



Reimbursing Travel Expenses

After your trip, you may need to request reimbursement for out-of-pocket travel expenses such as per diem, mileage, parking, tolls, or other necessary incidentals. Travel reimbursements are reviewed by your regular travel document approver (often a Fiscal Officer or their delegate), as well as Travel Management Services (TMS), in certain cases.

Per [TSOP 9.02](#), reimbursement reports must be submitted within 120 days of the trip end date. Reports submitted 121-365 days after the trip end date are considered taxable income to the traveler. Reimbursement after 366 days is unallowable.

This document walks through how to request reimbursement for different travel expense types in Chrome River.

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Allowability

Certain expenses incurred while traveling on behalf of Indiana University may not be reimbursed. Review the [IU Travel Policy](#) for additional guidance on allowability. The following are examples of non-reimbursable travel expenses:

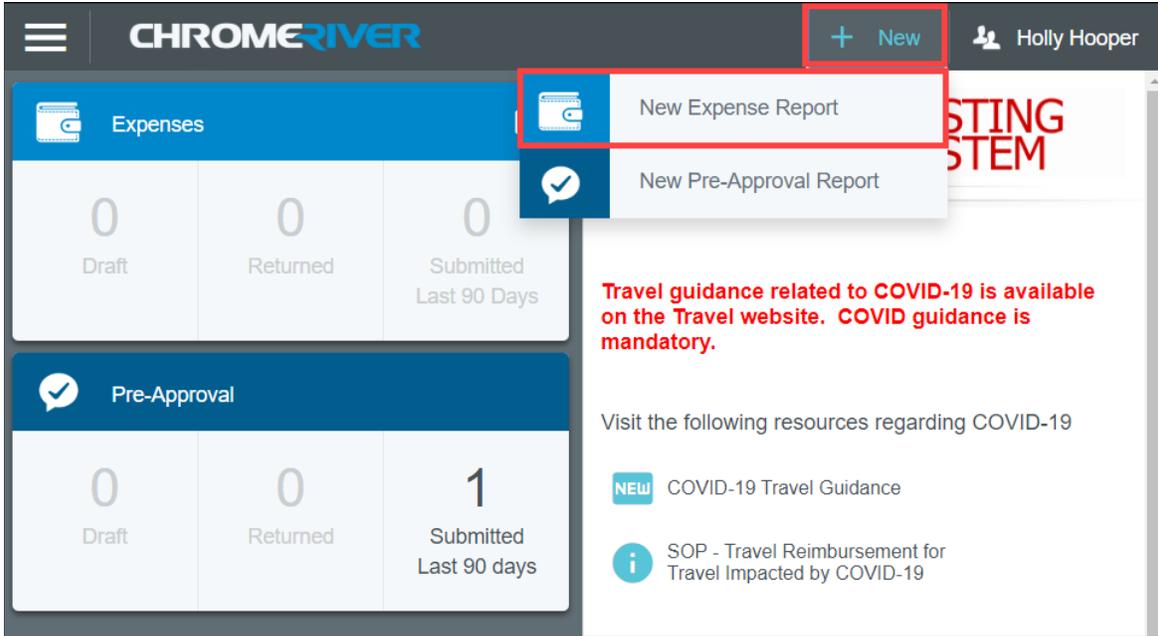
- Personal car maintenance or expenses
 - flat tires
 - dead batteries
 - oil changes
 - speeding tickets
 - mileage reimbursements for daily commutes to and from work.
- Room service
- Hotel tipping
- Dry cleaning
- Most foods or services at the hotel
- International phone fees
- Lodging costs for spouses/partners not traveling on IU business



