



Chrome River User Manual

Description (Expense Detail)

A description of an expense is meant to provide greater detail of the expense for clarity in the approval process. Any special circumstances or relevant details should be included in this field. This differs from the Business Purpose which is a more generalized reason for the travel. A description is mandatory for any expense type of other."

E-Wallet

The E-Wallet is where you will find all of your transactions including UMB Pcard Expense transactions, receipts submitted via email, and e-receipts uploaded directly to the app (these will appear in the Receipt Gallery within the E-Wallet).

Expense Owner

The expense owner is the person who incurs the expense. This person may differ from the traveler or the delegate. If the expense is incurred on a university pcard, the expense owner is the employee to whom the card is assigned. If the expense was incurred using personal funds, it is the person who paid the expense using their own cash or credit.

Funding

The funding area houses the valid Fund -Org-Program combination values. Once selected, a second field appears directly below the selected combination which houses the valid account codes.

Non-Reimbursable Personal Expense

Non-reimbursable personal expenses are expenses incurred during travel activities that are not reimbursable to the employee according to University policy. These may include expenses such as personal meal or entertainment activities included on a hotel bill or additional personal stops using transportation purposes. In such cases, it may be necessary to report the expense to match receipt/bill amounts, but mark the item as a non-reimbursable personal expense to prevent the amount from being added to the reimbursement total.

Pre-Approval

A pre-approval report (formerly known as Travel Authorization) is an explanation of proposed business related travel including a good-faith estimate of expenses. It is mandatory that a preapproval report for out-of-state or international travel must be submitted and fully approved prior to any travel-related expenses being incurred.

Recall

This feature allows expense owners and their delegates to return any expense report to Draft status as long as none of the line items have been fully approved.



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Receipt Gallery
The Receipt Gallery