

## Receipts in Chrome River

University employees are given three primary options to pay for travel expenses: University-paid Travel Card, University-paid PCard, or Out-of-Pocket. Chrome River captures expenses for Travel Card and out-of-pocket payments. Send receipts for these payment methods to Chrome River to start the process of creating an Expense Report.

### SEND RECEIPTS AS YOU GET THEM

Expenses over \$25.00 require a receipt, no matter which payment option is used. The only exception to this rule is Per Diem Meals, which do not require receipts.

- ✦ Email the receipt image to [receipt@chromefile.com](mailto:receipt@chromefile.com) from your University email account. Acceptable file formats include: PNG, JPG, PDF, or TIFF.
- ✦ Email a supplier receipt from your University email account.
- ✦ Upload image directly into the Receipt Gallery within Chrome River.
- ✦ Capture and upload receipts using the Chrome River SNAP smartphone app. See the [“Uploading Receipts in Chrome River in a SNAP”](#) job aid.

### RECEIPTS STORED IN CHROME RIVER

Chrome River recognizes incoming messages from your University email account and loads receipts directly into eWallet. EWallet sorts the receipts and Travel Card expenses into various folders:

- ✦ **U Travel Card:** All Travel Card transactions that have posted to Chrome River. Transactions that have been matched with a receipt in the Receipt Gallery will indicate “Travel Card + Receipt” along with Merged Details.
- ✦ **Out-of-Pocket Expenses:** Out-of-pocket receipts that have been read by the system and are ready to be processed into an Expense Report.
- ✦ **Receipt Gallery:** Unread images of all emailed or uploaded receipts are stored in the Receipt Gallery folder.
- ✦ **All:** View all items in every folder.

Each receipt image is read by the system. Specific information such as amount, date, merchants, and expense types is pulled from the receipt.

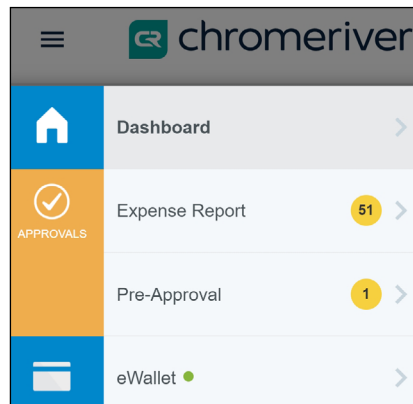
### VIEW YOUR RECEIPTS

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

1. Click the triple bar icon.

## Receipts in Chrome River (cont.)

2. Select eWallet.

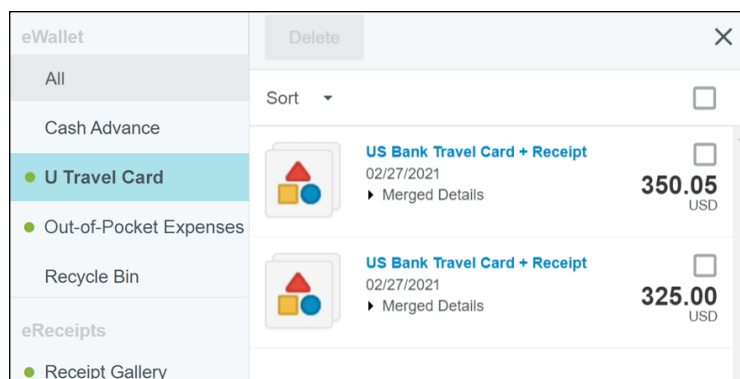


3. Select one of the options in the eWallet view: U Travel Card, Out-of-Pocket Expenses, Receipt Gallery, All. Note: Green dot indicates expenses are ready to be processed.

### EWALLET U TRAVEL CARD

View all Travel Card transactions. Travel Card transactions take approximately three days or more to load into Chrome River.

