

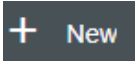


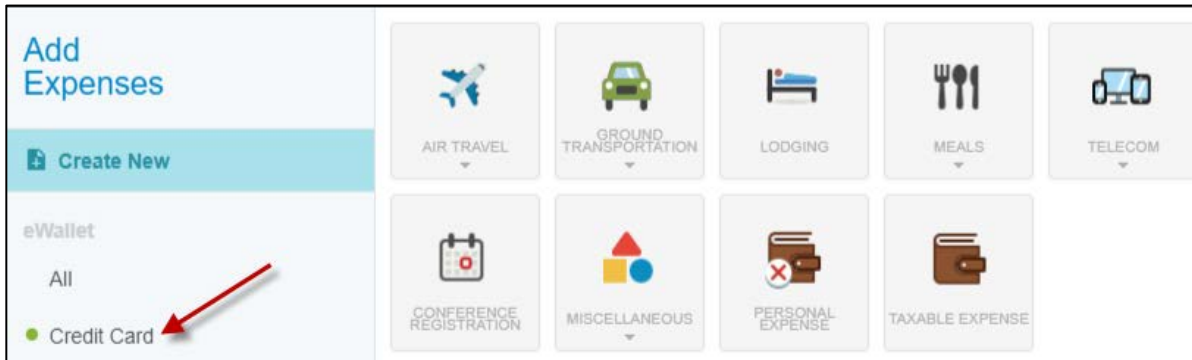
Reconciling Pre-Paid Travel Expenses in Chrome River

Instructions for the Traveler or the Delegate Working on the Traveler’s Behalf

Note: The Traveler should receive an email similar to the one below when a pre-paid item is added to their e-Wallet in Chrome River.

ACTION REQUIRED			Chrome River
Unused Firm Paid Items			
The following firm-paid expense items are currently unsubmitted.			
31-60 Days			
Owner	Report	Description	Amount
Jane Doe	none	Car Rental (07/12/18)	126.06 USD
Total Unused Firm Paid Items			
126.06 USD			

1. Log into Chrome River
2. Click the  button to create a new Expense Report.
3. Complete the Header information and click Save
4. Click Credit Card (the green dot means there are expenses to be reconciled).





5. Find the appropriate expense (in this case, it is Enterprise), check the box and then click Add.

The screenshot shows the 'Add Expenses' interface. On the left is a sidebar with categories: 'eWallet' (All, Credit Card, Personal Account, Offline, Recycle Bin) and 'eReceipts' (Receipt Gallery). The main area displays a list of expenses. The 'Car Rental' expense for 106.42 USD is selected with a checkmark. Red arrows point to the 'Delete' button and the 'Add' button.

Expense Category	Date	Merchant	Amount (USD)	Status
USBank IU Paid Expenses	07/11/2018	EGENFEE*26115367969 : 0381	6.00	Not Selected
USBank IU Paid Expenses	07/11/2018	AMERICAN AIR : 0381	374.09	Not Selected
USBank IU Paid Expenses	07/12/2018	ENTERPRISE RENT-A-CAR : 8394	106.42	Selected
USBank PCard Expenses + Receipt	08/02/2018	Merged Details	75.00	Not Selected



6. Enter the required information including Allocation and click Save.

Cancel Save

Car Rental

Enter the transaction date

Date 08/01/2018

Spent 106.42 USD

Pickup Date 08/01/2018

Return Date 08/07/2018

Agency Enterprise

Car Class Economy

Add Ons would include insurance, additional driver, GPS, etc.

Were Add Ons Purchased?

Number of days 7

IU Daily Insurance Rate 1.47 **IU INLOCC automatic fees**

IU Total Insurance Fee 10.29

Allocation - Select department account

1915030 UA-PUR PURCHASING DEPARTMENT



- 7. The pre-paid expense has now been added to the expense report. Add more expenses or if this is the last one, click 'submit' to route the Expense Report to the Approver.

Chicago, May 7-10, 2018

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME
Wed 08/01/2018	Car Rental	106.42 USD	0.00

Total Pay Me Amount
0.00 USD

Submit



Instructions for the Approver

The screen shot on the following page depicts what an approver will see. In order for the Approver to verify that this is a pre-paid expense, open the Download Details and the US Bank IU Paid Expense bar. This will allow you to see 'Amount Spent'. In this case it is clear that this is a pre-paid expense. Keep in mind that there will typically not be a 'receipt' added to the pre-paid expense line item unless it is required by the unit.



Expenses For [Redacted]

Recon of Enterprise Rental T-E-91143 5/14-16

0 Comments 0 Attachments

DATE	EXPENSES	SPENT	APPROVED
Mon 05/14/2018	Car Rental	106.43 USD	106.43 USD

Car Rental

Approve

Date: 05/14/2018

Spent: 106.43 USD

Approved: 106.43 USD

Pickup Date: 05/14/2018

Return Date: 05/16/2018

Agency: Enterprise

Car Class: Economy

Were Add Ons Purchased?

Number of days: 3

IU Daily Insurance Rate: 1.47

IU Total Insurance Fee: 4.41

Downloaded Details

USBank IU Paid Expenses

Date: 07/25/2018

Amount Spent: 106.43 USD

Amount Original: 106.43 USD

Transaction Name: ENTERPRISE RENT-A-CAR : 8394

Merchant: ENTERPRISE RENT-A-CAR : 8394

Details: Merchant: ENTERPRISE RENT-A-CAR Location: INDIANAPOLIS, IN 46241



INDIANA UNIVERSITY

