

Non-Travel Reimbursement – Allocation (Funding) Split

Chrome River allows for an expense to use one or more allocations (funds). The allocation can be split between allocations (funds) by a percentage or a dollar amount.

The screenshot shows the 'Allocation' section of a form. At the top right, there are two buttons: 'Split Equally' and 'Clear Splits'. Below these are two rows of allocation data. The first row shows '121623 Controller-Operation ORGN: 044000 - Univ Controller-Operating' with a percentage of 37.04% and a dollar amount of 2.00. The second row shows 'Non-Reimbursable Personal Expense Employee Responsible' with a percentage of 62.96% and a dollar amount of 3.40. A dropdown menu is open below the second row, showing 'VTF-Reimbursable' as the selected option.

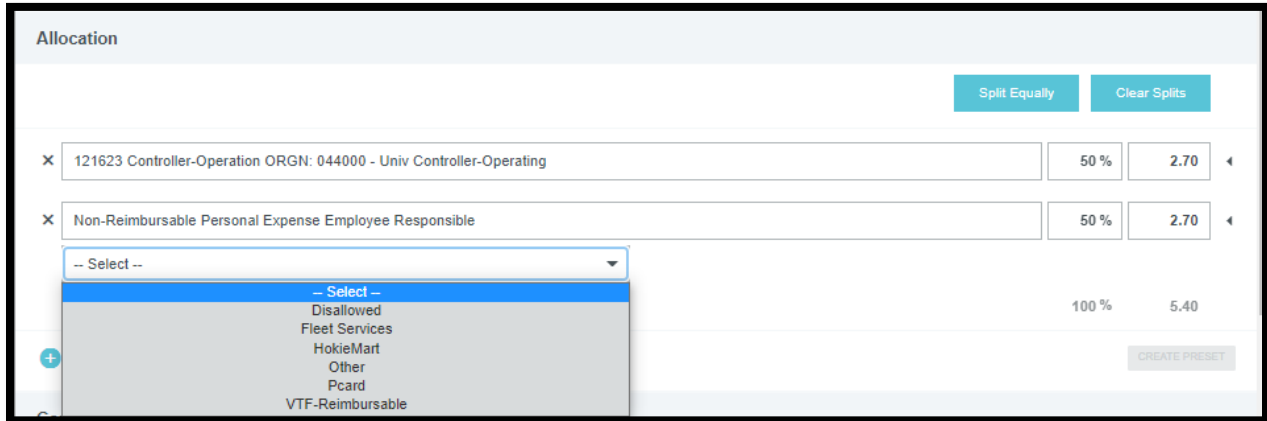
Allocations (funds) can be searched by typing in the name or fund number. Once the fund number is listed, click on it to use it.

The screenshot shows the 'Allocation' search results. At the top, there is a search bar labeled 'Search for Allocation'. Below the search bar, there is a list of four allocation entries, each with a search icon and a plus sign. The entries are: '121623 Controller-Operation ORGN: 044000 - Univ Controller-Operating', '123002 St-Acad Affairs Offc ORGN: 001000 - College of Natural Resources & Env.', '123128 Soc Summer School Salary ORGN: 005700 - Sociology', and '179399 Vines ICTAS D&I Seed Award ORGN: 064200 - Ag, Leadership&Community Education'.

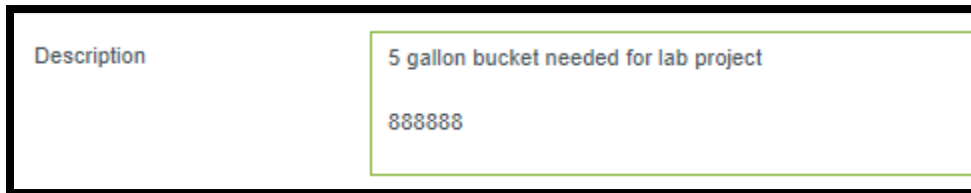
To select more than one allocation (fund) click on the “Add Allocation” hyperlink. Type in the name or fund number and once listed, click on it to use it.

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Chrome River allows for splitting an expense between a state fund and a foundation fund. To use a foundation fund, select Non-Reimbursable Personal as the name of the allocation (fund). Select VTF Reimbursable from the drop-down list. Type in your foundation fund number in the description field of the expense.



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If an expense is to be paid 100% via foundation, **do not use Chrome River**. Use the foundation request for payment process.

For step by step instructions on how to create a Non-Travel Expense Report, refer to [Creating a Non-Travel Expense Report](#) under Training documents on the Chrome River Website.