



Chrome River User Manual

Table of Contents

Air Travel	1
Train / Rail	3
Ground Transportation	5
Hotel.....	18
Meals.....	21
Conference Registration / Training.....	25
Miscellaneous / Other.....	26
Zero Dollar Expense	27

PRE-APPROVAL EXPENSE TILE DETAILS

Air Travel

Airfare

The most economical mode of airline travel is generally tourist or economy class. Specific justification must be furnished with the Expense Report when these classes are not used. If these classes are not available, a verifying statement from the travel agency or airline must be furnished with the Expense Report. Early boarding fees are a non-reimbursable.



Chrome River User Manual

Estimated Amount **1** 0.00 USD

Description **2** Optional

To Be Paid By **3** -- Select --

1. **Estimated Amount:** Enter the estimated amount for this expense type.
2. **Description:** Provide any additional information about this expense. This field is optional for most expense types.
3. **To Be Paid By:** Select the option that best describes the anticipated payment method for the expense. Options include:
 - a) Accounts Payable Invoice
 - b) Foundation Funds
 - c) No Cost to WSU
 - d) Personal Funds
 - e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Baggage

One checked bag per departing and arriving flights is reimbursable, charges for baggage in excess will require justification.

Cancel Save

Baggage Fee

Estimated Amount **1** 0.00 USD

Description **2** Optional

To Be Paid By **3** -- Select --

1. **Estimated Amount:** Enter the estimated amount for this expense type.
2. **Description:** Provide any additional information about this expense. This field is optional for most expense types.
3. **To Be Paid By:** Select the option that best describes the anticipated payment method for the expense. Options include:
 - a) Accounts Payable Invoice
 - b) Foundation Funds
 - c) No Cost to WSU
 - d) Personal Funds
 - e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Train / Rail

Train / Rail

The most economical mode of passenger train travel is generally first-class day coach. Specific justification must be furnished with the Expense Report for reimbursement of train fare when this class is not used.

Estimated Amount **1** 0.00 USD

Description **2** Optional

To Be Paid By **3** -- Select --

1. **Estimated Amount:** Enter the estimated amount for this expense type.
2. **Description:** Provide any additional information about this expense. This field is optional for most expense types.
3. **To Be Paid By:** Select the option that best describes the anticipated payment method for the expense. Options include:
 - a) Accounts Payable Invoice
 - b) Foundation Funds
 - c) No Cost to WSU
 - d) Personal Funds
 - e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.



Chrome River User Manual

[Back to Top](#)

Ground Transportation

Car Rental

The most economical mode of car rental is generally economy class. Specific justification must be furnished with the Expense Report when this class is not used. If the class was not available, a verifying statement from the travel agency or rental company must be furnished with the Expense Report.

If renting a vehicle with personal funds or BPC, provide the following numbers to the rental agency: Enterprise: XZ51WSU – Use when renting a Compact, Intermediate, Full Size, Compact SUV, Midsize SUV, Large SUV, Minivan, Hybrid Midsize vehicle. XZ51WSC – Use when renting a Pickup Truck, Cargo Van, or 12/15 Passenger Van. Hertz: 1978737

Estimated Amount **1** 0.00 USD

Description **2** Optional

To Be Paid By **3** -- Select --

1. **Estimated Amount:** Enter the estimated amount for this expense type.
2. **Description:** Provide any additional information about this expense. This field is optional for most expense types.
3. **To Be Paid By:** Select the option that best describes the anticipated payment method for the expense. Options include:



Chrome River User Manual

- a) Accounts Payable Invoice
- b) Foundation Funds
- c) No Cost to WSU
- d) Personal Funds
- e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)

Gasoline

Will be reimbursed if a rental vehicle is also on the Expense Report. **Note:** The mileage reimbursement rate for personal vehicles includes the cost of gasoline.

