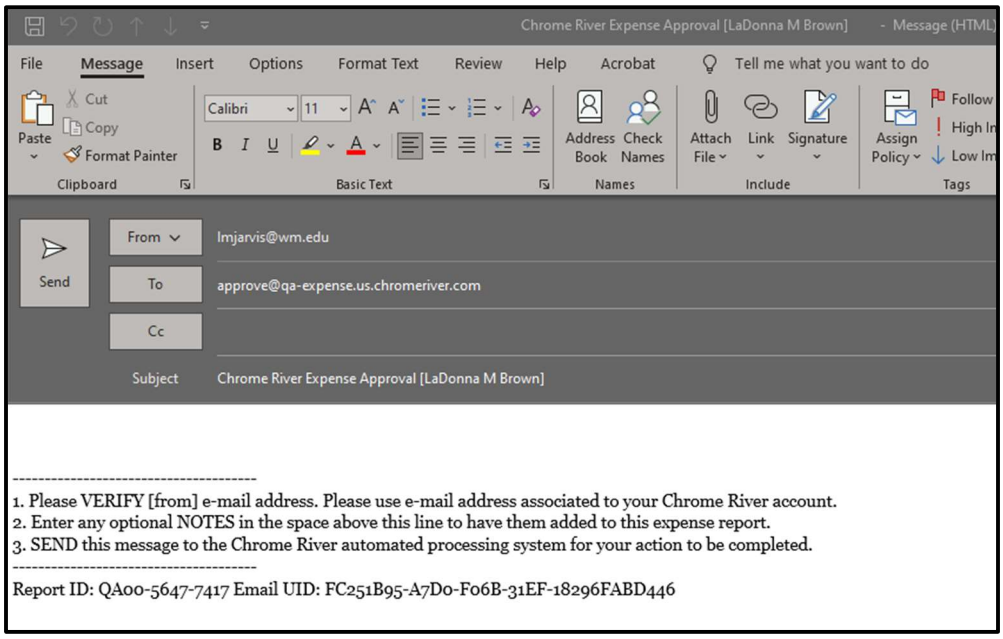
Note: At the bottom of the report, you can click VIEW RECEIPTS link to view a PDF of all receipts attached to the report.



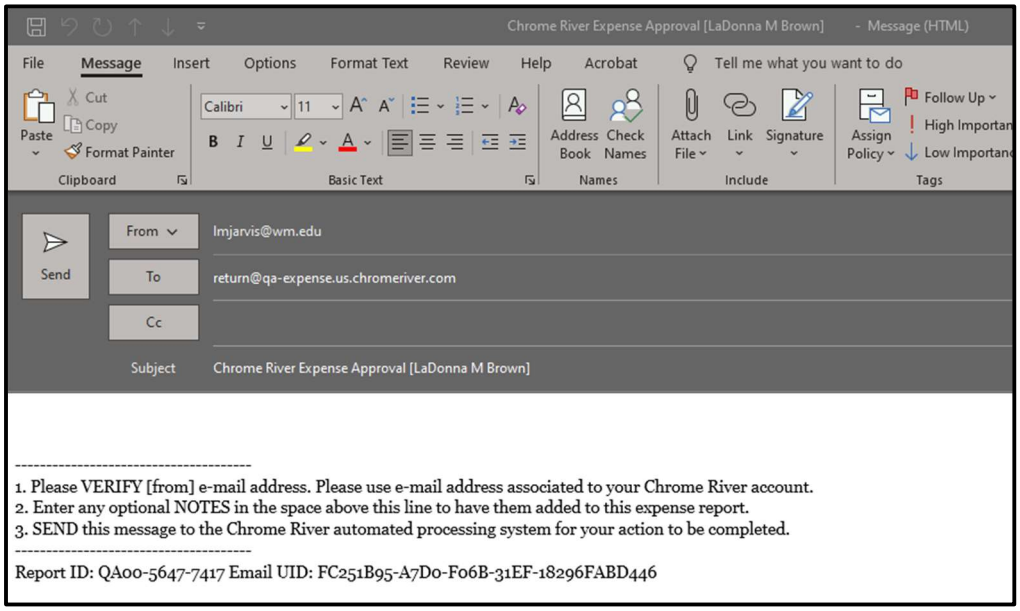
Any compliance issues for line items will be noted with a Compliance Warning Flag, as well as an explanation for the compliance issue and a response from the expense owner.



