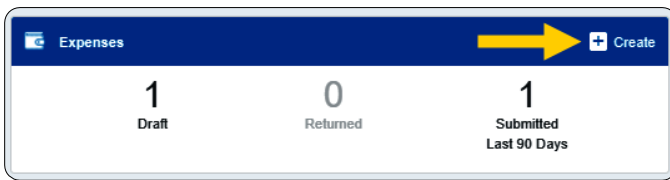


# Quick Reference

## Create Expense Report (Employee) With Pcard Charges

### Create New Expense Report

1. Click the **+CREATE** button in the upper right corner of the Expenses swim lane.



2. Enter the Header data:

A screenshot of the 'Expenses For Wu Shock' form. The form has a 'Cancel' button and a 'Save' button at the top right. The form fields are: 'Import from Pre-Approval Optional' with an 'IMPORT PRE-APPROVAL' button; 'Report Name' (text input); 'Business Purpose' (text input); 'Report Type' (dropdown menu with 'Travel' selected); 'Departure Date' (calendar icon); 'Return Date' (calendar icon); 'Traveler Type' (dropdown menu with 'Employee' selected); 'Destination' (dropdown menu with '-- Select --'); 'Travel Type' (dropdown menu with '-- Select --'); 'Are you attending a Conference?' (dropdown menu with '-- Select --'); and 'Will there be personal time during this trip?' (checkbox).

- **Import Pre-Approval:** Pre-Approvals are required to be attached to Out-of-State and International travel requests.
- **Report Name:** Naming Convention: Meeting or Conference Name, Dates of Travel
- **Business Purpose:** Enter a clear, detailed business purpose for the travel event.
- **Report Type:** Select Travel
- **Departure Date:** Click the calendar icon to select the date which represents the actual departure date for this travel event.
- **Return Date:** Click the calendar icon to select the date which represents the actual return date for this travel event.
- **Traveler Type:** Select Employee
- **Destination:** Select the Country/State/City you are traveling to.
- **Travel Type:** Select either In State, Out of State or International
- **Are you attending a conference:** Select **Yes** if you are attending a conference. A conference agenda or schedule at a glance must be attached to the expense report. Select **No** if you will not be attending a conference.
- **Will there be personal time during this trip:** Leave the box blank if there will not be personal time included in this travel event. Select the check box if there will be personal time included in this travel event and enter the appropriate dates in the **Personal Time Start/End Date** fields.

3. Click Save at the top right side of the screen to continue.

## Add a Reimbursable Expense

4. Select the specific expense tile you want to add to the Expense Report

The screenshot shows the 'Add Expenses' interface. On the left, there are sections for 'eWallet' (All, Credit Card, Offline, Recycle Bin) and 'eReceipts' (Receipt Gallery). The main area displays a grid of expense tiles: AIR TRAVEL, TRAIN / RAIL, GROUND TRANSPORTATION (highlighted with a yellow '2'), HOTEL, CAR RENTAL, GASOLINE, MILEAGE / PRIVATE VEHICLE, PARKING (highlighted with a yellow '3'), PUBLIC TRANSIT, TAXI / CAR SERVICE, TOLLS, and RENTAL BOOKING FEE. Below this grid are tiles for MEALS, CONFERENCE REGISTRATION / TRAINING, MISCELLANEOUS, and ITEMIZATION. A yellow circle with the number '1' is next to the 'Create New' button at the top left.

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

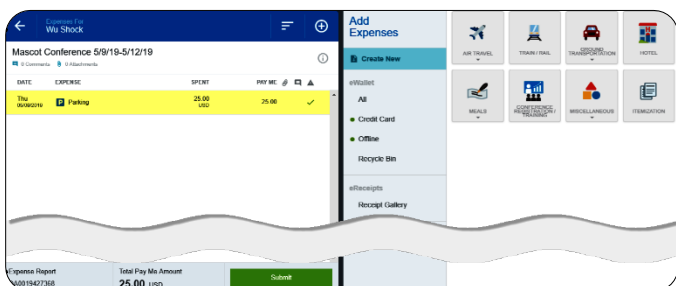
The screenshot shows the 'Parking' expense form. At the top right are 'Cancel' and 'Save' buttons. The form fields are: Date (05/09/2019), Spent (25.00 USD), Business Purpose (Airport Parking), Description (Optional), Personal Expense Charged on PCARD? (checkbox), Merchant (Optional), and Add Banner Activity and/or Location? (checkbox). A blue box contains the following text: "Step 1: Type the funding you would like to search for in the Search for Funding box below. As you type, a drop down list of matching items will be displayed for selection. Step 2: In the --Select-- box, choose the value that best describes the expense. The --Select-- box will not appear until Step 1 has been completed." The Funding section shows two entries: "D10252-101510-01620 D10252: RU Controller's Office 101510: Financial Operations" and "2592-Employee Out-of-State Miscellaneous". There is an "Add Funding" button. The Attachments section shows "Attachments (0)" and a "Drag image here to upload" area with an "Add Attachments" button.

- **Date:** Enter the actual date of the expense which can typically be found on the receipt. The date on each expense form must be within the date range entered on the expense report header in the Departure Date and Return Date fields.
- **Spent:** Enter the actual amount spent for this expense type.
- **Business Purpose:** The business purpose will default with the information entered on the Expense Header, but can be modified (as needed) on any of the expense forms. Once modified, the new Business Purpose text will be carried forward to each subsequent expense type.
- **Description:** Provide any additional information about this expense. This field is optional for most expense types.

