

Chrome River Verbiage Guide

New and Old Terminology:

- Pre-Approval=Travel Authorization Request (TAR)
- Expense Report= Expense Log
- Allocation=Account Name (FOAPAL)
- Approver=Financial Manager/Supervisor/Dean/Department Head/Travel Office

New Definitions:

- **Delegate:** Create Expense Reports and Pre-Approvals for another person and access his or her Settings menu, Home screen and Inquiry Reports. You will receive copies of any e-mail notifications regarding rejection or adjustment of reports created for the traveler. However, you will not be able to approve expenses or invoices that are routed to that person (**Ex: Office Coordinator entering travel on behalf of another employee**).
- **Approval Delegate:** Temporarily approve Expenses Reports, Pre-Approvals and/or invoices for another person—for example, when he or she is on vacation—via email. You will not be able to access their home screen. Please refer to the current year's Succession Plan to know who can be an approval delegate. (**Ex. Financial Manager/Supervisor/Department Head/Dean**)
- **Warning:** A compliance warning indicates that additional information is required before the report can be submitted for approval and processing. Compliance warnings may be encountered when saving a line item or when submitting an entire report for approval.
- **Violation:** A compliance violation indicates that the report cannot be submitted for approval based on the firm policies defined in the system. A compliance violation may be encountered when saving a line item or submitting an entire report for approval.

- **Trip Type:**

-**Athletics:** Only choose if you are in the Athletic Department.

-**Athletic Recruitment:** Only choose if you are in the Athletic Department AND Recruiting.

-**University Business:** Any other travel being taken on behalf of the University (i.e. student/group travel, faculty/staff travel).

Preapproval:

- Be sure to follow the Standard Trip Name format: “Last Name – Destination Departure Date (Example: Johnson-Austin, TX 8/12/19)
- Be sure to include estimations for all reimbursable expenses and include expenses paid by the University on 1 Pre-Approval **excluding** the Airfare on BTA and Cash Advances. **(Airfare paid on BTA should be on a separate Pre-Approval and Cash Advance Requests should be on an Expense Report).**
- Any registration fees that are paid on a ProCard or Purchase Order need to be done outside of Chrome River as done normally with Purchasing. It should not be listed on a Pre-Approval in Chrome River.
- If you make a mistake completing a Pre-Approval, you can “Recall” it if has **NOT** been through all of the necessary approvals. If it has been fully approved, then the Travel Office will need to be contacted to return it.

Expense Report:

- Be sure to **import** the Pre-Approval into the Expense Report.
- After importing, you will need to edit every expense line item. (Even if the estimated expense is the same amount as the actual expense.)
- If there was an expense that was not listed on the Pre-Approval, you can add it with the Plus Button (+) on the top right.
- When entering meal expense for the trip, itemize the meals by day. (I.e. 7/8/19 – breakfast, lunch, dinner; 7/9/19 – breakfast lunch, dinner)
- When entering other expenses for the trip, do not lump expenses together. Every expense line item should indicate 1 transaction/receipt incurred on the trip.
- If traveler only stayed at one hotel during their trip, there is no need to itemize the lodging expense **by day**. If you stayed at multiple hotels during the trip, then the lodging expense tile needs to be itemized **by day**. (**Note:** Only add new lodging expense line items for multiple hotels).
- If you make a mistake completing an Expense Report, you can “Recall” it if has **NOT** been through all of the necessary approvals. If it has been fully approved, then the Travel Office will need to be contacted to aid the traveler.
- Any registration fees that are paid on a ProCard or Purchase Order needs to be done outside of Chrome River as done normally with Purchasing. It should not be listed on an Expense Report in Chrome River.

Requesting Cash Advance(s):

- Cash Advances can only be requested by creating an Expense Report. If you are requesting **only** a cash advance, then there does **NOT** need to be a Pre-Approval. If on a trip, you are requesting a partial reimbursement **AND** a Cash Advance, then this is the only reason why a Pre-Approval would need to be created.