To approve a report by email, click on the **ACCEPT** button. This will bring up a new email window that you will need to **SEND**. If you have any comments you would like to include on the report, you can type them into the body of the email before sending, and they will be added to the report. Once you hit send, the system will be notified of your approval, and the report will move forward in the approval queue.



To return the report, click on the **RETURN** button. This will also bring up a new email window that you will need to **SEND.** You can enter an explanation for why you are returning the report that will be provided to the report submitter. Once you hit the send, the system will return the report back to the expense owner for corrections. If an approver returns a report, the resubmitted report will route back to the same approver and will not require additional approval from previous approvers, if applicable.

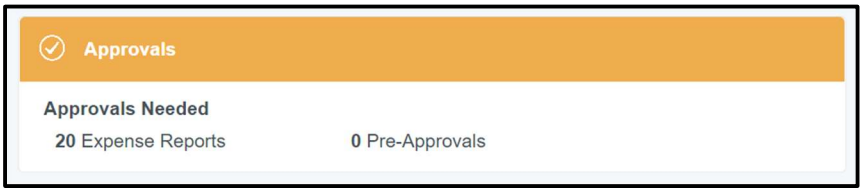


While approvers can return a report from within the email, they cannot adjust a report from within the email. Instead, they must adjust from within the Chrome River Application, which is accessible from the link at the bottom of the email.

Note: If you attempt to approve via email an expense that has since been changed, you will receive an Expense Report Approval Failure Notification email alerting you to reattempt your approval via the most recent approval email for that report.

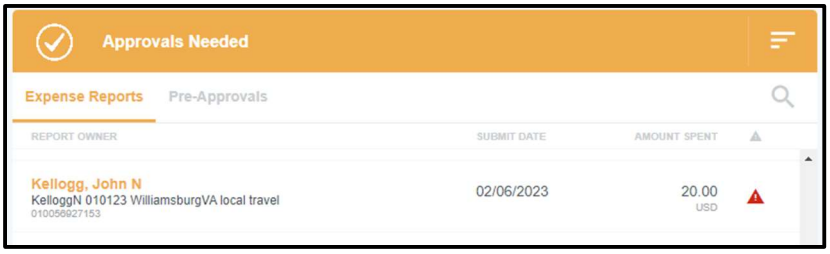
APPROVAL IN CHROME RIVER APPLICATION

After logging into Chrome River, any approvers with reports pending approval will show up in the orange box in their Dashboard. This box will display a count of the number of expense and/or pre-approval reports awaiting approval. Click on either **Expense Reports** or **Pre-Approvals** to access the respective list of reports.

