

Reconciling Prepaid Travel Expenses

Air and hotel reservations booked via a <u>designated travel agency</u> (DTA) like <u>Egencia</u> are paid with an IU credit card, known as a Ghost Card, tied to IU's clearing account. Once the purchase clears IU's clearing account, a record of this purchase appears in the traveler's Chrome River eWallet. The cost of the expense must be allocated to an IU departmental account by a process called reconciliation in Chrome River.

Reconciliation is a process by which IU travelers or their arrangers document and substantiate the actual expenses incurred on IU accounts after booking. If travel was requested on a Trip Authorization (TA), there may be discrepancies between the requested travel and the booked travel. Reconciling these expenses allows the report creator to substantiate these differences for approval.

Prepaid expenses should be reconciled as soon as they are available in the eWallet. This can occur before the trip occurs. Reconciliation must be completed within 120 days of the purchase date to avoid tax implications to the traveler.

Contents

mport a Trip Authorization (TA) Report to an Expense Report	2
Create an Expense Report with no TA	5
Reconcile Prepaid Travel Expenses	6
Lodging	6
Airfare	9
Reconciling a Booking/Agent Service Fee	11
Resolving Discrepancies	13
Submitting the Expense Report	14



Import a Trip Authorization (TA) Report to an Expense Report

If a Trip Authorization (TA) is required for your trip, and prepaid travel expenses are available in your eWallet, import the *approved* Trip Authorization report details to an expense report. This auto-populates many of the required fields on the expense report, including the specific expenses estimated on the TA. If TA is not required, skip this section.

First, initiate a new expense report. Click + **Create** on the Expenses ribbon.

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Unused Items			SYSTEM
12 Credit Card Items			
VIEW ALL 15 UNUSED ITEMS			
Approvals			Welcome to Chrome River!
Approvals Needed			
16 Expense Reports	27 Trip Authorization		IMPORTANT NOTICES
Expenses		+ Create	New Duplicate TA Feature: The Trip Authorization now contains a Duplicate TA button that allows you to dupli-
18	0	3	cate a submitted TA that can be assigned to other users! If you are a Delegate/Super Delegate with travelers going to the same event/location or someone who travels to the same location frequently, this new feature will
+O Draft	Returned	Submitted	be a time saver for you! You'll find the Duplicate TA button in the top right-hand side of a submitted or approved
Dian	Rounnou	Last 90 Days	
			Travel Expense Report Quickstart Video: If you're a Chrome River beginner or need a refresher, be sure to check out this new, interactive video on initiating and submitting an expense report.
Trin Authorization		+ Create	

Click Import Trip Authorization.

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Expenses For Juliet Roberts	<i>=</i> ⊕			Cancel Save
Comments 🗿 0 Attachments	î	Expenses For	Juliet Roberts	
DATE EXPENSE SPENT		Import from Trip Authorization	IMPORT TRIP AUTHORIZATION	
		Report Name		
		Pay Me In	USD - US Dollars	I
You have not added any expenses.		Report Type	Select 👻	
Add Expense				

On the next screen, click the drop-down menu titled **Select a Trip Authorization report.** A list containing your *approved* Tas opens. Click on the Trip Authorization report you wish to import to your expense report. Details from the TA report will populate in the right-hand window. Click **Import**.



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Expenses For Juliet Roberts		<i>=</i> ⊕	Import Trip Authorization		×
Comments () 0 Attachments	SPENT	() Рау ме 🖉 🗖 🔺	JULCROBE Tampa 11/7-11/11 REPORT NAME JULCROBE Tampa 11/7-11/11	ORIGINAL AI 1.594.50USD	MT REMAINING 330,10USD
			From Date	11/07/2022	
	You have not added any expenses.		Business Purpose	111112022	
	H Add Expense		Expense Summary	REMAINING (USD)	SPENT (USD)
			Airfare Conference Registration	0.00	0.00
		×	Hotel Mileage	460.00	0.00
Expense Report	Total Pay Me Amount 0.00 USD	Submit			Import

Chrome River requires two additional fields to be completed. Scroll down and answer the **COVID-19 Related Cost** question.

A COVID-19 Related Cost is any expense made necessary by the pandemic and which would not have occurred otherwise. For travel, these are primarily canceled trip costs and medical/humanitarian missions, COVIDpreparedness/inspections, educators training schools on eLearning, etc. Marking **Yes** for the **COVID-19 related cost** question opens a **Description** field. In the **Description** field, explain the COVID-19 related cost.