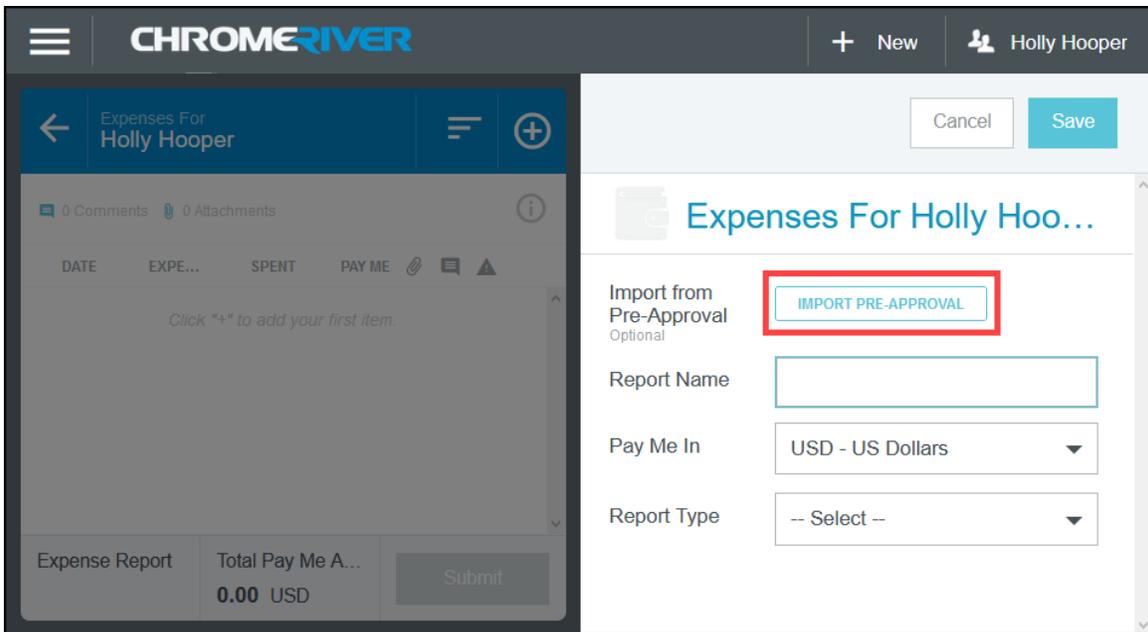
Import a Pre-Approval to your Expense Report

Import the pre-approval report associated with your trip to a new expense report. This auto-populates many of the required fields on the expense report, including the specific expenses estimated on the PA.

First, initiate a new expense report. Click **+ New** in the upper right corner, then select **New Expense Report**.



Click **Import Pre-Approval**.



On the next screen, click the drop-down menu titled **Select a pre-approval report**. Click on the pre-approval report you wish to import to your expense report.



| REPORT NAME | REMAINING |
|-------------------------------------|-----------|
| Holly Hooper IUPUI Sept 15-17 | 350.00USD |
| Holly Hooper IUPUI 8/17 – 8/18 | 225.00USD |
| Holly Hooper IUPUI training 9/7-9/8 | 200.00USD |
| Holly Hooper IUPUI 8/17-8/19 | 460.00USD |

Details from the PA report will populate in the right-hand window. Click **Import**.

All trip information from the pre-approval report import onto the new expense report automatically. These lines can be edited or deleted after they appear on the expense report.

Before you can begin reimbursements, Chrome River requires two additional fields to be completed: **COVID-19 Related Cost** and **Business Purpose**.

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, COVID-preparedness/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. The **Business Purpose** field offers ample space to explain the reason for your trip; **do not use acronyms in this field**. "Representing IU at National Association of Education Procurement (NAEP) annual conference," is an example of a valid Business Purpose.

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



CHROME RIVER

Expenses For Juliet Roberts

Report Type: Employee Travel

COVID-19 related cost included?: Yes

Description: transportation to train COVID rese:

Travel Type: Domestic

Trip End Date: 01/08/2021

Business Purpose: Humanitarian mission, training CO'

City / State / Zip: Fort Worth, TX - 76103

Save

Editing the "Other" Expense

The Other tile on PA reports is a flexible catch-all expense tile. If you included out-of-pocket expenses as an "Other" expense on your PA, you will need to edit it and assign a more accurate expense tile on your reimbursement report.

To change the expense type, click on the **Other Misc expense** in the left-hand window. The expense opens in the right-hand window. Click **Edit** in the upper right corner.

CHROME RIVER

Expenses For Holly Hooper

Juliet Roberts Chicago 11/16-11/20

| DATE | EXPENSE | SPENT | PAY ME |
|----------------|------------|------------|--------|
| Mon 11/02/2020 | Other Misc | 300.00 USD | 300.00 |
| Mon 11/02/2020 | Lodging | 300.00 USD | 300.00 |

Expense Report: QA0043320996

Total Pay Me Amount: 600.00 USD

Other Misc

Data entry validation. #PX01

This line item could not be processed automatically. Please complete the data entry.

Date: 11/02/2020

1 of 2

Edit



The Other expense tile turns into a clickable drop-down menu. Select the expense tile that most accurately describes the Other expense.

In the example below, the Other expense tile is changed to mileage by clicking **Ground Transportation**, followed by **Mileage** in the submenu.

Expenses For Holly Hooper

Juliet Roberts Chicago 11/16-11/20

| DATE | EXPENSE | SPENT | PAY ME |
|----------------|------------|------------|--------|
| Mon 11/02/2020 | Other Misc | 300.00 USD | 300.00 |
| Mon 11/02/2020 | Lodging | 300.00 USD | 300.00 |

Expense Report QA0043320996

Total Pay Me Amount **600.00** USD

Other Misc

AIR TRAVEL

GROUND TRANSPORTATION

ACCOMMODATIONS

MEALS

CAR RENTAL

FUEL

MILEAGE

MILEAGE - STATE GRANT

Cancel Save

Update or complete any required information on the next page and click **Save** in the upper right corner. See the [Reimbursing Mileage section](#) of this document for a full walkthrough of the mileage expense.