Estimated Amount **1** 0.00 USD

Description **2** Optional

To Be Paid By **3** -- Select --

1. **Estimated Amount:** Enter the estimated amount for this expense type.
2. **Description:** Provide any additional information about this expense. This field is optional for most expense types.
3. **To Be Paid By:** Select the option that best describes the anticipated payment method for the expense. Options include:
 - a) Accounts Payable Invoice



Chrome River User Manual

- b) Foundation Funds
- c) No Cost to WSU
- d) Personal Funds
- e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)

Mileage / Private Vehicle

Personal automobile mileage will be reimbursed at a rate set by the State of Kansas each fiscal year. These rates are considered to cover all costs associated with the use of the privately owned conveyance. This includes, but is not limited to: gasoline, oil, tires, repairs, insurance (including uninsured losses, and insurance deductibles resulting from damage to the privately owned conveyance), license fees, depreciation costs and expenses of any type.



Chrome River User Manual

Cancel Save

Mileage / Private Vehicle

Date **1** 07/21/2019

Estimated Amount **2** 0.00 USD

Business Purpose **3** The Business Purpose field is required for the Mileage / Private Vehicle tile.

Description **4** Optional

Rate **5** 0.545

Miles 0.00 Calculate Mileage **6**

Deduction None **7**

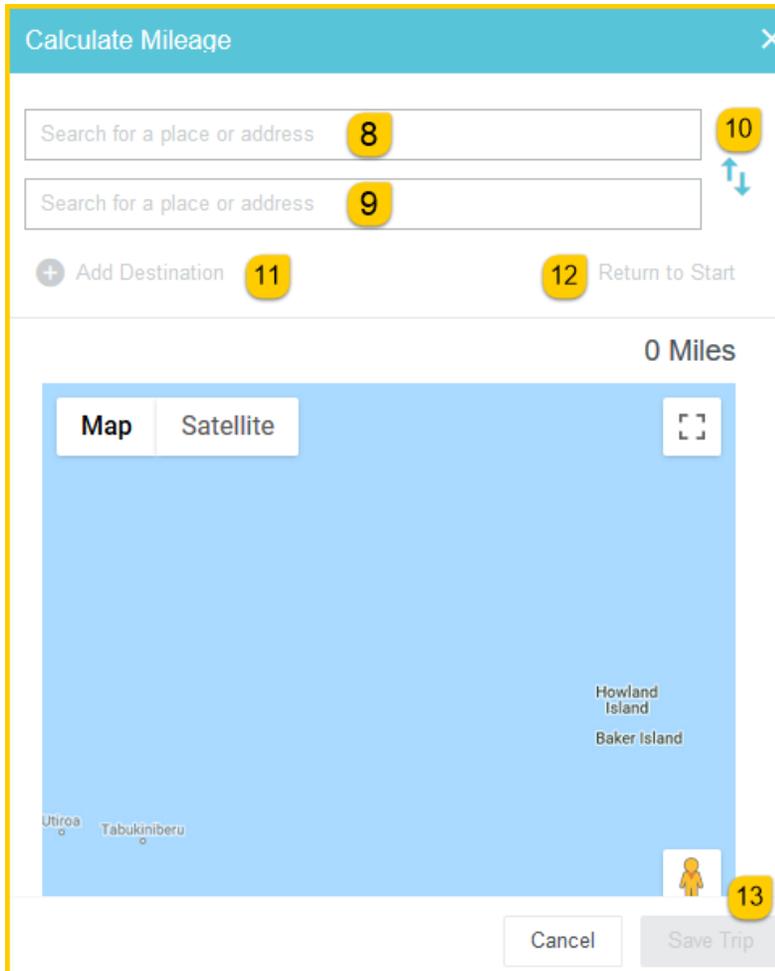
1. **Date:** Enter the first day on which claimed mileage occurred. Note: this date must be within the date range listed on the header of the expense report.
2. **Estimated Amount:** The estimated amount will populate after information has been entered on the **Calculate Mileage** page.
3. **Business Purpose:** The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. The **Business Purpose** field is required for the Mileage / Private Vehicle tile.
4. **Description:** The description will populate after information has been entered on the **Calculate Mileage** page.
5. **Rate:** This field displays the current mileage reimbursement rate, and is display only.
6. **Calculate Mileage:** Click this link to open up the **Calculate Mileage** page. See step 8 for the **Calculate Mileage** screen instructions.