In the **Business Purpose** field, explain how the trip serves IU's mission. **Do not use acronyms in this field**. Examples of Business Purposes:

- "Representing IU at National Association of Education Procurement (NAEP) annual conference,"
- "Attending Talent Development training conference"

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Expenses For Juliet Roberts		= ⊕		Cancel
O Comments O Attachments			Report Type	Employee Travel
DATE EXPENSE	SPENT	PAY ME 🖉 🗖 🛕	COVID-19 related cost included?	No
			Does this report contain costs services associated with COV	and/or credits, such as transportation or accommodations and/or supplies and ID-19 preparedness?
			Travel Type	Domestic
	You have not added any expenses.		Trip Start Date	11/07/2022
			Trip End Date	11/11/2022
			Business Purpose	Association for Talent Development (ATD) training conference
			Enter trip destination	
			City / State / Zip	Tampa, FL - 33602
Expense Report	Total Pay Me Amount 0.00 USD	Submit	Does trip include personal time?	
			Trip Authorization Report Appli	ed

When finished, click **Save** in the upper right corner.

Reconciling Prepaid Travel Expenses



All trip information from the TA report imports onto the new expense report automatically. Imported expense lines can be edited or deleted after they appear on the expense report.

Reconciliation and reimbursement are two separate processes. Best practice is to reconcile and reimburse on *separate* expense reports. This allows for more streamlined review and approval.

Delete any expense lines that you are not presently reconciling, for instance, any expenses you'll be reimbursing after the trip. Deleted expense lines will remain on the TA report for future use, and the TA can be imported as many times as needed until all available TA funds are used up.

Click on any expense line(s) and click **Delete** in the upper right corner until only IU prepaid expenses remain. In this example, we're deleting a taxi expense and per diem expenses that will be reimbursed later.

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Expenses For Juliet Roberts		F	Ð	Images		Edit	Delete •••
JULCROBE Tampa 11/7-11/11			i	🐴 Taxi / Shutt	le		
DATE EXPENSE	SPENT	PAY ME 🧷 🔲	A				
Mon 11/07/2022 Meals - Per Diem	51.75 USD	51.75	A	A Data entry validation.			#PX01
Tue 11/08/2022 Keals - Per Diem	69.00 USD	69.00	A	This line item could not be process	ed automatically. Please review the expense and complete the	data entry.	
Wed 11/09/2022 Keals - Per Diem	69.00 USD	69.00	A	Date	11/11/2022		
Thu 11/10/2022 Meals - Per Diem	69.00 USD	69.00	A				
Fri	125.00	125.00	A	Spent	125.00 USD		
	51 75		-	Description	estimate for Ubers/Lyfts to/from conference hotel		

When the reimbursable expenses are removed, your report might only have a few expense lines on it. This is normal.

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← ^B	xpenses For uliet Roberts		₹ .		Images	Edit	Delete •••
	3E Tampa 11/7-11/11 0 Attachments	1	<u>(</u>)		% Lodging	Room Rate Plus Taxes/Fees	
DATE	EXPENSE	SPENT	PAY ME 🖉 🗐 🛦				100104
Fri 11/11/2022	% Lodging Room Rate P	lus Taxe 460.00 USD	460.00	*	Data entry validation	on.	#PXU1
Fri 11/11/2022	🛪 Airfare	300.00	300.00		This line item could not be pr	rocessed automatically. Please review the expense and complete the data entry.	
11/11/2022		030					
					Date	11/11/2022	
					Spent	460.00 USD	
					Check In Date		
					Check Out Date		
					Nights	0	
				~	Hotel	Select	
Expense Repo QA005928784	rt 2	Total Pay Me Amount 760.00 USD	Submit			1 of 2	Next >

Jump to the Reconcile Prepaid Travel Expenses section for next steps.



Create an Expense Report with no TA

If trip authorization is **not** required for your trip, create a new expense report. Click **+ Create** on the Expenses ribbon on your Chrome River dashboard.

	er		🧑 🍪 Juliet Roberts ↓ Indiana University
eWallet			
Unused Items 12 Credit Card Items 1 Receipts			SYSTEM
VIEW ALL 15 UNUSED ITEMS			Hello Juliet
Approvals			Welcome to Chrome River!
Approvals Needed 16 Expense Reports	27 Trip Authorization		IMPORTANT NOTICES
Expenses		+ Create	New Duplicate TA Feature: The Trip Authorization now contains a Duplicate TA button that allows you to dupli-
48 Draft	0 Returned	3 Submitted Last 90 Days	cate a submitted TA that can be assigned to other users! If you are a Delegate/Super Delegate with fravelers going to the same event/location or someone who travels to the same location frequently, this new feature will be a time saver for you! You!l find the Duplicate TA button in the top right-hand side of a submitted or approved TA. Written documentation for this new feature can be found here, and you can view a video walkthrough here.
Trin Authorization		F Creete	Travel Expense Report Quickstart Video: If you're a Chrome River beginner or need a refresher, be sure to check out this new, interactive video on initiating and submitting an expense report.