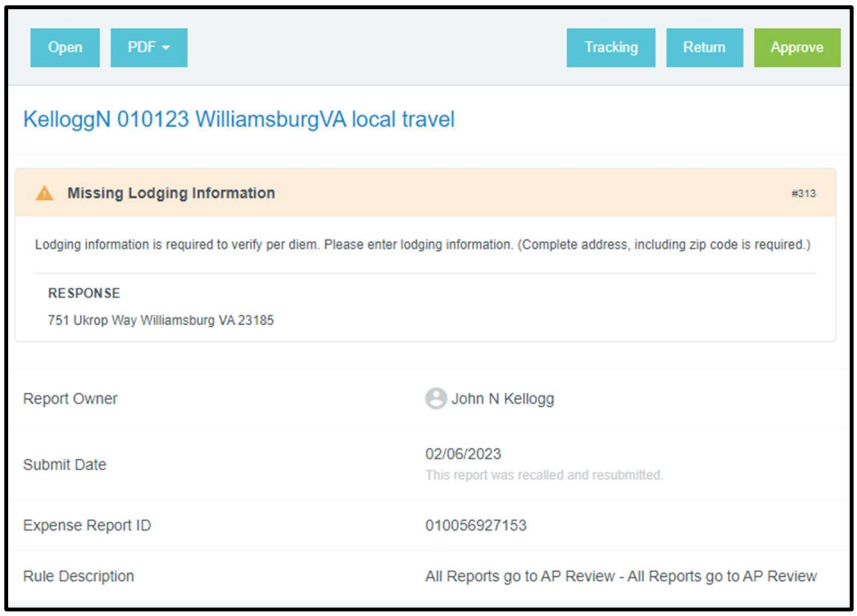


Within the Approval List, you will see any reports awaiting your approval. If you would like to sort these reports differently, you can do so by click the menu button in the top right corner of the approval panel. If you have both Expense Reports and Pre-Approvals awaiting approval, you can toggle between the two by clicking the titles at the top. If you have many reports awaiting approval and would like to search for a specific one, you can do so by clicking magnifying glass icon and searching by Expense Owner or Report ID.

Note: Any reports submitted within compliance warnings will be noted with a red triangle symbol on the line of the report.



Click on any report in the approval list a, and the report header will display in the window on the right side of the screen. This will include a summary of the expenses, funding sources, and all receipts attached to the report.



From the report preview window, you can perform the following functions:

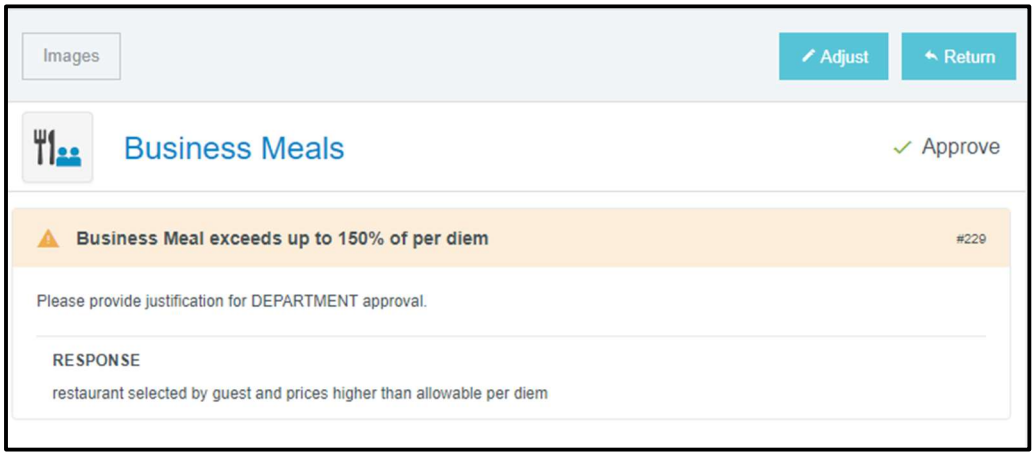
- **Open—**This will open the full report
- **PDF—**This will provide several options for printing the report to PDF
- **Tracking—**This provides a summary of the tracking of the expenses in the report. Note: Based on the index charged, each line on the report can potentially route differently. Click on each expenses line to view the tracking information for that item.
- **Return—**Return the report to the submitter. The approver will be asked for an explanation and all lines of the report will be rejected. The entire report will be returned to the submitter. If you would like to reject individual items, you can do so in the full report.
- **Approve—**This will approve the full report. It is recommended that approves review the detailed report before approving.

Additionally, you may add comments to the report by entering them in the **Comments** section of the report summary.

