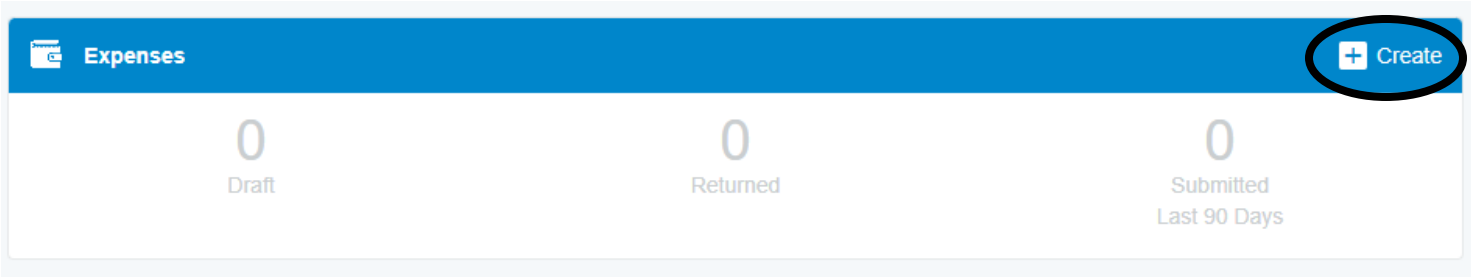
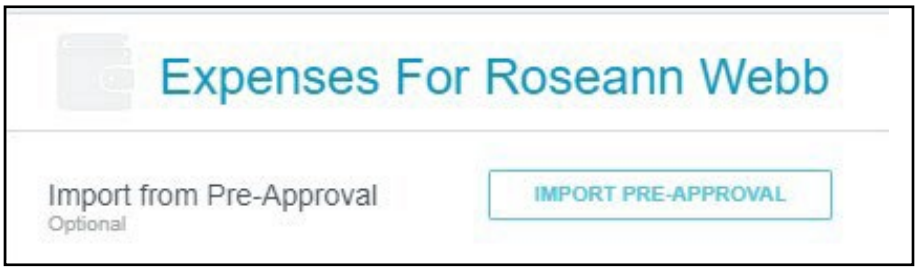
Create an Expense Report for Travel

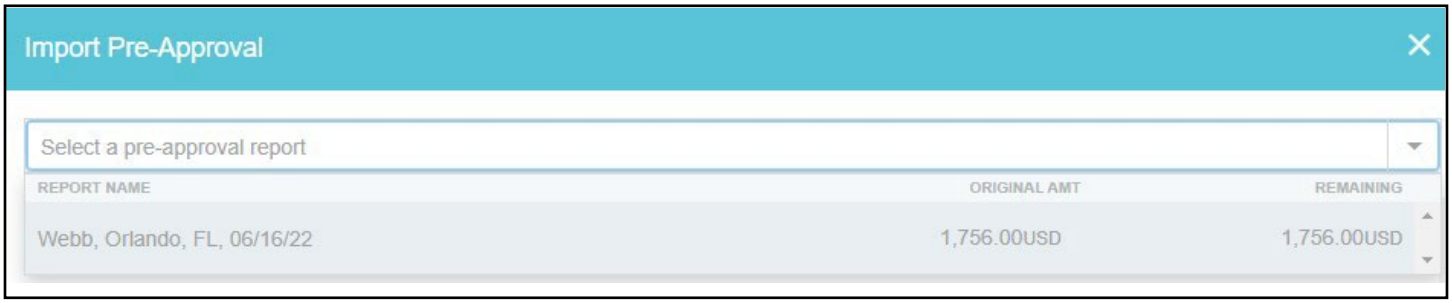
1. Click “Create” in the Expense Report header row.