Next, you'll be prompted to fill out the header level information of the report. This is information that applies to the entire trip. Give your report a **Report Name** that explains your trip at a glance. Best practice is to include the traveler's name or username, dates, and location of trip. In this example, we've entered Juliet Roberts South Bend May 1-3.

		of the sector o
← Expenses For Juliet Roberts = ⊕		Cancel Save
Juliet Roberts South Bend May 1-3	Expenses For	Juliet Roberts
DATE EXPENSE SPENT PAY ME 🖉 🗖 🛦 🔺	Import from Trip Authorization	IMPORT TRIP AUTHORIZATION
	Report Name	Juliet Roberts South Bend May 1-3
	Pay Me In	USD - US Dollars
	Report Name should include tra	veler name, destination and Trip dates

In the **Report Type** dropdown, indicate what type of traveler the report is for: Employee, Nonemployee/Nonstudent, Student, Student Group, or Recruiting Travel. Answer the **COVID-19 related cost** question with a yes or a no.

A COVID-19 Related Cost is any expense made necessary by the pandemic and which would not have occurred otherwise. For travel, these are primarily canceled trip costs and medical/humanitarian missions, COVIDpreparedness/inspections, educators training schools on eLearning, etc. Marking **Yes** for the **COVID-19 related cost** question opens a **Description** field. In the **Description** field, explain the COVID-19 related cost.

Under the Travel Type dropdown, indicate whether the destination of the trip was In State, Domestic, or International.

In the **Business Purpose** field, explain how the trip serves IU's mission. **Do not use acronyms in this field**. Examples of Business Purposes:

- "Representing IU at National Association of Education Procurement (NAEP) annual conference"
- "Attending Talent Development training conference"



When all required fields are filled, click **Save** in the upper right corner.

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Expenses For Juliet Roberts		<i>=</i> ⊕		Cancel
Juliet Roberts South Bend I	May 1-3		Report Type	Employee Travel
DATE EXPENSE	DATE EXPENSE SPENT PAY ME @		COVID-19 related cost included? Does this report contain costs : services associated with COVI Travel Type Trip Start Date Trip End Date	No Image: Second seco
			Business Purpose Enter trip destination City / State / Zip	Attending Association for Talent Development (ATD) training conference South Bend, IN - 46680
Expense Report	Total Pay Me Amount 0.00 USD		Does trip include personal time?	

Reconcile Prepaid Travel Expenses

On the next screen, if the "Add Expenses" menu is not already open, click the **encircled white plus sign** button. Click **Credit Card** to locate the prepaid expenses in your eWallet. A list of your IU prepaid credit card items appears on the right.

			o ⁹ \$	Juliet Roberts 🗸
Expenses For	= ⊕	Add		
Iuliat Pohorta South Pond May 1.2		Expenses	Sort •	
O Comments O Attachments	(i)	Create New	US Bank Prepaid Travel	
DATE EXPENSE SPI	ENT PAY ME 🖉 📮 🛦	eWallet	Lodging Room Rate Plus Taxes/Fees 01/07/2020	610.29
	A	All	• EGENCIA-28330141514	
		Trips	US Bank Prepaid Travel Car Rental	116 79
		Statements	09/23/2021 • ENTERPRISE RENT-A-CAR	USD
		Credit Card	US Bank Prenaid Travel	
You have not added any expen	ises.	Personal Account	Research Supplies - Object Code 4938 09/23/2021	208.31
+ Add Expense		• Offline	ENTERPRISE RENT-A-CAR	000
		Recycle Bin	US Bank Prepaid Travel	
		eReceipts	09/29/2021	-361.16 USD
		 Receipt Gallery 		_
			Taxi / Shuttle	144.90
	•		CARTE BLANCHE LIMOUSINES	USD
Expense Report Total Pay Me Amount QA0059287909 0.00 USD	Submit		US Bank Prepaid Travel	

Lodging

In this example, we'll reconcile a lodging expense that was purchased in Egencia.

