Create an Expense Report for Travel

1. Click "Create" in the Expense Report header row.
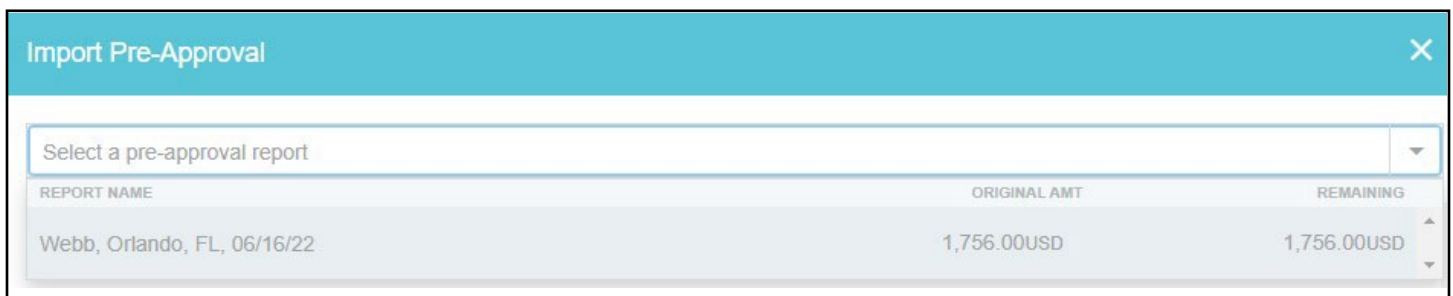

2. You have the option to import a Pre-Approval for more efficient completion of the expense report or enter the information manually.

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

Confirm it is the correct report and click "Import".

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.

DATE	EXPENSE	SPENT	PAY ME	🖉 🗐 ⚠
Mon 06/20/2022	🖼 Registration	500.00 USD	500.00	⚠
Mon 06/20/2022	🍴 Meals	120.00 USD	120.00	⚠
Mon 06/20/2022	✈ Airfare	600.00 USD	600.00	⚠
Mon 06/20/2022	🛏 Lodging	536.00 USD	0.00	⚠

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.

| Images | | Edit | Delete | ••• |

Registration

⚠ **Edit and Resave Line Item.**   #PX01

During the import of Pre-Approval process, it is required you click "Edit", verify all information and resave the line item to run appropriate compliance. Please review ALL information on this form for accuracy, complete any additional fields, then save expense type.

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

Attachments (0)

Drag image here to upload   Add Attachments ▼ ⓘ

🖉 From Receipt Gallery

☁ Upload Attachments

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.

expense-noreply@chromefile com
Chrome River Receipt Confirmation

To • Rosie Webb

RECEIPT RECEIVED   Chrome River

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

Amount	3.83 USD
Date	0B/12/2022
Expense Type	
Merchant	F Hteao Ao
Description	Thank you,

If a rernipt image was attached, the d.ita has al.so been extracted by Chrome River ,ind **will** make it easier for you to quic:klycreate an expense item. All data can be changed when the expense item is created within the ap,p..

Add to Report   Upload   X

Sort 1 **11**

✓

08/12/2022