- **Personal Expense Charged on PCARD:** If the expense is associated with a WSU issued pcard transaction **and** the charge is a personal charge, select this checkbox. The cardholder will need to submit reimbursement to WSU via cash or personal check for any personal charges. If there are no personal expenses charged on the pcard, leave the box unchecked.
- **Merchant:** This field will pre-populate the vendor name for any pcard transactions. For all other transactions, the merchant field is optional.
- **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
  - **Activity:** Click the drop-down box and select the appropriate value from the list.
  - **Location:** Click the drop-down box and select the appropriate value from the list.
- **Funding:** Select the proper funding for the expense type.
- **-Select-:** Tap anywhere in the field labeled – Select- and chose the appropriate account code.
- **Add Attachments:** Click the Add Attachments button to upload receipts to the expense line.

Once a funding option has been selected, Chrome River will carry forward the funding information to each subsequent expense added to the report.

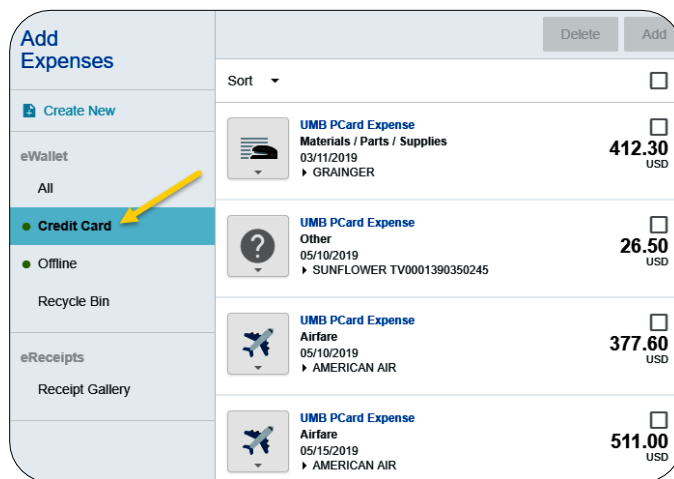
6. The expense will be added to the Expense Report and will be visible on the left side of the screen. The Add Expense page will appear on the right side of the screen.



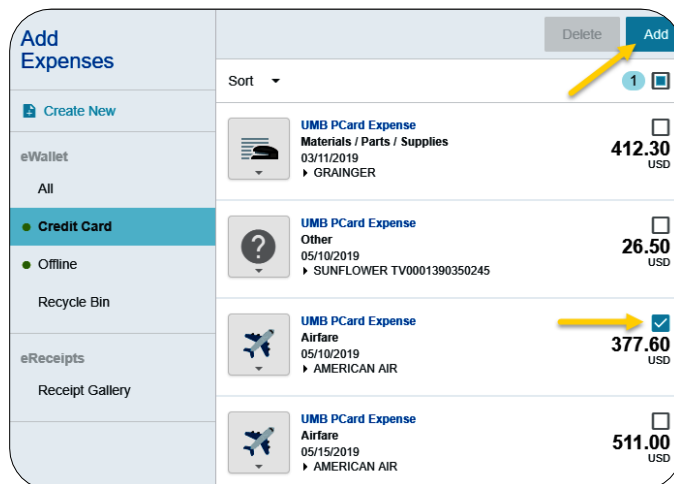
7. Continue adding reimbursable expenses to the report by selecting the appropriate expense tile, completing the expense form, and clicking save at the top right side of the screen.

## Add a Pcard Expense

8. Select Credit Card from the Add Expenses menu.



9. Select the check box above the amount of the appropriate transaction, and select the Add button in the upper right corner.



10. Complete the expense form and click Save in the upper right corner of the screen to continue.

**Airfare**

Cancel Save

Date: 05/10/2019

Spent: 377.60 USD

Business Purpose: Airfare to Fort Worth Texas to attend the Mascot Conference.

Description (Optional):

Personal Expense Charged on PCARD?

Merchant (Optional): AMERICAN AIR

Add Banner Activity and/or Location?

Step 1: Type the funding you would like to search for in the Search for Funding box below. As you type, a drop down list of matching items will be displayed for selection. Step 2: In the --Select-- box, choose the value that best describes the expense. The --Select-- box will not appear until Step 1 has been completed.

**Funding**

D10252-101510-01620 D10252: RU Controller's Office 101510: Financial Operations

2572-Employee Out-of-State Transportation

+ Add Funding

**Downloaded Details**

UMB PCard Expense >

**Comments (0)**

Add Comment Post

**Attachments (1)**

Drag image here to upload Add Attachments

## Submit

11. When you have completed all the entries for the Expense Report, click the Submit button located at the lower right side of the screen.

Expenses For Wu Shock

Mascot Conference 5/9/19-5/12/19

0 Comments 1 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Thu 05/09/2019	Parking	25.00 USD	25.00	✓
Fri 05/10/2019	Airfare	377.60 USD	0.00	✓

Expense Report: QA0019427368

Total Pay Me Amount: 25.00 USD

Submit

12. A submit confirmation will appear in the upper right corner of the screen.

**Submit Confirmation**

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Cancel Pre-Approval Submit

- **Cancel:** Clicking cancel allows you to return to the expense report to make any needed changes. You can choose to leave the report in draft status.
- **Pre-Approval:** If linking a pre-approval to the expense report, select the Pre-Approval button.
- **Submit:** Once you have read the certification statement, click the Submit button to submit the expense report into workflow for approvals.