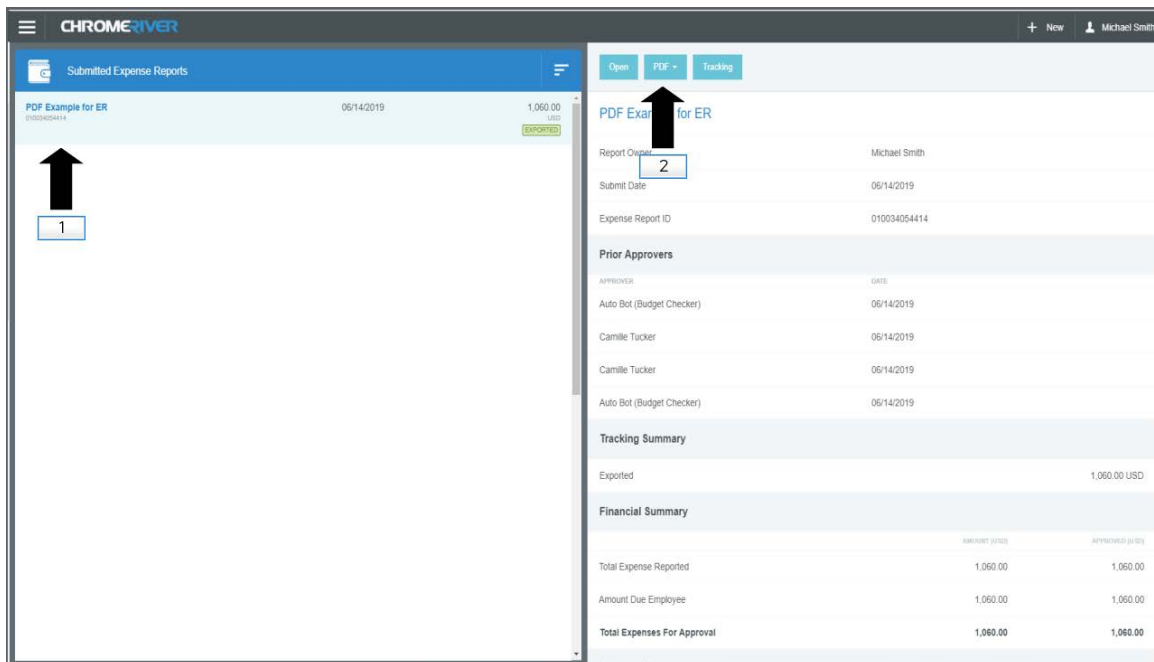


Expense Report – PDF Summary

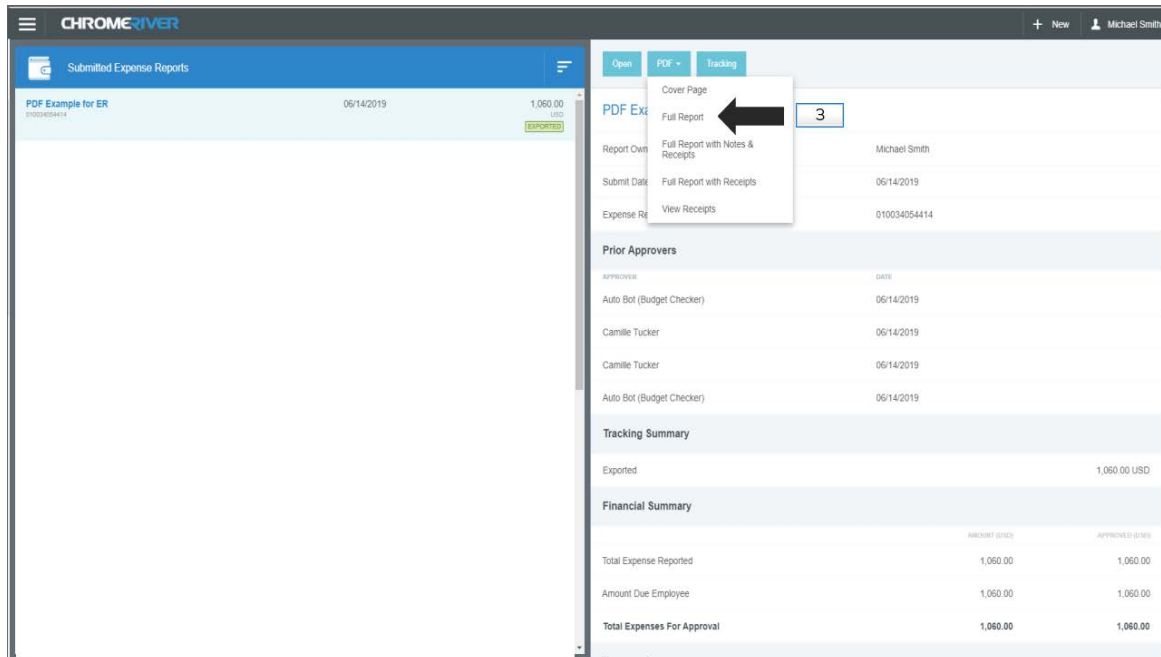
Every expense report in Chrome River has a PDF summary available regardless if it has been submitted, approved, etc. This document is a high-level overview of what information is available on these summaries. There are 5 different PDF report types:

1. Cover Page: The expense report header information and high level overview of the expenses included in the report.
2. Full Report: Same information as Cover Page except there is a more detailed breakdown of each expense line item.
3. Full Report with Notes and Receipts: Same information as Full Report except if there were any comments made on an expense line item by an approver, etc. it would be displayed. The receipts attached to the expense report would be displayed at the end of the report.
4. Full Report with Receipts: Same information as Full Report with Notes and Receipts but the notes are not included.
5. View Receipts: Only view the receipts attached to this expense report.



The screenshot shows the Chrome River interface. On the left, a list of 'Submitted Expense Reports' is displayed. The first report, 'PDF Example for ER' (ID: 0100340254414), is highlighted. An arrow labeled '1' points to this report. On the right, the details for this report are shown. At the top right of the details panel, there are buttons for 'Open', 'PDF', and 'Tracking'. An arrow labeled '2' points to the 'PDF' button. Below these buttons, the report details are listed, including the Report Owner (Michael Smith), Submit Date (06/14/2019), and Expense Report ID (0100340254414). The 'Prior Approvers' section shows a list of approvers and their dates. The 'Tracking Summary' section shows the report status as 'Exported' with a value of 1,060.00 USD. The 'Financial Summary' section shows a table with columns for 'SUBMIT DATES' and 'APPROVED DATES', with rows for 'Total Expense Reported', 'Amount Due Employee', and 'Total Expenses For Approval', all showing a value of 1,060.00.

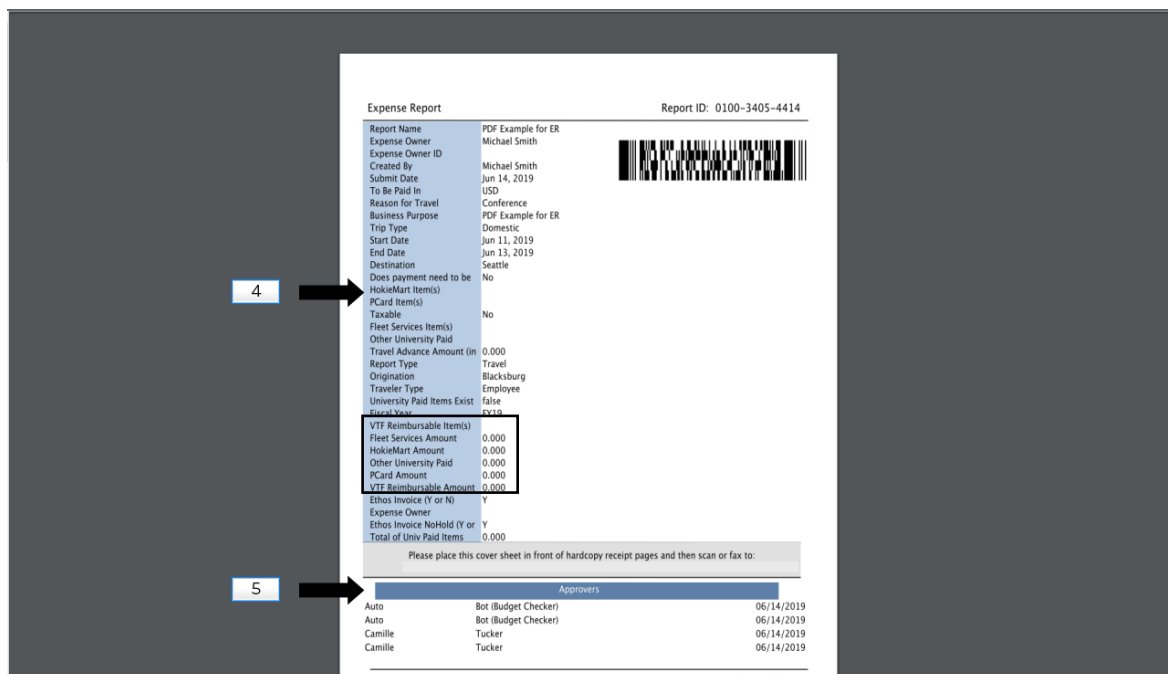
1. Select the expense report to review
2. PDF: Select this button to bring up the list of PDF reports available



APPROVER	DATE
Auto Bot (Budget Checker)	06/14/2019
Camille Tucker	06/14/2019
Camille Tucker	06/14/2019
Auto Bot (Budget Checker)	06/14/2019

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,060.00	1,060.00
Amount Due Employee	1,060.00	1,060.00
Total Expenses For Approval	1,060.00	1,060.00

- Full Report: In this example, the user only wants to review the header and the details for each expense line item without receipts/comments. This report displays just that information.