Chrome River User Manual

7. **Deduction:** Clicking on the **None** button will provide the option to select either **Distance** or **Amount**. See step 17 for additional details.

[Back to Top](#)



8. **Search for a place or address:** Enter the address of the location you are leaving from. When you begin typing, the system will provide selections.
9. **Search for a place or address:** Enter the address of the location you are going to. When you begin typing, the system will provide selections.
10. **Switch order icon:** Click this icon to reorder the locations added in step 8 and 9.
11. **Add Destination:** Click this link to add additional destinations.
12. **Return to Start:** Click this link to automatically add an entry returning to the beginning location.



Chrome River User Manual

13. **Save Trip:** Click this button to save the information entered and return to the **Mileage / Private Vehicle** form.

Completed Calculate Mileage form example:

[Back to Top](#)



Chrome River User Manual

Calculate Mileage

1845 Fairmount Street, Wichita, KS, USA

Wichita Dwight D. Eisenhower National Airport (ICT), Eisenhower Airport Parkway, Wichita, ...

1845 Fairmount Street, Wichita, KS, USA

+ Add Destination Return to Start

24.66 Miles

Map Satellite

Wichita State University

Sedgwick County Zoo

Botanica, The Wichita Gardens

Exploration Place

Wichita

Eastborough

Wichita Dwight D. Eisenhower Na...

chulte

Oatville

Map data ©2019 Terms of Use Report a map error

Cancel Save Trip



Chrome River User Manual

The screenshot shows the 'Mileage / Private Vehicle' form in Chrome River. At the top right are 'Cancel' and 'Save' buttons. The form title is 'Mileage / Private Vehicle'. The fields are as follows:

- Date:** 07/21/2019
- Estimated Amount:** 13.44 USD (highlighted with a yellow circle 14)
- Business Purpose:** The Business Purpose field is required for the Mileage / Private Vehicle tile.
- Description (Optional):** From: 1845 Fairmount Street, Wichita, KS, USA; To: Wichita Dwight D. Eisenhower National Airport (ICT), Eisenhower Airport Parkway, Wichita, KS, USA; To: 1845 Fairmount Street, Wichita, KS, USA (highlighted with a yellow circle 15)
- Rate:** 0.545
- Miles:** 24.66 (highlighted with a yellow circle 16). A 'Calculate Mileage' button is next to it.
- Deduction:** None (highlighted with a yellow circle 17)

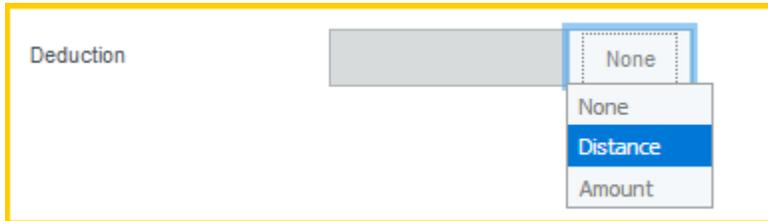
14. **Estimated Amount:** Notice the **Estimated Amount** was calculated and populated based upon the information previously entered on the **Calculate Mileage** page.
15. **Description:** Notice the **Description** was populated based upon the information previously entered on the **Calculate Mileage** page.
16. **Miles:** Notice the **Miles** field was populated based upon the information previously entered on the **Calculate Mileage** page.
17. **Deduction:** To reduce the calculated mileage, click the **None** button and select one of the options presented.
 - a) **Distance:** Selecting this option allows the user to enter a specific number of miles to deduct from the mileage calculated in steps 8-13. The system will multiply the number of miles enter by the mileage rate, then deduct the calculated amount from the **Estimated Amount** field.



Chrome River User Manual

- b) **Amount:** Selecting this option allows the user to enter a specific dollar amount to deduct from the mileage calculated in steps 8-13. The system will automatically deduct this dollar amount from the calculated amount in the **Estimated Amount** field.

Options displayed after clicking the **None** button.



Example of completed form after a distance deduction has been added.