Deleting an Imported Expense

If your report contains an imported expense that you do not need, delete it from your report. To do so, click on the **expense** in the left-hand window. The expense opens in the right-hand window. Click **Delete** in the upper right corner.

Expenses For Holly Hooper

Juliet Roberts Chicago 11/16-11/20

| DATE | EXPENSE | SPENT | PAY ME |
|----------------|------------|------------|--------|
| Mon 11/02/2020 | Other Misc | 300.00 USD | 300.00 |
| Mon 11/02/2020 | Lodging | 300.00 USD | 300.00 |
| Mon 11/02/2020 | Car Rental | 180.00 USD | 180.00 |

Expense Report QA0043320996

Total Pay Me Amount **780.00** USD

Other Misc

Data entry validation. #PX01

This line item could not be processed automatically. Please complete the data entry.

Date 11/02/2020

1 of 3

Edit Delete



Per Diem

This section demonstrates adding and updating per diem on an expense report.

If you captured your per diem as an “Other” expense on your pre-approval, you must **delete** the “Other” expense and create a new expense via the Per Diem Wizard as outlined below.

[Click here to learn how to delete an expense from your imported report.](#)

Travel per diem reimbursements include the day’s lodging, meal and incidental expenses. The standard per diem rates issued by the General Services Administration (GSA) may be different based on pricing in a location or state laws. Expenses of the first day and the last day of the business travel are reimbursed at 75% of the standard per diem rate. Complimentary meals, such as a free hotel breakfast, must be deducted from your per diem claim.

In general, if lodging was booked through Egencia or another IU Designated Travel Agency (DTA), a lodging receipt is **not** required to claim per diem. Trips funded by grants or sponsored programs may require additional documentation. Contact the Office of Research Administration (ORA) for guidance.

Per diem claims for lodging booked *without* using a DTA will not be paid without the original lodging receipt unless the following exceptions apply:

- A traveler lodged in a private residence with a relative or friend
- A third party paid for all of the lodging expense

Review the [Per Diem page on the Travel website](#) for information on substantiating these exceptions.

Create an expense report by clicking **+New** at the top of Chrome River and [import your pre-approval report](#).

Add an expense for per diem by clicking the **white plus sign**. Click the **meals** expense tile and select **Per Diem Wizard** in the drop-down menu.

| DATE | EXPENSE | SPENT | PAY ME |
|----------------|----------------|------------|--------|
| Tue 09/22/2020 | Taxi / Shuttle | 50.00 USD | 50.00 |
| Tue 09/22/2020 | Airfare | 455.00 USD | 455.00 |

Expense Report QA0042832334 Total Pay Me Amount **505.00** USD Submit



The Per Diem Wizard opens on the left. Enter the **dates** of your trip and the **location** of your lodging. Enter the account number funding your trip in the **Allocation** field. Click **Add Entries**.

Per Diem Wizard

Start Date: 01/05/2021

End Date: 01/09/2021

Location: Fort Worth-Tarrant County, Texas (TX)...

Allocation - Select department account: 1915030 UA-PUR PURCHASING DEPARTMENT

Buttons: Add Entries, Cancel, Add to Report

As highlighted in the screenshot below, travel days, or the first and last days of your trip, are automatically calculated at a lower rate.

Travel Days

| DATE | LOCATION | AMOUNT |
|-----------------|---------------------------------------|-----------|
| Sun, 01/05/2020 | Fort Worth, Texas (TX), United States | 45.75 USD |
| Mon, 01/06/2020 | Fort Worth, Texas (TX), United States | 61.00 USD |
| Tue, 01/07/2020 | Fort Worth, Texas (TX), United States | 61.00 USD |
| Wed, 01/08/2020 | Fort Worth, Texas (TX), United States | 61.00 USD |
| Thu, 01/09/2020 | Fort Worth, Texas (TX), United States | 45.75 USD |



Meals provided to the traveler during the trip, such as continental breakfasts, lunches at conferences, dinners with home hosts, etc. also reduce the amount of per diem reimbursed. In the right-hand window, click on **each day** and indicate which meals were complimentary, i.e., **not** paid out of pocket, by **checking the box next to those meals**.

In the example below, the traveler was provided a complimentary breakfast by the hotel each morning but paid out of pocket for lunch and dinner. **Check the box** next to **breakfast** to remove the per diem for breakfast. The “Pay Me” amount is automatically reduced as you add complimentary meals.

