Create an Expense Report for Travel


2. You have the option to import a Pre-Approval for more efficient completion of the expense report or enter the information manually.

3. Select the Pre-Approval from the drop-down menu to open the report information.

4. You will need to enter the “Business Start Time” and “Business End Time”.

5. Ensure each field is completed and click “Save” to proceed to the next section to enter your expenses.
6. Click on an expense category to submit receipts and confirm amount to be reimbursed. As you progress through each category, you will be presented with information to help you complete the expense report. Click the “Edit” button to open the expense category.

7. To add a receipt, click and drag the receipt image into the browser window or use the “Add Attachments – Upload Attachments” button to upload the receipt into the system.

8. If you utilized the Scan and Send feature (emailing your receipt to receipt@chromefile.com) you can access your receipt from the “Add Attachments – From Receipt Gallery” button.

9. After emailing the receipt, you will receive an email notification when the receipt has been received.
receipt-noreply@chrome.file.com
Chrome River Receipt Confirmation

To Rosie Webb

Your receipt has been received, processed and is ready to be expensed.

- **Amount**: 3.83 USD
- **Date**: 08/12/2022
- **Expense Type**: Merchant
- **Merchant**: F Hteao Ao
- **Description**: Thank you.

If a receipt image was attached, the data has also been extracted by Chrome River and will make it easier for you to quickly create an expense item. All data can be changed when the expense item is created within the app.