



# Example Justifications for Chrome River Transactions



## Role: Expense Owner, Approver

Justification captures why an expense benefits the University. Chrome River uses two fields to capture Justification: *Business Purpose* and *Additional Information*. *Business Purpose* is used to capture the overall justification for the trip, and *Additional Information* captures further justification for an expense. All justifications are limited to 254 characters. Abbreviate as needed.

### EXAMPLE JUSTIFICATION FOR BUSINESS PURPOSE FIELD

<b>Sentence 1:</b> Describe the purpose of the trip.	Traveled to the Big 10 Procurement Conf. to attend the Procurement Director's Annual Business meeting. Attendance required to serve as the U's voting delegate. Voting ability gives representation on purchasing decisions. 	Attended the Procurement Director's Annual Business Conference because my boss said I had to. 
<b>Sentence 2:</b> State the facts by using action verbs that describe the activity.		
<b>Sentence 3:</b> Clearly state how the expense benefits the University.		
<b>Sentence 4 (Optional):</b> Describe any unique or unplanned circumstances related to the expense that require further explanation.		

### EXAMPLE JUSTIFICATION FOR ADDITIONAL INFORMATION FIELD (OPTIONAL)

<b>Sentence 1:</b> Describe the purpose of the expense.	Stayed at the designated conference hotel. While hotel exceeds the maximum rate for lodging this is within acceptable boundaries of conference hotel charges. 	Had to stay at the conference hotel even though it was more expensive. 
<b>Sentence 2:</b> State the facts by using action verbs that describe the activity.		
<b>Sentence 3 (Optional):</b> Describe any unique or unplanned circumstances related to the expense that require further explanation.		

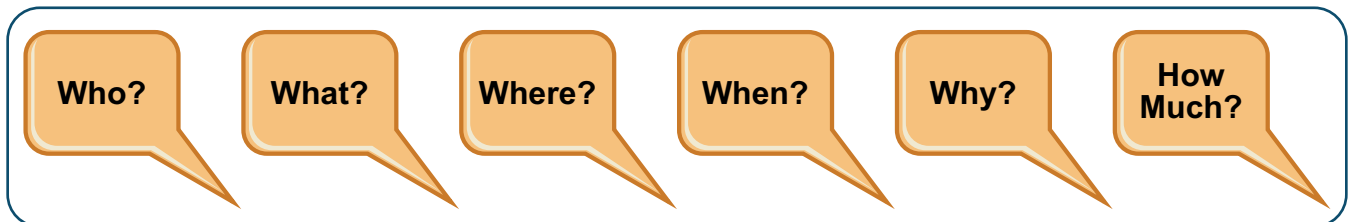
### WHY DO I NEED TO JUSTIFY A TRANSACTION?

All financial and accounting transactions require justification. It ensures compliance. Justifications should be written for internal and external audiences. Can an external audience who knows nothing about you, your department, or the trip understand why it was warranted? Does the justification explain how the trip furthered the mission of the University? Units must ensure transaction justification and supporting documentation includes complete and transparent information. See the [Processing, Documenting, and Approving Financial and Accounting Transactions policy](#) in the University Policy Library ([policy.umn.edu](http://policy.umn.edu)) for details on the policy surrounding justification.

## Example Justifications for Chrome River Transactions (cont.)

### JUSTIFICATION GUIDELINES

- Do not repeat information already included in the transaction or attached supporting documentation.
- Justification must provide an explanation about the allowability, allocability, reasonableness, and benefit to the project/University not already apparent within the transaction or attached supporting documentation.
- Between the **transaction and justification**, the following questions should be readily answered:



- Travelers should focus on providing the “**What**” and “**Why**” for the justification as these are not typically apparent within the transaction or supporting documentation.
  - **What** is the transaction for?
  - **Why** is the transaction being completed and how does the transaction relate to or benefit the account affected or charged? What is the benefit/why does this benefit the University?

### ATTACHMENT GUIDELINES

- Attach additional supporting documentation to justify the transaction.
- Acceptable file formats include: PNG, JPG, PDF, TIFF.

### OTHER CONSIDERATIONS

See [Applying Credits or Vouchers to Chrome River Expense Reports \(pdf\)](#) for specific documentation requirements for credits or vouchers.