When you’ve deducted all complimentary meals, click **Add to Report**.

| DATE | LOCATION | AMOUNT |
|-----------------|---------------------------------------|-----------|
| Sun, 01/05/2020 | Fort Worth, Texas (TX), United States | 45.75 USD |
| Mon, 01/06/2020 | Fort Worth, Texas (TX), United States | 47.00 USD |
| Tue, 01/07/2020 | Fort Worth, Texas (TX), United States | 47.00 USD |

Per diem expenses added to the expense report appear in the left-hand window. The green checkmarks indicate the expenses are complete.

| DATE | EXPENSE | SPENT | PAY ME |
|----------------|------------------|-----------|---------|
| Sun 01/05/2020 | Meals - Per Diem | 45.75 USD | 45.75 ✓ |
| Mon 01/06/2020 | Meals - Per Diem | 47.00 USD | 47.00 ✓ |
| Tue 01/07/2020 | Meals - Per Diem | 47.00 USD | 47.00 ✓ |
| Wed 01/08/2020 | Meals - Per Diem | 47.00 USD | 47.00 ✓ |
| Thu 01/09/2020 | Meals - Per Diem | 45.75 USD | 45.75 ✓ |
| Tue 09/22/2020 | Taxi / Shuttle | 50.00 USD | 50.00 ⚠ |



When all expenses are added and show a green checkmark, click **Submit**. Chrome River asks you to certify that all expenses are for legitimate business purposes by clicking **Submit** again.

An error appears, asking you to explain why a lodging expense/receipt is not included with the per diem. As noted at the beginning of this section, when lodging is booked through Egencia or another IU DTA, a lodging receipt is not required to claim per diem. **Substantiate this exception** in the provided field. We've entered "Lodging was booked via Egencia and reconciled before the trip." This lets approvers know that the expense is allowable without a lodging receipt.

Submit Confirmation

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 - 1/9/20 [Remove]
Available Balance: 259.00 USD

Cancel **Submit**

Juliet Roberts Fort Worth TX 1/5/20 - 1/9/20

Per Diem exists (more than one day) without Lodging #303

Lodging is required to substantiate per diem. You must add a lodging expense for each day of per diem (excluding the last day of travel) or add an explanation for why lodging is not included.

Lodging was booked via Egencia and reconciled before the trip.

| DATE | EXPENSE | SPENT | PAY ME | |
|----------------|------------------|-----------|--------|---|
| Sun 01/05/2020 | Meals - Per Diem | 45.75 USD | 45.75 | ✓ |
| Mon 01/06/2020 | Meals - Per Diem | 47.00 USD | 47.00 | ✓ |
| Tue 01/07/2020 | Meals - Per Diem | 47.00 USD | 47.00 | ✓ |
| Wed 01/08/2020 | Meals - Per Diem | 47.00 USD | 47.00 | ✓ |
| Thu 01/09/2020 | Meals - Per Diem | 45.75 USD | 45.75 | ✓ |
| Tue 01/05/2021 | Taxi / Shuttle | 50.00 USD | 50.00 | ✓ |

Expense Report: QA0042832334 Total Pay Me Amount: **282.50 USD** **Submit**

In the rare event you paid out of pocket for lodging, lodging receipts are required for claiming per diem. For help with attaching receipts, see the [General Travel Expenses section](#) of this document.

Mileage

This section demonstrates adding and updating mileage on an expense report.

If you captured your mileage as an "Other" expense on your pre-approval, you must **edit** the "Other" expense and change its expense tile to mileage.

[Click here to learn how to edit an expense on your imported report.](#)

Chrome River reflects the most up-to-date mileage rates. The reimbursement rate varies depending on the distance traveled. The first 500 miles of a trip are reimbursed at a higher rate. Miles exceeding 501 are reimbursed at a lowered rate.

Mileage is calculated automatically using the Google maps mileage calculator built into Chrome River. Visit the [Traveling by Car page on the Travel website](#) to learn more about using a personal car for IU business.

Create an expense report by clicking **+New** at the top of Chrome River and [import your pre-approval report](#).

Click the **white plus sign** and select **Ground Transportation**, followed by **Mileage** in the submenu to add the expense. If the trip contained five or more destinations, select "Accumulated Mileage" and [follow the steps on the Accumulated Mileage page](#).