Locate the expense to reconcile in the **Credit Card** section of your eWallet. If you are reconciling an expense with an imported expense from a Trip Authorization, **click and drag the expense** from the right window to hover over the

Reconciling Prepaid Travel Expenses



matching imported expense line in the left window until the line turns blue and Attach to Line Item appears. Release the mouse to drop the expense on this line.

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Expenses For Juliet Roberts		₹ ⊕	Add Expenses			Delete Add
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DATE EXPENSE	SPENT	PAY ME 🖉 📮 🛕	eWallet	%	Lodging Room Rate Plus Taxes/Fees 01/07/2020 CENCIA*28362567234	557.50 USD
Fri 11/11/2022 🌇 Lodging Room R	ate Plus Taxe Attach to Line Item	US Bank Prepaid Traver	All		Statement Date: 01/10/2020	E
Fri 11/11/2022 🛪 Airfare	300.00 USD	Lodging Room Rate Plus Tax 0 300,0020			Details: Merchant: EGENCIA*28362567234 L 98004 last 4 CC: 0820	ocation 66-397-2677, WA
		Statement Date: 01/10/2020 Amount Original: 5575 USD	Statements	%	US Bank Prepaid Travel Lodging Room Rate Plus Taxes/Fees	610.29
		98004 last 4 CC: 0820	Personal Account		► EGENCIA*28356141514	USD
			• Offline		US Bank Prepaid Travel	
			Recycle Bin		09/23/2021 • ENTERPRISE RENT-A-CAR	116.79 USD

If there is no TA report, **click and drag the expense** from the right window to the header of the report in the left window until the **Create New Line Item** appears in blue. Release the expense over this header.



A data entry validation warning appears at the top of the next page. To clear this, answer the required fields. Click 'Save' in the upper right corner to highlight required fields in red. These fields must be manually filled with information.

Enter the **check-in** and **check-out** dates of your stay. Select the hotel name from the **Hotel** dropdown list and enter the **city and state** of the lodging.

Allocation: in this field, enter your department's 7 digit account number, and sub-account, if using. You can add multiple accounts by clicking **Add Allocation.** Amounts can be split by dollar amount *or* by percentage. If you're unsure what account to use, ask your Fiscal Officer or business office.

Optional attachments and reference details that your department may require can be added at the bottom. Click **Save** in the upper right corner when finished adding details.

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			or a station of the state of th	et Roberts 🗸 na University		
← Expense For Juliet Roberts	- (+)		Cancel	Save		
Juliet Roberts South Bend May 1-3	(j)	100 Lodging Ro	oom Rate Plus Taxes/Fees			
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		Spent	610.29 USD			
Click 'Save' in the upper right		Check In Date	Panel is required			
corner to highlight required fields in red. These fields must be		Check Out Date	Panel is required			
manually filled with information.		Nights	0			
		Hotel	Select			
		City / State	Panel is required			
***********************************		re "or of server to d				
		Allocation - Select department account				
		Search for Allocation				
Tou have not added any expenses		Add Allocation ≡+ Pre	esets chex	TE PRESET		
		Project Code Optional	- Select -			
Optional attachments		Organization Reference Id				
and details can be		Downloaded Details				
added at the bottom		US Bank Prepaid Travel		>		
		Attachments (0)				
Expense Report Total Pay Me Amount QA0059287909 0.00 USD			Drag image here to upload Add Attachments 👻			

After clicking **Save**, you should see a green checkmark next to the expense in the left-hand window. Because the expense was prepaid by IU and not paid by the traveler, the **Pay Me Amount** for this expense should total \$0.00 (zero dollars). When reconciling prepaid expenses, the total should always be \$0.00. This indicates the expense was entered correctly.

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Expenses For Juliet Roberts			- €	Images	Edit Delete •••	
Juliet Roberts South Bend M	lay 1-3		(i)	Ke Lodging R	Room Rate Plus Taxes/Fees	
DATE EXPENSE		SPENT	PAY ME 🖉 🖪 🔺			
Mon 05/01/2023 % Lodging Room Rate	Plus Taxes/Fees	610.29 USD	0.00 🗸	Date	05/01/2023	
				Spent	610.29 USD	
				Check In Date	05/01/2023	
*****	~~~~~	~~~~	~~~~~		~~~~~	
				Allocation - Select department account		
			v	1915000-ARGE #0	UA- BEPARTMENT	
Expense Report QA0059287909	Total Pay Me Amount 0.00 USD		Submit		1 of 1	

If finished adding expenses, click **Submit** to submit your report.



