Expense Report - Header and Expense Types Summary

Expense Report Header:

1. **Import from Pre-Approval**: If a Pre-Approval is to be associated with the Expense Report, click on this button and select the correct report. The header information on the Pre-Approval will auto-populate the corresponding spaces on the Expense Report.
2. **Report Name**: Insert the Last Name, First Initial, Date of Travel, and Destination
3. **Report Type**: Select either an Expense Report or PCard. (Note: The PCard functionality will not be available until the end of 2019)
4. **Start Date**: The date the trip begins
5. **End Date**: The date the trip ends
6. **Reason for Travel**: Select the category for the report. (i.e. business meeting, conference, student travel, etc.)
7. **Business Purpose**: Brief description of the reason for travel
8. **Trip Type**: Select either domestic (US travel) or international
9. **Type of Traveler**: Select Employee, Non-Employee, or VT Student
   a. If Non-Employee or VT Student is selected, a list will appear with the available names to choose.
10. **Origination**: The location where the trip officially begins
11. **Destination**: The location where the traveler is going to
12. **Taxable**: Select “Yes” or “No” as to whether or not this report would be taxable. (Note: A report would be only be taxable if the Overtime Meals expense type was selected, or if the expenses are over 365 days old.)
13. **Fiscal Year**: If this expense is to be charged outside of the current FY, select the next FY
14. **Save**: Click on this button to save the changes to the header.

15. After saving the report and a user has not imported a PA at the beginning, select the button hear to attach a PA at the Header level by scrolling down on the header page.

16. Add a comment here for additional information.

17. To add documents at the header level (i.e. an itinerary) select **Add Attachments** here.
Expense Report Expense Types:

1. **Expense Add Button**: Click on this button to bring up the list of expenses on the right hand side of the page.
2. **All**: By default, a list of all the receipts that have been uploaded to the Dashboard Owner automatically appear.
3. **Create New**: If no receipts have been uploaded, select Create New to bring up a list of expense types.
4. **Receipt**: Select on the icon to next to the receipt name to bring up a list of expense types.
Notice: An image of the receipt attached to this expense appears on the left-hand side of the page. These categories are also known in Chrome River as “Mosaics” and subcategories are known as “Tiles”

5. **Air Travel**: The expense sub-categories for Air Travel are Airfare, Baggage Fee, Air WiFi, and Upgrade/Change Fee.

6. **Ground Transportation**: The expense sub-categories for Ground Transportation are Mileage – Personal Vehicle, Car Rental, Parking, Tolls, Gasoline, Taxi/Shuttle, Train/Rail, and Bus.

7. **Hotel**: This is an itemization of the hotel expenses. These expense types include General-Per Diem (for an individual night stay), Hotel Room Tax/Fees, Business Center, Meeting Room Rental, etc.

8. **Meals**: The expense sub-categories for Meals are Meals-Nontaxable, Business Meals, Group Meals, Overtime Meals, and Meals Per Diem and the Meals – Per Diem Wizard.

9. **Telecom**: The expense sub-categories for Telecom are Mobile/Cellular, Internet/WIFI, Calling Card, and Business Phone/Land Line.

10. **Supplies/Services**: The expense sub-categories for Supplies/Services are Printing Services, Postal Services, Messenger Services, Field Work Supplies, and Office Supplies.

11. **Dues/Fees**: The expense sub-categories for Dues/Fees are Registration Fees, Vaccination/Medical Fees, Currency Exchange Fees, Insurance – International Travel, VISA/Passport Fees, and Professional Membership Dues.
12. **Miscellaneous**: The expense sub-categories for Miscellaneous are Travel Grant, Meeting Room Rental, Gifts, and Miscellaneous – Other.

13. **Itemize Travel**: If there was a single *receipt* related to a *Travel Card* that needs to be separated into different expense types, the user should use this expense line item. Note: Only use this expense if it is related to a *Travel Card*.

14. Check the box of the expense you wish to allocate

15. **Add**: Select this button to begin the allocation process
Expense Report Expense Types – Adding Information to Expense:

1. **Date**: Insert the correct date for the receipt
2. **Amount**: Enter the amount if it is different from what was originally submitted. Note: If the expense amount is not in USD, click the button with USD on it to select the correct currency from a pre-populated list.
3. **Description**: Edit this space if more information is needed
4. **Rental Information**: This information is unique to Car Rentals that must be filled out to proceed
5. **Activity Code**: Choose from list of available Activity Codes. If no Activity Codes are needed, then select the default of –None—
6. **Allocation**: Select the funding for this expense
7. **Downloaded Details/Receipt**: Unhide this tab to view the information that was submitted along with the receipt.

8. If another document needs to be submitted along with the receipt that is already attached, the user should add the attachment here.

9. **Save**: Select this button to save the information entered.
Expense Report Expense Types – Submit Expense Report:

1. **Submit**: After all expenses line items have been added to the expense report, select “Submit”.

2. Select “Submit” again to send the Expense Report through the Approval Process.