CHROME RIVER + New Holly Hooper

Expenses For Holly Hooper

Juliet Roberts Chicago 11/16-11/20

| DATE | EXPENSE | SPENT | PAY ME |
|----------------|------------|------------|--------|
| Mon 11/02/2020 | Other Misc | 300.00 USD | 300.00 |
| Mon 11/02/2020 | Lodging | 300.00 USD | 300.00 |

Expense Report: QA0043484785 | Total Pay Me Amount: **600.00** USD | Submit

Add Expenses

- AIR TRAVEL
- GROUND TRANSPORTATION**
- ACCOMMODATIONS

eWallet

- All
- Trips
- Statements
- Credit Card

Receipt Gallery

- OTHER - GROUND TRANSPORTATION
- COURTESY CAR MILEAGE
- ACCUMULATED MILEAGE

Scroll down until you reach the **Calculate Mileage** tool. Enter your trip into the Google maps mileage calculator by clicking **Calculate Mileage** next to the **Miles** field.

CHROME RIVER + New Holly Hooper

Expenses For Holly Hooper

Juliet Roberts Chicago 11/16-11/20

| DATE | EXPENSE | SPENT | PAY ME |
|----------------|------------|------------|--------|
| Mon 11/02/2020 | Other Misc | 300.00 USD | 300.00 |
| Mon 11/02/2020 | Lodging | 300.00 USD | 300.00 |

Expense Report: QA0043320996 | Total Pay Me Amount: **600.00** USD | Submit

Cancel Save

Reduced Rate Dollar Amount: 0.00 (Optional)

Reduced Rate: 0.2875 (Optional)

Click Calculate Mileage to enter map mileage detail

Rate: 0.575 (Optional)

Miles: 0.00 **Calculate Mileage**

Deduction: None

A map opens in the righthand window. Enter your starting point and your destination. To add multiple stops or locations, click on **Add Destination**. Your miles traveled are calculated automatically.

In the example below, the traveler drove from the Indiana Memorial Union on the Bloomington campus to the University of Chicago. To calculate round trip milage, click Return to Start. Click on **Save Trip** to save your work and return to your expense report.



CHROME RIVER + New Holly Hooper

Expenses For Holly Hooper

Juliet Roberts Chicago 11/16-11/20

| DATE | EXPENSE | SPENT | PAY ME |
|----------------|---------------|------------|--------|
| Fri 11/20/2020 | Other Misc | 300.00 USD | 300.00 |
| Fri 11/20/2020 | Lodging Ro... | 300.00 USD | 300.00 |

Expense Report: QA0044305522 | Total Pay Me Amount: **600.00 USD** | Submit

Destinations:

- Indiana Memorial Union Building, East 7th Street, Bloomington
- University of Chicago Medical Center, South Maryland Avenue
- Indiana Memorial Union Building, East 7th Street, Bloomington

440.11 Miles

Map Satellite

Return to Start

Save Trip

Expense report fields are automatically updated to reflect your trip. The **Spent** amount is the dollar amount you will be reimbursed for your mileage.

Ensure all other fields, such as the account funding the trip, are correct. When finished, click **Save** in the upper right corner.

CHROME RIVER + New Holly Hooper

Expenses For Holly Hooper

Juliet Roberts Chicago 11/16-11/20

| DATE | EXPENSE | SPENT | PAY ME |
|----------------|------------|------------|--------|
| Mon 11/02/2020 | Other Misc | 300.00 USD | 300.00 |
| Mon 11/02/2020 | Lodging | 300.00 USD | 300.00 |

Expense Report: QA0043320996 | Total Pay Me Amount: **600.00 USD** | Submit

Enter the transaction date

Date: 11/02/2020

Spent: 128.88 USD

Description information will be completed upon adding map mileage information

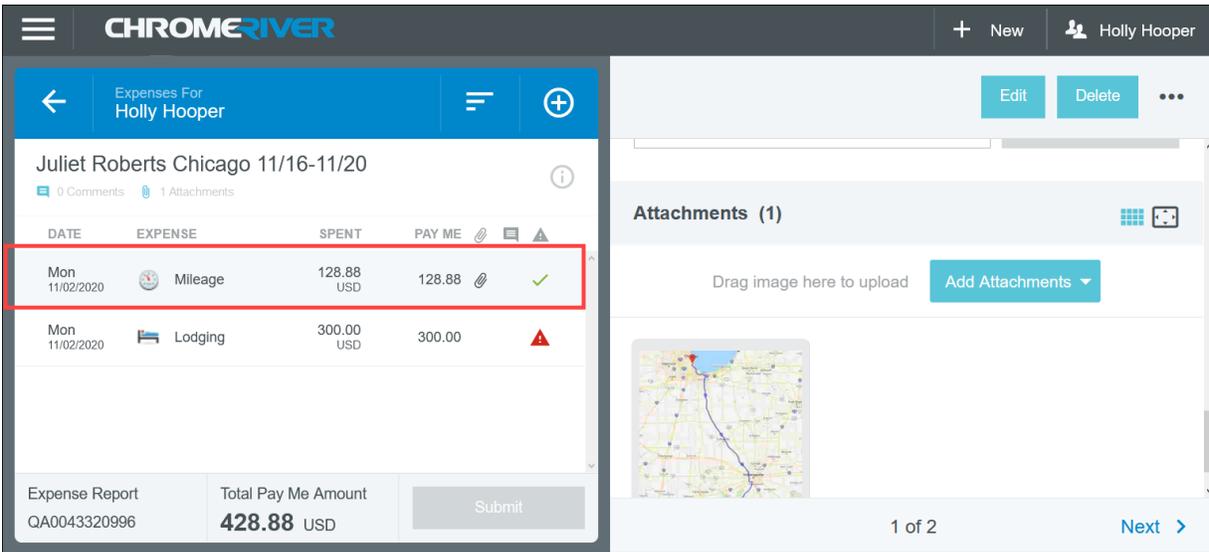
Description: From:: Indiana Memorial Union Building, East 7th Street, Bloomington, IN, USA
To:: University of Chicago Medical Center, South Maryland Avenue, Chicago, IL, USA