Airfare

In this example, we will reconcile an airfare reservation purchased in Egencia, but this process also applies to airfare purchased with a Designated Travel Agency.

If you are reconciling an imported airfare expense from a Trip Authorization, **click and drag the expense** from the **Credit Card section** of your eWallet in the right window to the **matching imported expense line** in the left window until the line turns blue and **Attach to Line Item** appears. Release the mouse to drop the expense on this line.

≡						Juliet Roberts 🗸 Indiana University
Expenses For Juliet Roberts		F	Ð	Add Expenses		
ULL CROBE Tampa 11/7 11/11					Sort 🔻	
	Create New Line Item			Create New	US Bank Prepaid Travel Taxi / Shuttle	144 90
DATE EXPENSE	SPENT	PAY ME 🖉 📮	A	eWallet	10/01/2021 ► CARTE BLANCHE LIMOUSINES	USD
Tue % Lodging Room Rate Plus Taxes	s/Fees 423.22	0.00	 ^ 	All	IIS Bank Pronsid Travel	
Ed. and store	Attack to Line them 300.00	SUD 200 00		Trips	Taxi / Shuttle	144.90
11/11/2022 M Aunare	USD USD	US Bank Prepaid T	1272	Statements	CARTE BLANCHE LIMOUSINES	USD
		Airfare 10/04/2021		Credit Card	US Bank Prepaid Travel	
		AMERICAN AIR	11	Personal Account	Taxi / Shuttle	144.90 USD
		- N	- 1		• CARTE BLANCHE LIMOUSINES	
		1		Recycle Bin	US Bank Prepaid Travel Lodging Room Rate Plus Taxes/Fees	
				,	10/04/2021 • EGENCIA*29221102013	133.00 USD
				eReceipts		
				 Receipt Gallery 	VS Bank Prepaid Travel Lodging Room Rate Plus Taxes/Fees	151.91
					10/04/2021 ► EGENCIA*29190195113	USD
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					Airfare 10/04/2021	228.48
						030
			Ŧ		US Bank Prepaid Travel	
Expense Report To QA0059288050 7	Total Pay Me Amount				Lodging Koom Kate Plus Taxes/Fees 10/05/2021 FGENCIA*29177483564	236.48
2A000320000	JUU.UU USD				· EGENOR 2317 403304	

If there is no TA report, **click and drag the expense** from the right window to the header of the report in the left window until the **Create New Line Item** appears in blue. Release the expense over this header.

≡ @	emburse chromeriver			7 ⁴ \$	Juliet Roberts 🗸 Indiana University
4	Expenses For Juliet Roberts	= ⊕	Add		
Juliet R	Roberts South Bend May 1-3	SUU	Expenses	Sort 👻	
a sees	Create New Line	US Bank Prepaid Trav Airfare	Create New 48	US Bank Prepaid Travel Taxi / Shuttle	98.00
DATE			All	O1/05/2020 CARTE BLANCHE LIMOUSINES	USD
		N	Trips	US Bank Prepaid Travel Airfare	455.00
			Statements	01/05/2020 • AMERICAN AIR	USD
	Attach to Line It	em	Credit Card Personal Account	US Bank Prepaid Travel	
	Attach to Line it		Offline	01/06/2020 CARTE BLANCHE LIMOUSINES	144.90 USD

A data entry validation warning appears at the top of the next page. To clear this, answer the required fields. Click **'Save'** in the upper right corner to highlight required fields in red. These fields must be manually filled with information.



Fill out additional details about the flight reservation, including **the trip dates**, **airline**, **class of fare**, **travel agency** and **departure airport**. Airports are listed in alphabetical order of the airport code. The airport code for Indianapolis International Airport is IND.

To find reservation details, contact the travel agency used to book the flight, or <u>log into Egencia and click **Trips** at the top</u> <u>of the page</u>. All the necessary information is on the receipt.

Allocation: in this field, enter your department's 7 digit account number, and sub-account, if using. You can add multiple accounts by clicking **Add Allocation.** Amounts can be split by dollar amount *or* by percentage. If you're unsure what account to use, ask your Fiscal Officer or business office.