Mileage / Private Vehicle

Date: 07/21/2019

Estimated Amount: 10.90 USD

Business Purpose: The Business Purpose field is required for the Mileage / Private Vehicle tile.

Description: From: 1845 Fairmount Street, Wichita, KS, USA
To: Wichita Dwight D. Eisenhower National Airport (ICT), Eisenhower Airport Parkway, Wichita, KS, USA
To: 1845 Fairmount Street, Wichita, KS, USA

Rate: 0.545

Miles: 24.66 Calculate Mileage

Deduction: 4.66 Distance

Click **Save** at the upper right side of the screen to continue.



Chrome River User Manual

[Back to Top](#)

Parking

Transportation expenses incurred during travel to conduct official business such as parking is reimbursable. Any personal expenses incurred while in travel status are not reimbursable.

1. **Estimated Amount:** Enter the estimated amount for this expense type.
2. **Description:** Provide any additional information about this expense. This field is optional for most expense types.
3. **To Be Paid By:** Select the option that best describes the anticipated payment method for the expense. Options include:
 - a) Accounts Payable Invoice
 - b) Foundation Funds
 - c) No Cost to WSU
 - d) Personal Funds
 - e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Public Transit

Transportation charges incurred during travel to conduct official business such as: city bus, shuttle service and other forms of transportation are reimbursable. Receipts for these charges are not required if purchased with personal funds. Public Transit charges incurred on a Business Procurement Card (BPC) must be accompanied by a receipt. Local transportation charges for personal use, such as travel from a lodging establishment to a restaurant are not reimbursable.

1. **Estimated Amount:** Enter the estimated amount for this expense type.
2. **Description:** Provide any additional information about this expense. This field is optional for most expense types.
3. **To Be Paid By:** Select the option that best describes the anticipated payment method for the expense. Options include:
 - a) Accounts Payable Invoice
 - b) Foundation Funds
 - c) No Cost to WSU
 - d) Personal Funds
 - e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Taxi / Car Service

Transportation charges incurred during travel to conduct official business such as: taxi fares and other forms of transportation are reimbursable. Receipts for these charges are not required if purchased with personal funds. Taxi / Car Service charges incurred on a Business Procurement Card (BPC) must be accompanied by a receipt. Local transportation charges for personal use, such as travel from a lodging establishment to a restaurant are not reimbursable.

1. **Estimated Amount:** Enter the estimated amount for this expense type.
2. **Description:** Provide any additional information about this expense. This field is optional for most expense types.
3. **To Be Paid By:** Select the option that best describes the anticipated payment method for the expense. Options include:
 - a) Accounts Payable Invoice
 - b) Foundation Funds
 - c) No Cost to WSU
 - d) Personal Funds
 - e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Tolls

Transportation expenses, such as tolls, incurred during travel to conduct official business is reimbursable. Any personal expenses incurred while in travel status will not be reimbursable.

Estimated Amount 1 0.00 USD

Description 2 Optional

To Be Paid By 3 -- Select --

1. **Estimated Amount:** Enter the estimated amount for this expense type.
2. **Description:** Provide any additional information about this expense. This field is optional for most expense types.
3. **To Be Paid By:** Select the option that best describes the anticipated payment method for the expense. Options include:
 - a) Accounts Payable Invoice
 - b) Foundation Funds
 - c) No Cost to WSU
 - d) Personal Funds
 - e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Hotel

Hotel

Daily lodging rates will be determined SOLELY by the use of the CONUS – U.S. General Services Administration defined rates found at: <https://gsa.gov/portal/content/104877> rates are adjusted bi-annually. Rates for Outside the Contiguous United States (OCONUS) are found at: <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>. Taxes associated with lodging are not considered when applying the maximum lodging limit to the traveler's lodging rate.

Lodging expense reimbursement is limited to the lodging establishment's lowest available rate for normal single occupancy on the day (or days) the lodging expense was incurred. The official receipt from the lodging establishment must be furnished with the Expense Report. Conference lodging is allowed at the actual rate based on the itemized receipt. Documentation from the conference website listing accommodation details must be furnished with the Expense Report.