Total Miles Driven: 224.14

Save



After saving, your mileage expense appears in the left-hand window. The green check mark indicates the expense is complete.



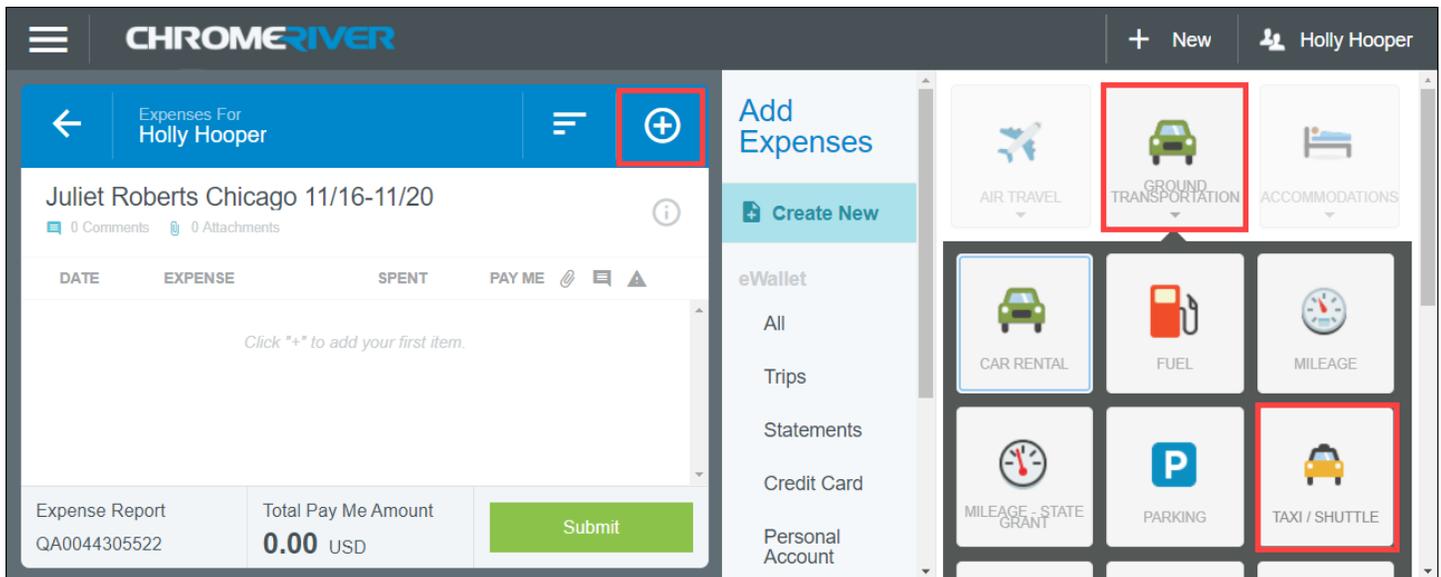
General Travel Expenses such as Parking

Traveling often comes with incidental expenses such as parking, tolls, shuttles, and taxis that are covered out of pocket by the traveler and reimbursed after the trip. These reimbursements are subject to various requirements.

Per [IU Travel Policy](#), an expense whose value meets or exceeds \$75 must be substantiated with appropriate, itemized receipts. Your department may have additional receipt requirements.

Create an expense report by clicking **+New** at the top of Chrome River and [import your pre-approval report](#). Click the **white plus sign** and select the expense tile that most accurately describes the expense.