Optional attachments and reference details that your department may require can be added at the bottom. Click **Save** in the upper right corner when finished adding details.

	er					og 😳	Juliet Roberts 🗸 Indiana University
Expenses Fer Juliet Roberts			= ⊕			Cancel	Save
JULCROBE Tampa 11/7	-11/11		0	🌠 Airfare			
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Fri 11/11/2022 Airtare		300.00 USD	300:00	This line item could not be processe	d automatically. Please review the expense and complete the data entry.		
				Enter the transaction date			
				Date	10/04/2021		
Cl	lick 'Save' in the upper to highlight re	upper right		Spent	228.48 USD		
i	n red. These field	s must be		Description Optional			
ma	nually filled with i	information.		Depart Date	Flease update the highlighted items		A
				Return Date	Flease update the highlighted items		
				Airline	- Select		
				Class of Fare	Select		
				Agency	Select Please update the highlighted items		
	Optional attach	monte		Departure Airport	Washington DC - National (DCA)		
	and details ca	in be		Allocation - Select department	t account		
	added at the b	ottom		Search for Allocation			
				Add Allocation = President Presid	sets		CREATE PRESET
				Project Code Optional			
				Organization Reference Id Optional			
				Downloaded Details			
				US Bank Prepaid Travel			>
Expense Report QA0059288050	Total Pay Me Amount 300.00 USD		Sabrill	Comments (0)			

After clicking **Save**, you should see a green checkmark next to the expense in the left-hand window. Because the expense was prepaid by IU and not paid by the traveler, the **Pay Me Amount** for this expense should total \$0.00 (zero dollars). When reconciling prepaid expenses, the total should always be \$0.00. This indicates the expense was entered correctly.



