

CHROME RIVER QUICK GUIDE: CREATING AN EXPENSE REPORT – EMPLOYEE

Cancel Save

Airfare

Date: 01/09/2023

Amount: 500.00 USD

Airline: American

Class: Economy

Travel 8 hours consecutive?

Receipt must include itinerary, seating class and proof of payment.

Agency Card

Allocation: W121310 STATE Travel Office

Add Allocation

- The expense will be added to your expense report and will be visible on the report summary to the left. The Add Expense window will appear again on the right side of the screen.

Expenses For: Chrome River College of William & Mary

National World Conference 2022- San Diego, CA

DATE	EXPENSE	AMOUNT	PAY ME
Mon 01/09/2023	Airfare	500.00 USD	500.00

Expense Report: QA02056477418

Total Pay Me Amount: 500.00 USD

Submit

- Continue adding expenses to your report by selecting the appropriate expense tile, completing the expense tile form, and clicking **Save** at the top right.
- Once you have finished adding all expenses to your expense report, click on the green **Submit** button at the bottom of the report summary.

A submit confirmation will appear at the top 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 report to your expense report. Click **Submit** to submit the report to the approval flow.

Submit Confirmation

I hereby certify that the expenses listed represent a true statement of actual travel expenses incurred in accordance with all applicable William & Mary Policy and Procedures. All expenses listed are for legitimate business purposes and in support of the WM mission and goals.

PDF Cancel Pre-Approval Submit