Expense Report Report ID: 0100-3405-4414

Report Name	PDF Example for ER
Expense Owner	Michael Smith
Expense Owner ID	
Created By	Michael Smith
Submit Date	Jun 14, 2019
To Be Paid In	USD
Reason for Travel	Conference
Business Purpose	PDF Example for ER
Trip Type	Domestic
Start Date	Jun 11, 2019
End Date	Jun 13, 2019
Destination	Seattle
Does payment need to be	No
HokieMart Item(s)	
PCard Item(s)	No
Taxable	
Fleet Services Item(s)	
Other University Paid	0.000
Travel Advance Amount (in	
Report Type	Travel
Origination	Blacksburg
Traveler Type	Employee
University Paid Items Exist	false
Fiscal Year	2019
VTF Reimbursable Item(s)	
Fleet Services Amount	0.000
HokieMart Amount	0.000
Other University Paid	0.000
PCard Amount	0.000
VTF Reimbursable Amount	0.000
Ethos Invoice (Y or N)	Y
Expense Owner	
Ethos Invoice NoHold (Y or	Y
Total of Univ Paid Items	0.000

Please place this cover sheet in front of hardcopy receipt pages and then scan or fax to:

Approvers		
Auto	Bot (Budget Checker)	06/14/2019
Auto	Bot (Budget Checker)	06/14/2019
Camille	Tucker	06/14/2019
Camille	Tucker	06/14/2019

- The Header information for the expense report is at the top of the page 1. **Note:** If a PA is imported with University Paid items, a summary of these items would appear in this section. (See highlighted section on the image above)

5. The list of approvers and the date they approved the expense report is at the bottom of the page.

6

Expense Report

Report ID: 0100-3405-4414

Financial Summary

Total Expenses Reported	Total (USD)
1,060.00	1,060.00
Amount Due Expense Owner	1,060.00

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Expense Summary


Expense Type	Total (USD)
Airfare	650.00
Baggage Fee	35.00
Car Rental	100.00
Parking	25.00
Registration Fees	250.00
Total	1,060.00

8

Allocation Summary

Allocations Charged	Total (USD)
999888 UAT Dummy Fund for Test Event ORGN: 044000 - Univ	1,060.00
Total	1,060.00

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6. Financial Summary: The total amount of the expenses reported and the amount due.
7. Expense Summary: A high-level summary of the expense line items submitted.
8. Allocation Summary: How many dollars are allocated to each fund associated with the expense report.

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Expense Details Report ID: 0100-3405-4414

Expense Report PDF Example for ER

Item	Date	Alert	Cost Code	Type	Disb Amt	Pay Me Amt
1	06/11/2019		U-999888---128 32----	Airfare	650.00 USD	650.00 USD
<div>Business Purpose Description</div> <div>Receipt Attached: Yes Firm Paid: No</div> <div> <div>Allocations</div> <div>999888 UAT Dummy Fund ORGN: 044000 - Univ 650 USD</div> </div> <div> <div>ActivityCodes</div> <div> AirClass Economy/Coach Airline DL AirTicketNum 12832 GL_ACCT 12832 Other Airline To / From Seattle Washington / Blacksburg Virginia </div> </div>						
2	06/11/2019		U-999888---128 32----	Baggage Fee	35.00 USD	35.00 USD
<div>Business Purpose Description</div> <div>Receipt Attached: Yes Firm Paid: No</div> <div> <div>Allocations</div> <div>999888 UAT Dummy Fund ORGN: 044000 - Univ 35 USD</div> </div> <div> <div>ActivityCodes</div> <div>GL_ACCT 12832</div> </div>						
3	06/11/2019		U-999888---128 33----	Car Rental	100.00 USD	100.00 USD
<div>Business Purpose Description</div> <div>Receipt Attached: Yes Firm Paid: No</div> <div> <div>Allocations</div> <div>999888 UAT Dummy Fund ORGN: 044000 - Univ 100 USD</div> </div> <div> <div>ActivityCodes</div> <div> CarAddOns No CarAgency ET CarClass 5 GL_ACCT 12833 MerchantCity Seattle Washington </div> </div>						

9. Expense Details: Breakdown and detail of each expense line item in the expense report.