WICHITA STATE UNIVERSITY
FINANCIAL OPERATIONS AND BUSINESS TECHNOLOGY
Accounts Payable

Chrome River User Manual

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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.

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.

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Baggage

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

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.

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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.

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.

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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

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.

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Gasoline

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

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.

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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.

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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.

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

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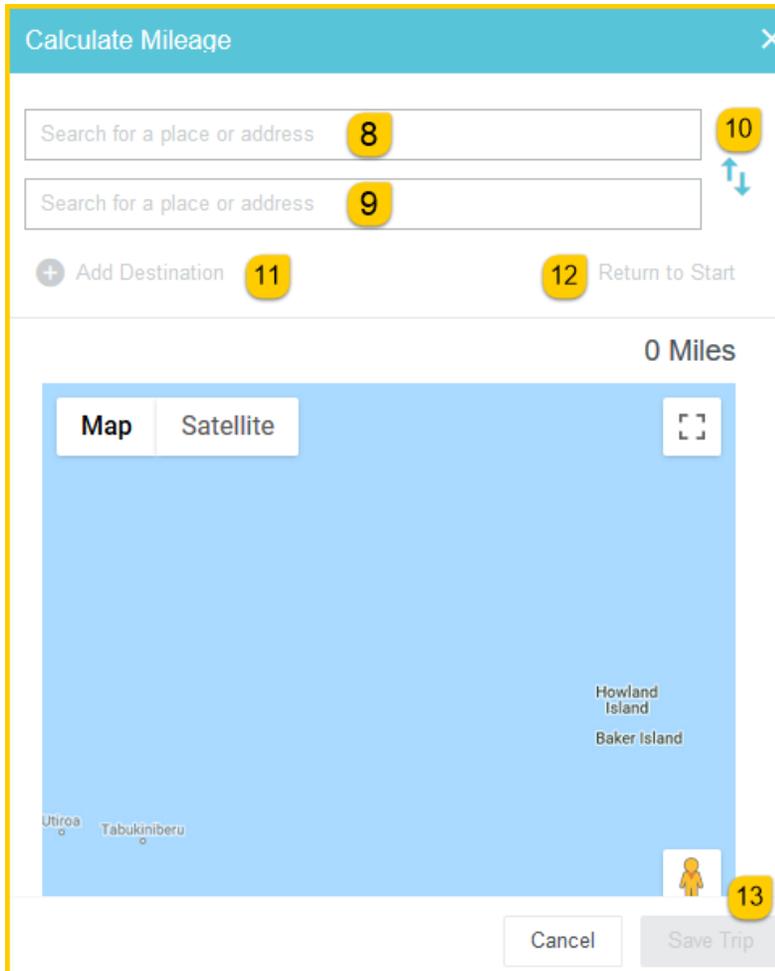
8. **Search for a place or address:** Enter the address of the location you are leaving from. When you begin typing, the system will provide selections.
9. **Search for a place or address:** Enter the address of the location you are going to. When you begin typing, the system will provide selections.
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.

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

Completed Calculate Mileage form example:

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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.

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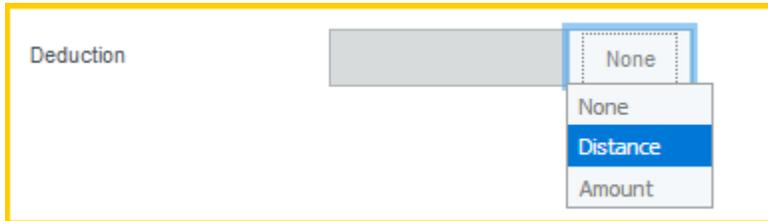
Example of completed form after a distance deduction has been added.

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

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.

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.

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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.

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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.

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.

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Hotel

Hotel

Daily lodging rates will be determined SOLEY 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.

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

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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.

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.

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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.

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.

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.

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

Food Non-Per Diem Related

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

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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.
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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.
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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.

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.

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