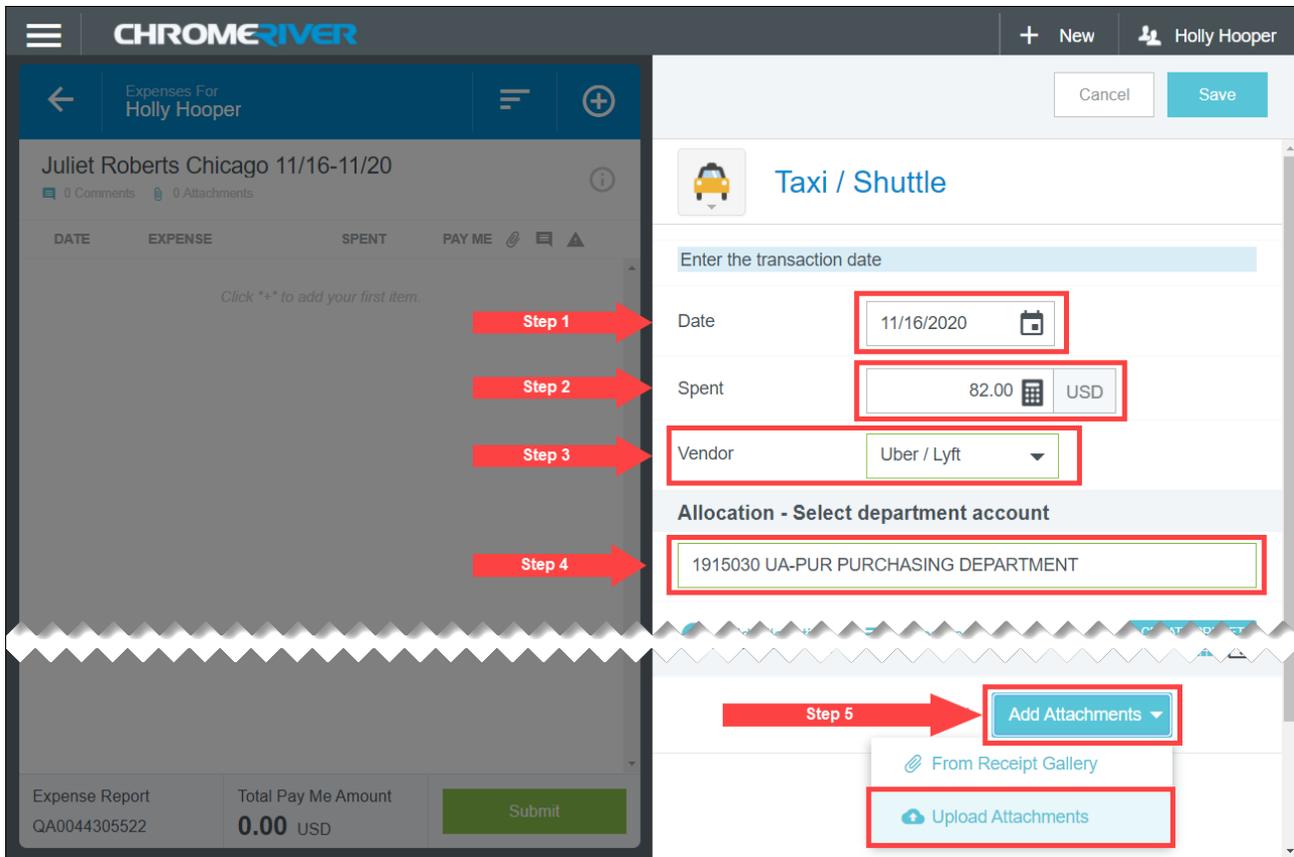
In the example below, the traveler requests reimbursement for taxi fare. Click the expense tile for **Ground Transportation**, followed by **Taxi/Shuttle** in the submenu.