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← Expens	ses For t Roberts			F	Ð		Images	Edit Delete •••
	Tampa 11/7-11/11 ⁰ Attachments				i		🐔 Airfare	
DATE EXP	PENSE		SPENT	PAY ME 🖉 🗐				
Tue %	Lodging Room Rate Plus Ta	ixes/Fees	423.22 USD	0.00	~	• C	Date	10/04/2021
Mon 10/04/2021	Airfare		228.48 USD	0.00	~	s	Spent	228.48 USD
						C	Description	Prebooked in Egencia.
						c	Depart Date	11/07/2022
~~~~	~~~~	~~~~~	~~~~	~~~~		~	~~~~~	~~~~~
							Allocation - Select departm	ient account
Expense Report QA0059288050		Total Pay Me Amount 0.00 USD		Submit			< Previous	2 of 2

Proceed to the <u>next section</u> to reconcile the service fees associated with booking airfare via a DTA like Egencia.

#### Reconciling a Booking/Agent Service Fee

DTAs charge a variable service fee which may \$30+ depending on the services used and the complexity of the trip. All Egencia air reservations come with a \$6 booking fee. These agent fees appear in the expense owner's eWallet and must be reconciled.

In this example, we'll reconcile a \$6 Egencia air booking fee, although the screenshot displays a \$5 fee. This reflects an outdated price.

In the Credit Card section of the eWallet, locate the agent fee.Egencia air fees appear in the eWallet **incorrectly** as a lodging expense. Change the expense type by clicking the **small lodging expense icon** on the \$6 expense in your eWallet. An expense drawer containing expense tiles appears. Select the **Air Travel** expense. An expense drawer opens to show air travel related expenses. Select the **Other - Air Travel** expense tile showing a yellow square, red triangle, and blue circle.

	CHRON	MERIVER					+ New	Juliet Roberts
÷	Expenses For Juliet Robe	erts	F	Ð	Add Expenses	^		Ĩ
	Roberts For	t Worth TX 1/5/20	)-1/8/20	(j)	Create New	Sort 👻 US Banl	k Prepaid Travel	
DATE	EXPENSE	SPENT	PAY ME 🤌		eWallet	01/06/20	<b>)</b> )20 √FEE*2834992105	5.00 USD
Mon 01/06/202	) ≒ Lodg	ing 301.96 USD	0.00	<b>A</b>	All			
Fri 09/18/202	o 🪔 Taxi	Shuttle 50.00 USD	50.00		Trips	- 26		iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii
Fri 09/18/202	₀ 🛪 Airfa	re 295.00 USD	295.00	<b>A</b>	Credit Card	AIR TRAVEL		LODGING
					Personal Account Offline	<b>XX</b> AIRFARE	BAGGAGE FEE	CHANGE TICKET FEE
					Recycle Bin		((i•	
Expense R QA004279	eport 6966	Total Pay Me Amount <b>345.00</b> USD	S	ubmit	Receipt Gallery	OTHER - AIR TRAVEL	INTERNET / WIFI - AIR TRAVEL	



The expense icon changes to display a yellow square, red triangle, and blue circle. On the next screen, if you included the fee in a TA, drag and drop the expense to the corresponding TA expense on the left. If not, **check the box** in the upper right corner of the \$6 expense in your eWallet. Click **Add** in the upper right corner.

ECHR	OMERIVER	2					+ New	Juliet Roberts
Expenses For Juliet Rot	Expenses For Juliet Roberts		F	Ð	Add			Delete Add
Juliet Roberts Ec	ort Worth TX 1/5/2	0 1/8/20			Expenses	Sort 👻		1
Comments 0 Atta	chments	1/0/20		i	Create New	-74-	Airfare 01/05/2020	455.00 ⁽
DATE EXPENSI	E	SPENT	PAY ME 🖉 🔲	<b>A</b>	eWallet		AMERICAN AIR	
Mon 01/06/2020 📇 Lo	odging	301.96 USD	0.00	<b>A</b>	All	<b>I</b> *	US Bank Prepaid Travel Lodging	
Fri 09/18/2020 🚔 Ta	axi / Shuttle	50.00 USD	50.00	<b>A</b>	Trips		01/06/2020 EGENFEE*28349237259	5.UU USD
Fri 🐋 🏹	rfare	295.00	295.00	•	Statements		110 Dank Branaid Travel	
09/18/2020	huio	USD	200.00	-	Credit Card	Other - Air Travel		5.00
					Personal Account	Ţ	<ul> <li>EGENFEE*28349921059</li> </ul>	USD
					Offline		US Bank Prepaid Travel	
					Recycle Bin		01/06/2020 EGENCIA*28349936043	205.32 USD
					eReceipts			
Expense Report	Total Pay Me Amount	t		~	Receipt Gallery		US Bank Prepaid Travel Taxi / Shuttle	144.90
QA0042796966	345.00 USD		Submit			· ·	CARTE BLANCHE LIMOU:	SINES

Chrome River prompts you to complete two required fields. In the **Business Purpose** field, enter **"\$6 Egencia air booking fee."** In the **Allocation** field, enter your department's 7 digit account number, and sub-account, if using. If you're unsure what account to use, ask your Fiscal Officer or business office.

Click **Save** in the upper right corner.

	CHR	OMERIV	<b>ER</b>				+	New	L Juliet Roberts
÷					Ð			Cancel	Save
Juliet R	oberts	Fort Worth T	X 1/5/20-1/	8/20	()	ther	- Air Travel		^
0ATE Mon 01/06/2020	EXPI	Lodging	SPENT 301.96 USD	рау ме 🖉 🖾 0.00	▲ ▲	Date	01/06/2020		
Fn 09/18/2020	8	Taxi / Shuttle	50.00 USD	50.00	<b>A</b>	Spent	5.00	USD	
Fri 09/18/2020	3	Airfare	295.00 USD	295.00	•	Business Purpose	\$6 Egencia air booki	ngfee	
						Allocation - Selec	t department account		
Expense Re	port	Total Pay	Me Amount			TOTSENE UNAPORT	DEPARTM	ENT	
QA0042796	966	345.0	USD USD	10000		Add Allocation	≓+ Presets		CREATE PRESET

The \$6 expense will move from the eWallet into the expense report on the left. A green check mark will display next to it and the "Pay Me Amount" should be \$0.00.



