Creating an Expense Report in Chrome River

An Expense Report is a detailed itemization of travel expenses or non-travel expenses paid with a Travel Card or out of pocket. Employees who make purchases on behalf of the University using these methods are required to submit an Expense Report to account for expenses.

Note: For units that require pre-approval, see the “Creating a Pre-Approval Report in Chrome River” job aid.

Follow these steps when creating an Expense Report.

<table>
<thead>
<tr>
<th>Prior to Entry in Chrome River</th>
<th>Entry into Chrome River</th>
<th>Monitor Status</th>
</tr>
</thead>
</table>

**STEP 1: GETTING STARTED**

Before creating an Expense Report in Chrome River, make certain the following questions are answered.

- Does your unit require a Pre-Approval Report in Chrome River? If yes, is the Pre-Approval Report entered and approved?
- Do you know your allocation(s) (ChartField string, e.g., 1000-102XX-20457)?
- Do you know the trip or expense start date and end date? (Dates should be in the past.)
- Is your business purpose/justification ready?
- Have the receipts been uploaded in Chrome River by one of the following methods?
  - Email to receipt@chromefile.com (Note: Only PNG, JPG, PDF, or TIFF is acceptable).
  - Upload receipts using the “Uploading Receipts in Chrome River in a SNAP” job aid.

**STEP 2: CREATE EXPENSE REPORT**

Log in to MyU (myu.umn.edu). Navigate to: Key Links > U Travel > Chrome River Login.

1. Click <+ Create> in the Expenses section.
2. Enter a title in the Report Name field. Note: Report titles should be meaningful to you, your finance team, and approvers.
3. The Pay Me In field defaults to “USD - US Dollars” and should not be changed. (The University does not pay employees in currencies from other countries.)
Creating an Expense Report in Chrome River (cont.)

4. Select the COVID-19 Voucher or Credit Used checkbox if applying a credit or voucher to the Expense Report. See “Applying Credits or Vouchers to Chrome River Expense Reports” job aid.

5. Enter the credit amount applied in Voucher or Credit Amount Applied. Note: This field does not display if the COVID-19 Voucher or Credit Used field is unchecked.

6. Select the Affiliation type from the drop-down menu.
   a. Faculty
   b. Staff
   c. Student

7. Select the Trip Type from the drop-down menu.
   a. Domestic (Select for travel outside Minnesota but within United States.)
   b. International (Select for travel outside United States. For example, Canada.)
     i. Travel to international locations must be registered in advance of the trip at https://travelregistry.umn.edu/register. Selecting this option displays two fields:
        1. Registered International Travel – Check if travel is registered.
        2. Travel Registry ID – Enter the ID of the registered trip.
        See the “Register Your International Trip Prior to Travel” job aid.
   c. Minnesota (Select for travel within Minnesota.)
   d. Non-Travel (Select for out-of-pocket purchases, local mileage/parking.)
   e. Cash Advance Request (Select when creating a Cash Advance Request. See “Requesting a Cash Advance in Chrome River” job aid.)

8. Enter a date in the Trip/Expense Start field.

9. Enter a date in the Trip/Expense End field.

10. Enter a primary destination for the trip in the Destination field and select the results from the drop-down menu. For non-travel related reports, select the city of your primary office location. (Example display: United States/Illinois/Big Rock.)

11. If the trip involved more than one location, select the Add another location checkbox.

12. If the trip involved personal travel, select the Includes Personal Travel checkbox.

13. If an entity other than the University will be contributing to the cost of the trip, select the Externally Funded checkbox.
Creating an Expense Report in Chrome River (cont.)

14. Enter a justification in the Business Purpose field following the guidelines in the “Justifications/ Business Purpose in Chrome River” job aid. Note: If a credit or voucher has been applied indicate the Report ID incurring the original expense and the name of the supplier issuing credit.

15. Click <Save>.

STEP 3: ADD EXPENSES

Add an expense by clicking:

- <U Travel Card> – Use for Travel Card expenses.
- <Out-of-Pocket Expenses> – Use for out-of-pocket expenses where receipt has been sent to Chrome River. Most receipts are converted to expense transactions and provide date, amount, and supplier. Verify for accuracy.
- <Create New> – Use for out-of-pocket expenses such as mileage or per diem.

<table>
<thead>
<tr>
<th>Add Expense by U Travel Card or Out-of-Pocket Expenses</th>
<th>Add Expense by Create New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click &lt;Credit Card&gt; or &lt;Offline&gt;. Note: Green dots indicate expenses are ready to process.</td>
<td>Click &lt;Create New&gt;.</td>
</tr>
</tbody>
</table>

Select the checkbox of the expense to add to the Expense Report.