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

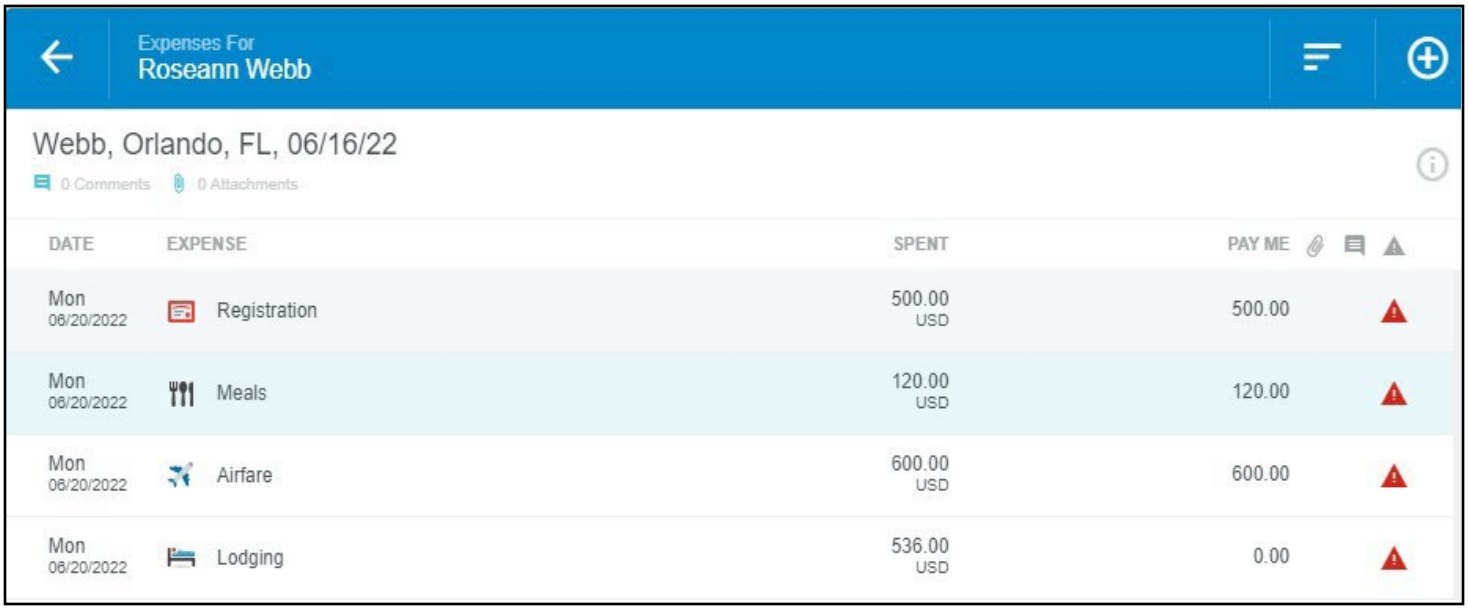


3. Select the Pre-Approval from the drop-down menu to open the report information.

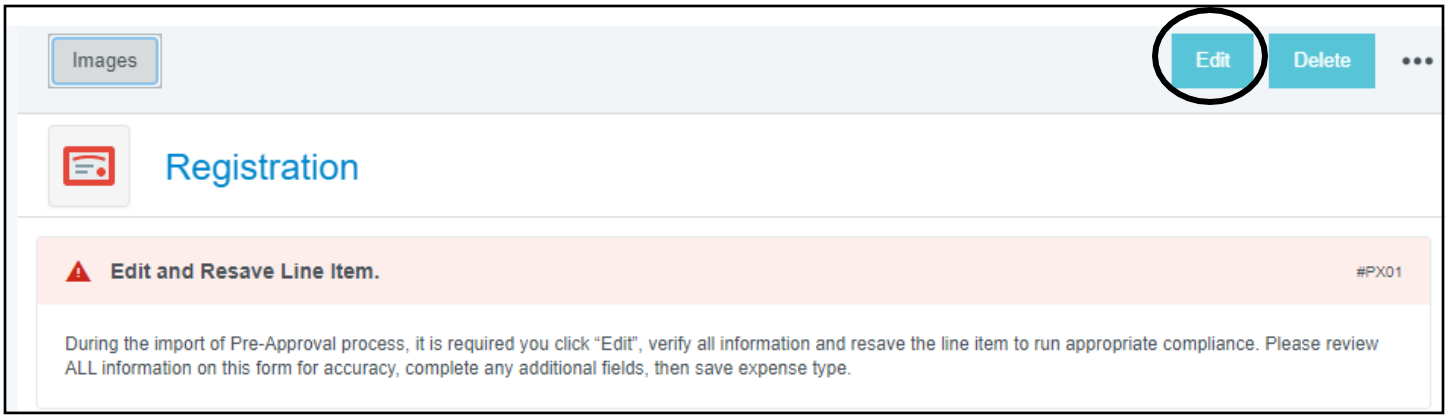


Confirm it is the correct report and click “Import”.

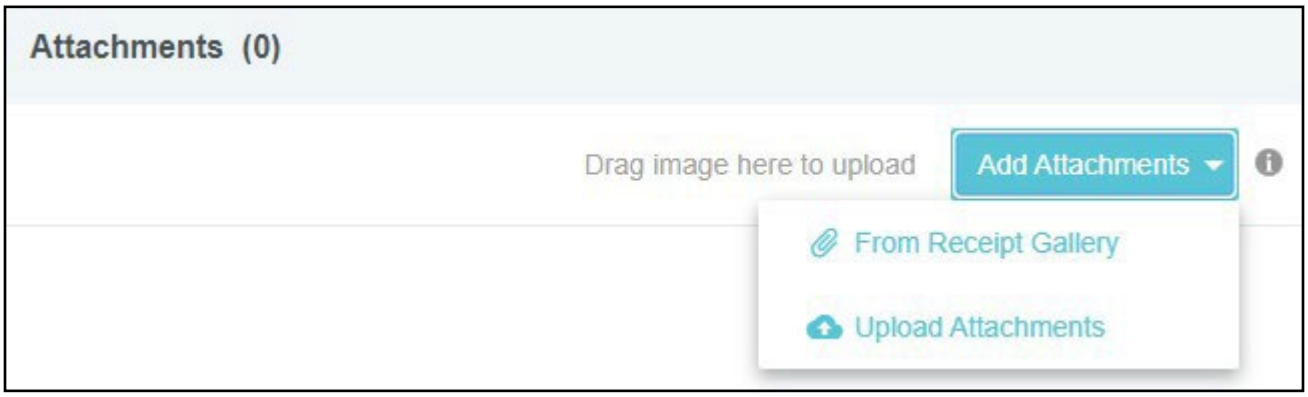
4. You will need to enter the “Business Start Time” and “Business End Time”.
5. Ensure each field is completed and click “Save” to proceed to the next section to enter your expenses.



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 in to 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.

Fri 8/12/2022 9:17 AM

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