## Resolving Discrepancies

If there is a discrepancy between a cost estimated on your TA and the actual expense in your eWallet, you can still **drag & drop** from the eWallet and reconcile as normal. However, best practice is to **log a comment** explaining the discrepancy.

In the example below, we estimated \$50 for Taxi/Shuttle on the PA, but, the prepaid reservation ended up costing \$98.

After reconciling the expense, document the discrepancy by scrolling to the bottom of the expense and logging a **Comment**. The following are examples of discrepancy explanations:

- Flight price increased between TA submission and approval
- Double queen bed rooms not available at time of booking; booked king bed instead
- Forgot to include expense in original TA

In this example, we've entered "Discrepancy: Accidentally estimated one-way (\$50) on TA. Forgot to include round trip. Expense now reflects round trip cost (\$98)." Attach any substantiation required by your department in the attachments section. Click **Post**, then **Save**.



The comment becomes part of the audit record for that expense. In the left-hand window, the **Spent** amount changes to reflect the new amount. The green checkmark indicates the expense is reconciled.



≡ CHROM	<b>IERIVER</b>		+ New 2	Juliet Roberts					
Expenses For Juliet Rober	rts	<b>₹</b> ⊕	Edit	Delete •••					
Juliet Roberts Fort Worth TX 1/5/20 - 1/9/20 (i) Comments (1)									
DATE EXPENSE	SPENT	PAY ME 🖉 🖪 🛦	Juliet Roberts 09/21/2020 10:13 AM Discrepancy: Accidentally estimated one-way (\$50) on PA. Forgot to i	include round					
Sun 01/05/2020 🔒 Taxi /	Shuttle 98.00 USD	0.00	trip. Expense now reflects round trip cost (\$98).						
Mon 09/21/2020 🔚 Lodgir	ng 307.00 USD	0.00	Add Comment	Post					
Mon 09/21/2020 🛪 Airfare	e 455.00 USD	455.00							
			Attachments (0)						
Expense Report	Total Pay Me Amount	Submit	Drag image here to upload Add Attachments	,					
QA0042831774	455.00 USD	Submit	1 of 3	Next >					

The discrepancy is documented, and the expense is reconciled. To reconcile more expenses, click the **white plus sign** at the top of the left-hand window.

## Submitting the Expense Report

Repeat the **Drag and Drop** process until a green check mark appears next to all line items. The "Total Pay Me Amount" should be \$0.00 as shown below because all reconciled expenses were prepaid by IU.

If you imported expenses from a TA report, be sure you've deleted any expenses you're not reconciling or reimbursing on this report. Deleted expense lines will remain on the TA report for future use, and the TA can be imported as many times as needed. Ensure all prepaid costs have been reconciled, and any out of pocket expenses are deleted until \$0.00 displays in the "Total Pay Me Amount." Out of pocket expenses are reimbursed in a separate expense report after the trip.

When all items are reconciled, click Submit.

The Office of Procurement Services



	CHROMERIVER							+ New	1 Juliet Roberts
÷	Expenses For Juliet Roberts		Ŧ	Ð		Add			ī O
huliet (		100 4 10 100				LAPENSES	Sort 👻		
Juliet F	CODERTS FOR VVORD IX 1/5.	/20-1/8/20		i		Create New		US Bank Prepaid Travel	
DATE	EXPENSE	SPENT	PAY ME 🖉 📕			eWallet	, 🊔 I	Taxi / Shuttle 01/05/2020 ▶ CARTE BLANCHE LIMOUSINES	98.00 USD
<ul> <li>Mon 01/06/202</li> </ul>	0 📇 Lodging	301.96 USD	0.00	~		All			
Tue 01/05/202	1 Hotel - Lodging	289.55 USD	0.00	~	I	Trips	*	US Bank Prepaid Travel Airfare 01/05/2020	455.00
Tue 01/05/202	1 Motel - Taxes / Fees	12.41 USD	0.00	~		Statements	<b>_</b>	AMERICAN AIR	030
Sun 01/05/202	₀ 🔧 Airfare	286.80 USD	0.00	~	I	Credit Card     Personal Account	<b>i</b>	US Bank Prepaid Travel Lodging 01/06/2020	5.00
	~~~~~		~~~~			Offline	-	► EGENFEE*28349237259	
						A.A.			
Expense F QA004245	Report Total Pay Me 1885 0.00 USD	Amount	Submit		Ĭ	Receipt Gallery	×	US Bank Prepaid Travel Lodging 01/06/2020 • EGENCIA*28349936043	205.32 USD

Chrome River prompts you to confirm that all expenses are correct to the best of your knowledge and for legitimate business purposes. If this is true, click **Submit** again to submit the report.

	C	HR	OMERIVER					+ New	2	Juliet	Roberts
<pre> </pre>		Expense	es For Debeste			Ð (Ð	Submit Confirmation				
Juliet Roberts Fort Worth TX 1/5/20-1/8/20						i	I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes. Pre-Approval Applied: Juliet Roberts Fort Worth TX 1/5/20-1/8/20 [Remove]				
	ATE	EXPE	ENSE	SPENT	PAY ME 🖉		Available Balance: 652.00 USD				
▼ ^N ₀	/Ion 1/06/2020	1	Lodging	301.96 USD	0.00	^		С	ancel	s	ubmit
T 0	ue 1/05/2021		Hotel - Lodging	289.55 USD	0.00	~	Juliet Roberts Fort Worth TX 1/5/20-1/8/20				^
T	ue 1/05/2021		Hotel - Taxes / Fees	12.41 USD	0.00	~					
S	Sun 1/05/2020		Airfare	286.80 USD	0.00	~	Juliet Ro Report Owner Sr Train 0002465	berts & Document Spo 001	ecialis	st -	