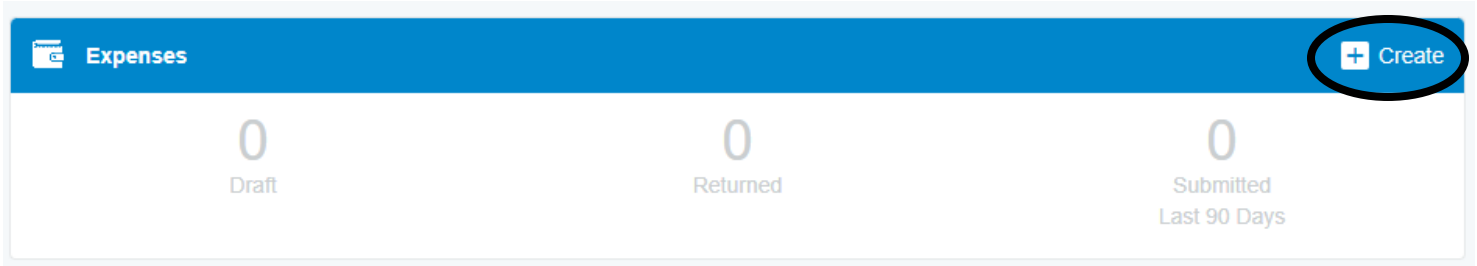


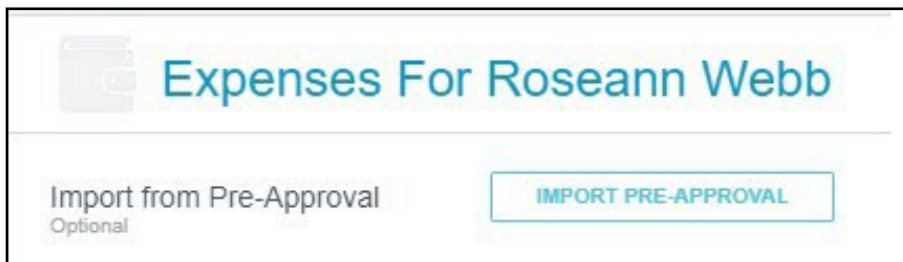
Create an Expense Report for Travel

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



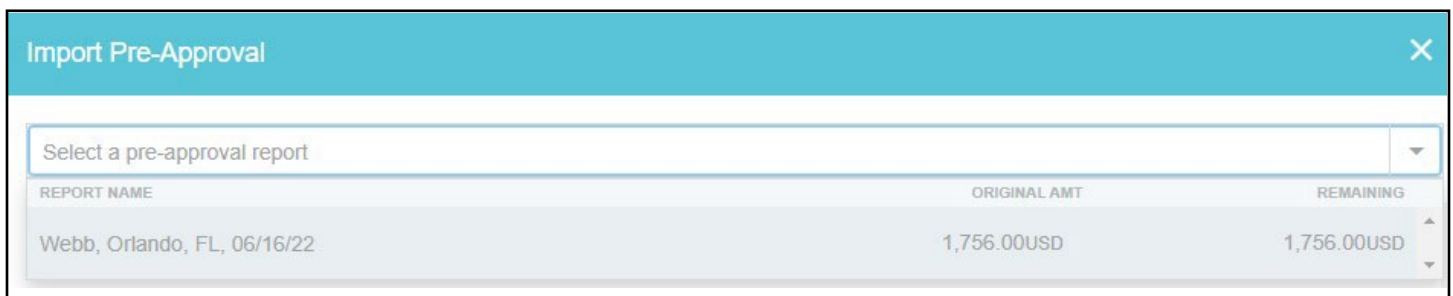
The dashboard shows the 'Expenses' section with a 'Create' button circled in red. Below the header, there are three summary cards: 'Draft' with a value of 0, 'Returned' with a value of 0, and 'Submitted Last 90 Days' with a value of 0.

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



The interface shows the title 'Expenses For Roseann Webb'. Below the title, there is a section for 'Import from Pre-Approval' which is labeled as 'Optional'. A button labeled 'IMPORT PRE-APPROVAL' is visible.

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



The 'Import Pre-Approval' modal is open. It features a search bar with the text 'Select a pre-approval report'. Below the search bar is a table with the following data:

REPORT NAME	ORIGINAL AMT	REMAINING
Webb, Orlando, FL, 06/16/22	1,756.00USD	1,756.00USD

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.

Expenses For Roseann Webb				
Webb, Orlando, FL, 06/16/22				
0 Comments 0 Attachments				
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	

- 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.

- 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 ▾
i

From Receipt Gallery

Upload Attachments

- 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.
- After emailing the receipt, you will receive an email notification when the receipt has been received.

Fri 8/12/2022 9:17 AM

expense-noreply@chromefile.com

Chrome River Receipt Confirmation

To • Rosie Webb

RECEIPT RECEIVED

Chrome River

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

Amount	3.83 USD
Date	08/12/2022
Expense Type	
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.

Add to Report

Upload

X

Sort ...

1 11