The screenshot shows a web form for entering hotel expenses. At the top right, there are 'Cancel' and 'Save' buttons. Below them is a 'Hotel' icon and the title 'Hotel'. A light blue instruction bar says 'Click the Calculate link to calculate the maximum allowable room rate.' The 'Allowable Total' field shows '0.00 USD' with a 'Calculate' button next to it, which is circled in yellow with the number '1'. Below this is another instruction bar: 'Enter the estimated amount or actual hotel cost if known'. The 'Estimated Amount' field shows '0.00 USD' with a calculator icon. The 'Description' field is labeled 'Optional' and is a large text area. At the bottom, the 'To Be Paid By' field is a dropdown menu currently showing '-- Select --'.

1. **Allowable Total:** Click the calculate link to open the **Calculate Allowable Total** form.



Chrome River User Manual

Field	Value
Departure Date/Time (a)	07/21/2019
End Date/Time (b)	07/24/2019
Location (c)	Aladdin-Crook County, Wyoming (WY), United States
Rooms (d)	1
Nights (e)	3
Average Daily Room Rate (f)	94.00 USD
Base Total (g)	282.00 USD
Allowable Total (h)	423.00 USD

- a) **Departure Date/Time:** Enter the anticipated departure date for the trip.
- b) **End Date/Time:** Enter the anticipated end date of the trip.
- c) **Location:** Begin typing to locate and select the appropriate location of your stay.
- d) **Rooms:** Enter the number of hotel rooms.
- e) **Nights:** This field is automatically calculated based upon the date range entered in steps a) and b).
- f) **Average Daily Room Rate:** This is the base allowable lodging amount per night.
- g) **Base Total:** This is the calculated total of the **Average Daily Room Rate** multiplied by the calculated number of nights.
- h) **Allowable Total:** This is the total maximum lodging amount allowed. This amount applies only to the room rate – not taxes and fees.

Click the **Save** button located at the bottom right side of the screen.



Chrome River User Manual

Notice the **Allowable Total** calculated on the previous screen is carried forward to the **Hotel** tile **Allowable Total** field.

2. **Estimated Amount:** Enter the estimated amount of the hotel stay. If this amount is unknown, enter the amount shown in the **Allowable Total** field.
3. **Description:** Provide any additional information about this expense. This field is optional for most expense types.
4. **To Be Paid By:** Select the option that best describes the anticipated payment method for the expense. Options include:
 - a) Accounts Payable Invoice
 - b) Foundation Funds
 - c) No Cost to WSU
 - d) Personal Funds
 - e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Meals

Multiple Day Per Diem

Employees may be reimbursed for Meals & Incidental Expense (M&IE) while in travel status. Incidental expenses are included in this rate such as charges for taxes, fees and tips to waiters, bellhops, etc. M&IE reimbursement is based on quarter days with the daily M&IE rate divided equally between quarters.

M&IE is provided for the time in which the employee is in travel status, including the quarters the employee departs and returns. A meal cannot be reimbursed if the place at which the official business is conducted is within 30 miles of the employee's official station or if a meal is provided at no cost to the employee.



Chrome River User Manual

The screenshot shows the 'Per Diem Wizard' form with the following fields and callouts:

- 1**: Departure Date/Time (Date field: 07/28/2019)
- 2**: Departure Time (Time field: 08:00)
- 3**: End Date/Time (Date field: 07/30/2019)
- 4**: End Time (Time field: 17:00)
- 5**: Days (Text field: 3)
- 6**: Description (Optional text area: Add Description)
- 7**: Location (Text field: Aladdin-Crook County, Wyoming (WY), United States)
- 8**: Add Entries button

1. **Departure Date:** Enter the anticipated departure date for the trip.
2. **Departure Time:** Enter the anticipated departure time for the trip. If unknown, the system will default to 00:00. Note: Times are displayed in military time.
3. **End Date:** Enter the anticipated end date for the trip.
4. **End Time:** Enter the anticipated end time for the trip. If unknown, the system will default to 23:59.