We encourage to open the report the full report by clicking the Open button at the top of the report summary. After opening the full report, all of the submitted expenses will now be listed on the left side

of the screen. To view details of an expenses, click on the expense and the details will display on the right side of the screen, including any receipts.

Any expenses submitted with a compliance warning will be noted with a red triangle symbol on the line item. If you click on these line items, a warning box will display at the top of the expense summary detailing the compliance violation along with the explanation from the report owner.



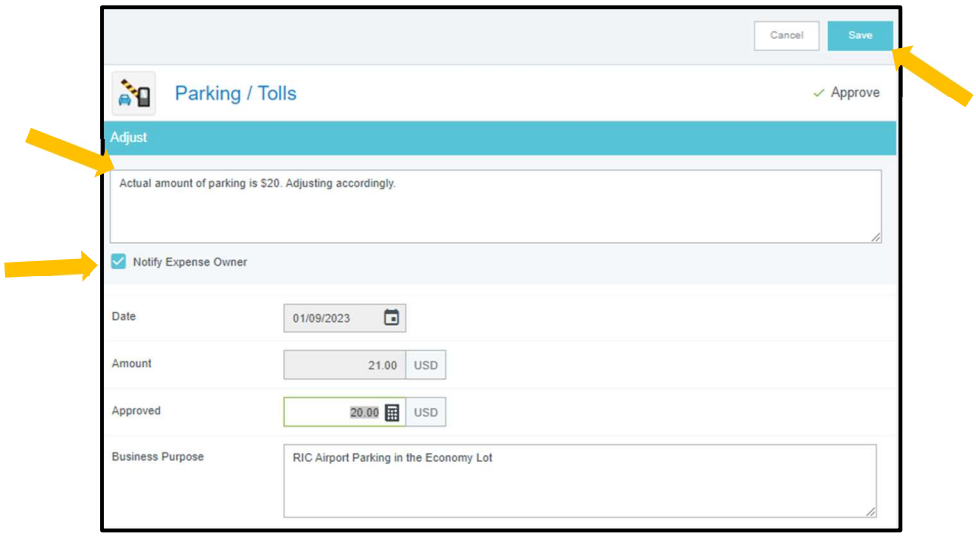
Similar to the report header, you may also add comments to individual expenses items by entering them under the **Comments** section.

ADJUST AN EXPENSE

The following are items that an approver can adjust on an expense:

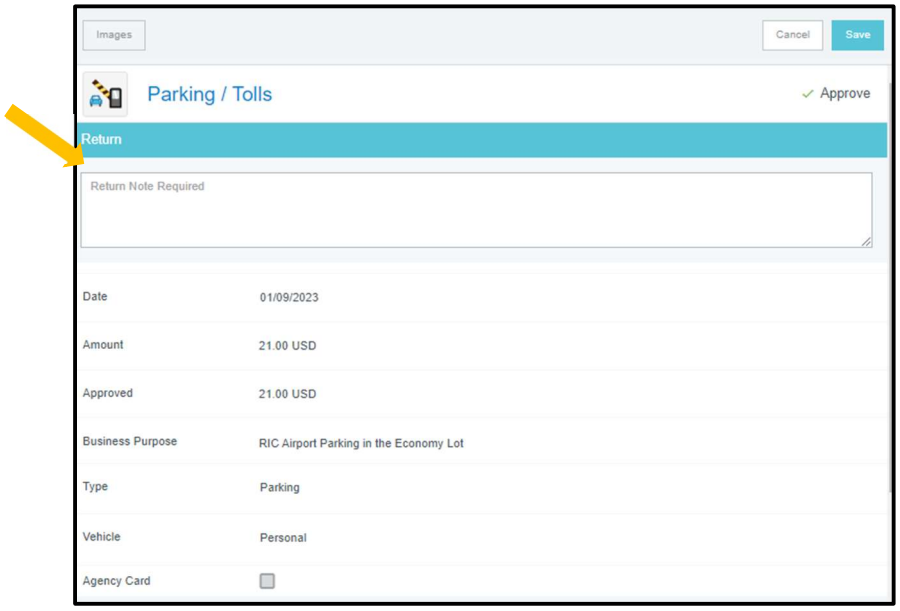
- **Approved amount**—approvers can only adjust the approved amount down
- **Business Purpose**
- **Allocation (Index)**
- **Comments**—approvers can add additional comments, but they cannot remove comments
- **Attachments**—approvers can add additional attachments.

