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.

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.

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.
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.