- ✦ Click the expense type to select a different expense type if needed.
- ✦ Use the *Sort* column to sort receipts by Date, Amount, Expense Type, Transaction Source, Merchant, or Statement Date.
- ✦ Click the caret near the merchant name to view *Statement Date*, *Amount Original*, and *Details*.
- ✦ Click <Merged Details> to view the credit card transaction and the matched receipt pulled from the Receipt Gallery. If more than one expense type exists, a “Primary” icon will display next to the expense type name.
- ✦ Click the checkbox to the right of the expense type to select the expense.
- ✦ Click the paperclip icon to “Unlink” a matched receipt if needed.



## Receipts in Chrome River (cont.)

### EWALLET OUT-OF-POCKET EXPENSES

View receipts which have been automatically matched to expense types.

- ✦ Click the expense type to select a different expense type if needed.
- ✦ Use the *Sort* column to sort receipts by Date, Amount, Expense Type, Transaction Source, Merchant, or Statement Date.
- ✦ Click on the word “Receipt” to view the receipt in the left pane of Chrome River.
- ✦ Click the checkbox to the right of the expense type to select the expense.

eWallet	Delete	X
All	Sort	<input type="checkbox"/>
Cash Advance		
● U Travel Card		
● <b>Out-of-Pocket Expenses</b>		
Recycle Bin		
eReceipts		
● Receipt Gallery		
	Receipt Lodging 05/16/2021 ▶ Hampton Inn	<input type="checkbox"/> <b>193.03</b> USD
	Hotel Folio Receipt Lodging 05/17/2021 ▶ Hampton Inn	<input type="checkbox"/> <b>218.12</b> USD
	Receipt Other Ground Transportation 05/17/2021 ▶ Uberx	<input type="checkbox"/> <b>40.75</b> USD

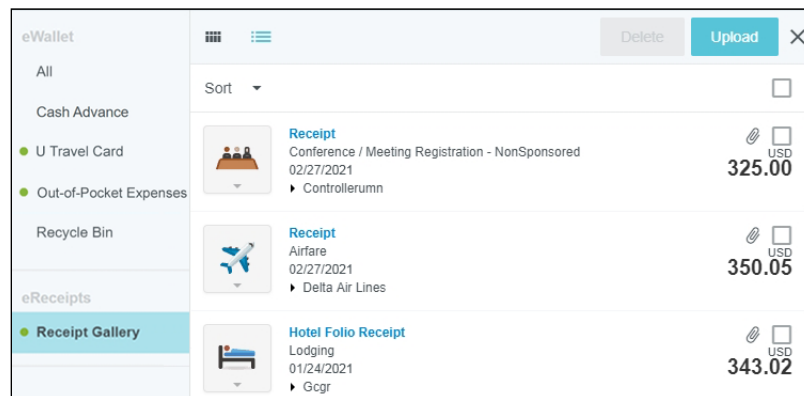
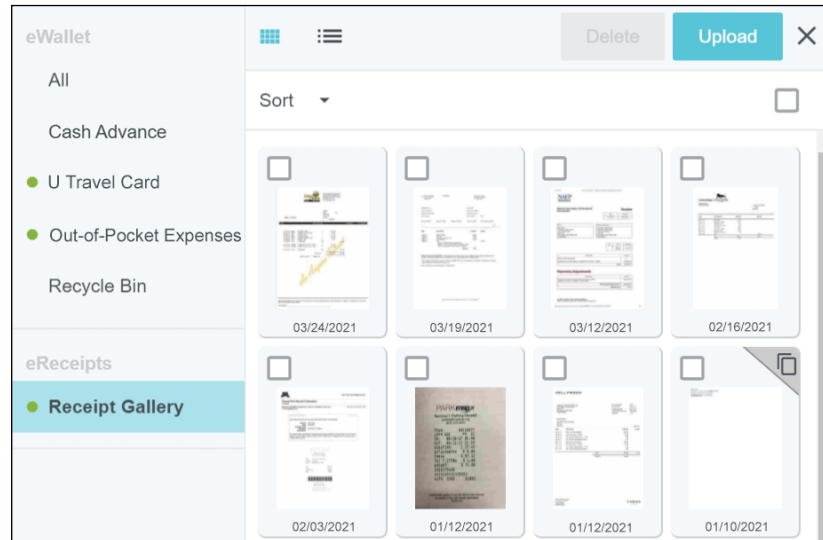
### EWALLET RECEIPT GALLERY

View all receipts emailed and uploaded into Chrome River.