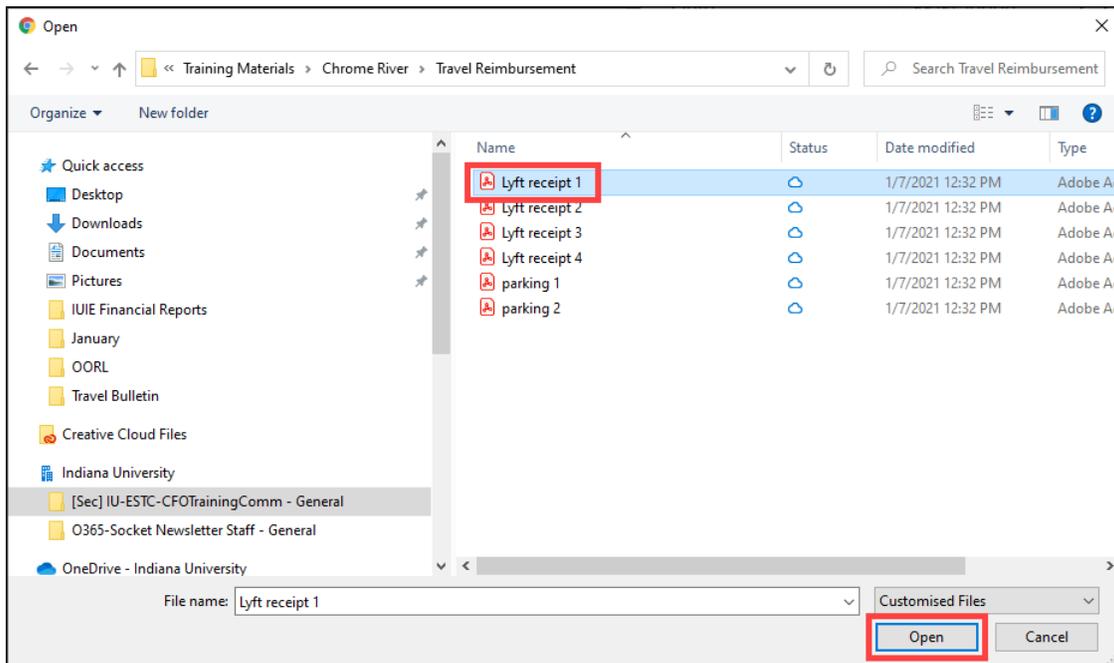
Enter the **date**, **spent** amount, and **vendor** of the taxi trip. In this example, the vendor was Lyft. Enter the account funding the reimbursement in the **Allocation** field.



Scroll down to the **Attachments** section of the expense. Click **Add Attachments**, followed by **Upload Attachments**.



Navigate to the receipt stored on your computer. Chrome River accepts PDF, JPG, PNG, and TIFF files as attachments. Select the **receipt** and click **Open**.



The receipt is attached. Click **Save** when all receipts are added.



CHROME RIVER

Expenses For Holly Hooper

Juliet Roberts Chicago 11/16-11/20

0 Comments 4 Attachments

| DATE | EXPENSE | SPENT | PAY ME |
|-----------------------------------|---------|-------|--------|
| Click "+" to add your first item. | | | |

Expense Report: QA0044305522

Total Pay Me Amount: 0.00 USD

Submit

Project Code Optional: -- Select --

Organization Document Number Optional: []

Attachments (4)

Drag image here to upload

Add Attachments

Attachments: [Receipt], [Map], [Receipt]

If your expense is \$75 or greater, a receipt is required for reimbursement. If you attempt to save the expense without adding a receipt, the following error will display.

CHROME RIVER

Expenses For Holly Hooper

Juliet Roberts Chicago 11/16-11/20

0 Comments 4 Attachments

| DATE | EXPENSE | SPENT | PAY ME |
|----------------|----------------|-----------|--------|
| Mon 11/16/2020 | Taxi / Shuttle | 82.00 USD | 82.00 |
| Mon 11/16/2020 | Taxi / Shuttle | 79.00 USD | 79.00 |

Expense Report: QA0044305522

Total Pay Me Amount: 161.00 USD

Submit

Taxi / Shuttle

Receipt required for this expense #201

A receipt is required for this expense. A credit card statement by itself is not sufficient. Please upload the receipt or provide an explanation why an exception should be made for the missing receipt.

Add response

Post

Previous 2 of 2

If you do not have the receipt, provide a detailed summary of what transpired, with sufficient itemization to substantiate the expense. For example, "I accidentally threw away the receipt. I took taxi from the hotel to the conference venue on 11/17/20. The fare was \$79, including \$7 tip."

This comment becomes part of the official audit record for the noncompliant reimbursement.

When all expenses are added, click **Submit**. Chrome River prompts you to verify that all expenses are for legitimate business purposes. If this is true, click **Submit** again.



CHROME RIVER + New Holly Hooper

Expenses For Holly Hooper

Juliet Roberts Chicago 11/16-11/20

0 Comments 4 Attachments

| DATE | EXPENSE | SPENT | PAY ME |
|----------------|----------------|-----------|--------|
| Mon 11/16/2020 | Taxi / Shuttle | 82.00 USD | 82.00 |

Expense Report: QA0044305522 Total Pay Me Amount: **82.00** USD **Submit**

Submit Confirmation

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 Chicago 11/16-11/20 [Remove]
Available Balance: 780.00 USD

Cancel **Submit**

Juliet Roberts Chicago 11/16-11/20

Report Owner: Holly Hooper
Admin Sec - 0003548957

Expense Report ID: QA0044305522

Financial Summary

Expiring a PA

Once all out of pocket and prepaid travel expenses have been reimbursed or reconciled, respectively, you may have unused pre-approval report items. Review the [Expiring a PA section of the Pre-Approval guide](#) to learn how to expire unused expense lines. Expenses automatically expire after 365 days.