Chrome River User Manual

5. **Days:** This field is calculated based the date range entered in step 1 and 2.
6. **Description:** Provide any additional information about this expense. This field is optional for most expense types.
7. **Location:** Begin typing to locate and select the appropriate location of your travel event.
8. **Add Entries:** Click the **Add Entries** button to add a per diem line item for each day of the travel event.

The screenshot displays the Chrome River interface for adding travel entries. On the left, there are input fields for 'Departure Date/Time' (07/28/2019, 08:00), 'End Date/Time' (07/30/2019, 17:00), 'Days' (3), 'Description' (Add Description), and 'Location' (Aladdin-Crook County, Wyoming (WY), United States). On the right, a table lists the generated entries:

DATE	LOCATION	AMOUNT
× Sun, 07/28/2019	Aladdin, Wyoming (WY), United States	41.25 USD
× Mon, 07/29/2019	Aladdin, Wyoming (WY), United States	55.00 USD
× Tue, 07/30/2019	Aladdin, Wyoming (WY), United States	41.25 USD

At the bottom, there are buttons for 'Add Entries', 'Cancel', 'Clear All', and 'Add to Report'. A yellow arrow points to the 'Add to Report' button.

Click the **Add to Report** button located at the bottom right side of the screen to continue.



Chrome River User Manual

Food Non-Per Diem Related

Any food expense that is not related to the meal per diem rate will use this tile.

Estimated Amount **1** 0.00 USD

Description **2** Optional

To Be Paid By **3** -- Select --

1. **Estimated Amount:** Enter the estimated amount for this expense type.
2. **Description:** Provide any additional information about this expense. This field is optional for most expense types.
3. **To Be Paid By:** Select the option that best describes the anticipated payment method for the expense. Options include:
 - a) Accounts Payable Invoice
 - b) Foundation Funds
 - c) No Cost to WSU
 - d) Personal Funds
 - e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Conference Registration / Training

Conference Registration / Training

Registration fees to attend a conference or training are reimbursable. The agenda must be attached to the Expense Report as an attachment. Conference lodging is allowed at the actual rate based on the itemized receipt. Documentation from the conference website listing accommodation details must be furnished with the Expense Report. If meals are included in the cost of registration fees, the meal must be reduced from the Expense Report in the multiple day per diem tile.

1. **Estimated Amount:** Enter the estimated amount for this expense type
2. **Description:** Provide any additional information about this expense. This field is optional for most expense types.
3. **To Be Paid By:** Select the option that best describes the anticipated payment method for the expense. Options include:
 - a) Accounts Payable Invoice
 - b) Foundation Funds
 - c) No Cost to WSU
 - d) Personal Funds
 - e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Miscellaneous / Other

Miscellaneous / Other

Miscellaneous expenses incurred during travel to conduct official business may be reimbursable at the discretion of the Budget Officer based upon the business purpose. Any personal expenses incurred while in travel status will not be reimbursable.

1. **Estimated Amount:** Enter the estimated amount for this expense type
2. **Description:** Provide any additional information about this expense. This field is optional for most expense types.
3. **To Be Paid By:** Select the option that best describes the anticipated payment method for the expense. Options include:
 - a) Accounts Payable Invoice
 - b) Foundation Funds
 - c) No Cost to WSU
 - d) Personal Funds
 - e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)



Chrome River User Manual

Zero Dollar Expense

Zero Dollar Expense

Is merely a notification to the university that a travel event will occur and the traveler is on official university business. The traveler will not seek or request reimbursement of any expenses when the travel event has concluded.

The screenshot shows a web form titled "Zero Dollar Expense". At the top right, there are "Cancel" and "Save" buttons. Below the title is a small icon. The form contains two main sections: "Estimated Amount" and "Description". The "Estimated Amount" section has a yellow circle with the number "1" next to a text input field containing "0.00" and a "USD" dropdown menu. The "Description" section has a yellow circle with the number "2" next to a larger text input field. The "Description" field is labeled "Optional".

1. **Estimated Amount:** Leave the system default of 0.00
2. **Description:** Provide any additional information about this expense. This field is optional for most expense types.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

[Back to Top](#)