- ✦ View the receipts within the gallery in two different ways:
  - ✦ Thumbnails of receipt images (see tile icon above *Sort* column).
  - ✦ By expense type (see triple bar icon with dots).
- ✦ Use the *Sort* column to sort receipts by Date, Amount, Expense Type, Transaction Source, or Merchant.
- ✦ Click the caret near the merchant name to view the receipt in the left pane of Chrome River.
- ✦ Click the checkbox to the right of the expense type to select the expense.

## Receipts in Chrome River (cont.)

- ✦ Delete a receipt by selecting the receipt and clicking <Delete> on top of the page.
- ✦ Click <Upload> to find and upload a image of a receipt from your computer.

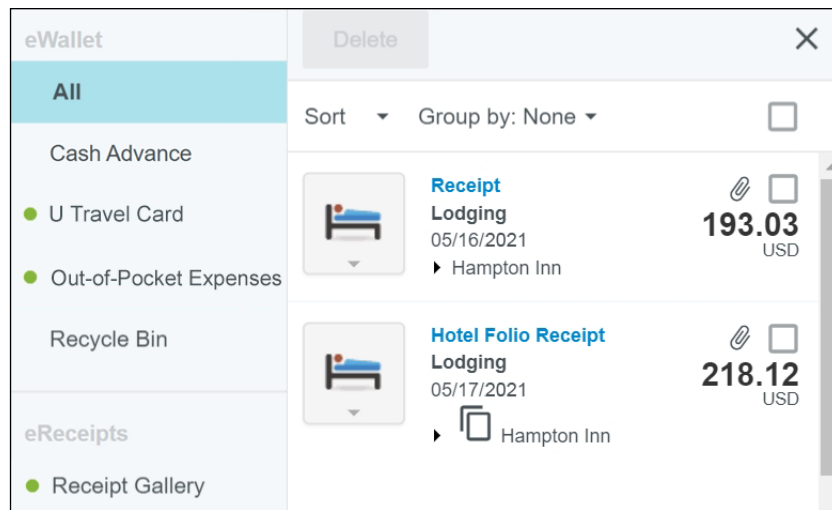


### EWALLET ALL

View all receipts and credit card transactions.

- ✦ Click the expense type to select a different expense type if needed.
- ✦ Use the *Sort* column to sort receipts by Date, Amount, Expense Type, Transaction Source, Merchant, or Statement Date.
- ✦ Use the *Group By* column to sort by Trips.
- ✦ Click the caret near the merchant name to view the receipt in the left pane of Chrome River.
- ✦ Click the checkbox to the right of the expense type to select the expense.

## Receipts in Chrome River (cont.)



### FAQS

#### What if the expense icon is a question mark?

- ✦ Chrome River could not determine the expense type. Click the question icon and select the appropriate expense type.

#### What if the expense amount and the receipt amount differ?

- ✦ If an amount differs, verify the receipt against the amount recognized by the system. It is possible to change an amount if it was “read” incorrectly. The only exception is credit card transactions. These amounts cannot be changed as they come from the credit card company.

#### What if emailing receipts to receipt@chromefile.com doesn't work?

- ✦ Make sure you are using your University email account to email the receipts. Double check the email address to Chrome River. Contact the Financial Helpline to see if they are able to resolve the issue. In the meantime, upload the receipts directly into your Receipt Gallery within Chrome River.

#### What if I cannot find my receipt?

- ✦ Take a picture of your receipt immediately. Use Chrome River SNAP on your smartphone. This minimizes the risk of losing a receipt. Seek a duplicate copy from the supplier. If you are still unable to include the receipt, respond to the compliance rule in Chrome River to capture the reason.

Contact the Financial Helpline at 612-624-1617 or controller@umn.edu with further questions.