After making an adjustment, an adjustment note is required by the approver. They also have the option to notify the expense owner of the adjustment. If the report submitter would like to receive an email detailing the adjustment, select the **Notify Expense Owner** checkbox. If not, uncheck this box. Click **Save** to finalize the adjustment.



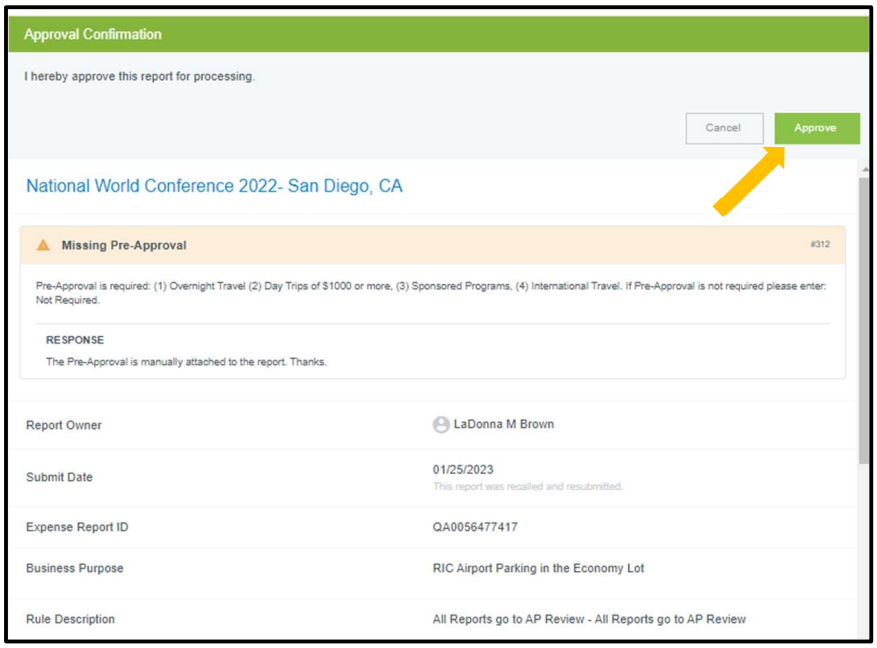
RETURN AN EXPENSE

Individual expenses can be returned to the expense owner. After click **Return** on the selected expense, the approver is required to enter an explanation of why the expense is being returned. After doing so, click **Save.**



APPROVE A REPORT

After you have reviewed the report and are ready to approve, click the **Approve** button at the top of the expense report summary. Once the Approve button has been selected, the submit confirmation screen will appear. Click **Approve**.


Approval Confirmation
I hereby approve this report for processing.
Cancel
Approve
National World Conference 2022- San Diego, CA
Missing Pre-Approval
#312
Pre-Approval is required: (1) Overnight Travel (2) Day Trips of $1000 or more, (3) Sponsored Programs, (4) International Travel. If Pre-Approval is not required please enter: Not Required.
RESPONSE
The Pre-Approval is manually attached to the report. Thanks.
Report Owner
LaDonna M Brown
Submit Date
01/25/2023
This report was recalled and resubmitted.
Expense Report ID
QA0056477417
Business Purpose
RIC Airport Parking in the Economy Lot
Rule Description
All Reports go to AP Review - All Reports go to AP Review