Click <Add>. Note: Different expense types display different fields. Populate as needed.

Date field cannot be changed for credit card expenses.

Spent field cannot be changed for credit card expenses.

Business Purpose field cannot be changed.
### Creating an Expense Report in Chrome River (cont.)

<table>
<thead>
<tr>
<th>Add Expense by U Travel Card or Out-of-Pocket</th>
<th>Add Expense by Create New</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Additional Information</strong> field can be used to add additional justification for the specific purchase as needed.</td>
<td><strong>Additional Information</strong> field can be used to add additional justification for the specific purchase as needed.</td>
</tr>
<tr>
<td><strong>Merchant</strong> field may be populated based on the credit card expense. This field can be changed if needed.</td>
<td><strong>Merchant</strong> field may be populated if desired.</td>
</tr>
<tr>
<td><strong>UMN Paid</strong> checkbox will be selected for all Travel Card expenses, as the credit card expense was paid for by the University of Minnesota.</td>
<td><strong>UMN Paid</strong> checkbox should NOT be selected for out-of-pocket expenses.</td>
</tr>
<tr>
<td><strong>A portion of this expense is unallowable</strong> checkbox should be checked if part of the expense is unallowed. See the “Unallowable Expenses in Chrome River” job aid for additional details.</td>
<td></td>
</tr>
<tr>
<td>Enter a department name or a DeptID value to search for your Allocation.</td>
<td>Enter a department name or a DeptID value to search for your Allocation.</td>
</tr>
</tbody>
</table>
| ![](image)  
| **Allocation**  
|  
| 12247  
1000-12247-20135 NONSP  
Financial Training - System Finance  
|  
| 1026-12247-21653 NONSP  
Financial Training - CO Payroll Default  
|  
| 1026-12247-23000 NONSP  
Financial Training - HRMS Payroll Default  
|  
| 1701-11173-23006-1224741-UMF0012816 NONSP  
SPH EHR S Division - General Research Support  
| Contact your unit finance person about your allocation numbers. |
| Select the appropriate account value from the drop-down menu in the **Select** field located below **Allocation**. | Select the appropriate account value from the drop-down menu in the **Select** field located below **Allocation**. |
| If the amount should be split between allocations, click `<+ Add Allocation>`. Follow the instructions in the “Allocations/ChartField Strings in Chrome River” job aid. | If the amount should be split between allocations, click `<+ Add Allocation>`. Follow the instructions in the “Allocations/ChartField Strings in Chrome River” job aid. |
| Receipts may already be attached, but if not, click `<Add Attachments>` if required. | Receipts may already be attached, but if not, click `<Add Attachments>` if required. |
| Click `<Save>`.. | Click `<Save>`.. |
| Add additional expenses as needed. | Add additional expenses as needed. |
STEP 4: SUBMIT EXPENSE REPORT

1. Review all expenses on the report for completion as indicated by a green checkmark. All warnings/violations must be resolved, or the Expense Report cannot be submitted. (Example warning: Itemized receipt required.) If it is not ready to submit, exit Chrome River and complete the Expense Report at a later time. Follow the instructions in the “Modifying a Report in Chrome River” job aid.

2. Click <Submit>. Note: If your unit does not require pre-approval, advance to #6.

3. If your unit requires a pre-approval, click <Pre-Approval> to apply it to the Expense Report.

4. Select the Pre-Approval Report related to this Expense Report from the drop-down menu.

5. Click <Apply>.

6. Certify the expenses are true and correct to the best of your knowledge by clicking <Submit>.
STEP 5: MONITOR STATUS

Expense Reports will route for approval. Approvers can either approve or return the report to the traveler. It is important to monitor your reports in case one is returned. Monitor the status of the Expense Report in one of two ways:

1. Email Notification
   a. Expense owners will receive an email when submitting an Expense Report.
   b. Expense owners will receive an email when approvers take action on the report.

2. Chrome River
   a. Log in to MyU (my.umn.edu). Navigate to: Key Links > U Travel > Chrome River Login.
   b. Click on one of the available statuses in the Expenses section: Draft, Returned, or Submitted Last 90 Days.
   c. The report title, date, amount, and status will display. (Example statuses: Pending Approval, Approved, Denied.)

Use the policy library (policy.umn.edu) for guidelines on travel-related expenses.
• See Travel policies.
• See “Purchasing Goods and Services” policy for out-of-pocket purchases which may be allowable.