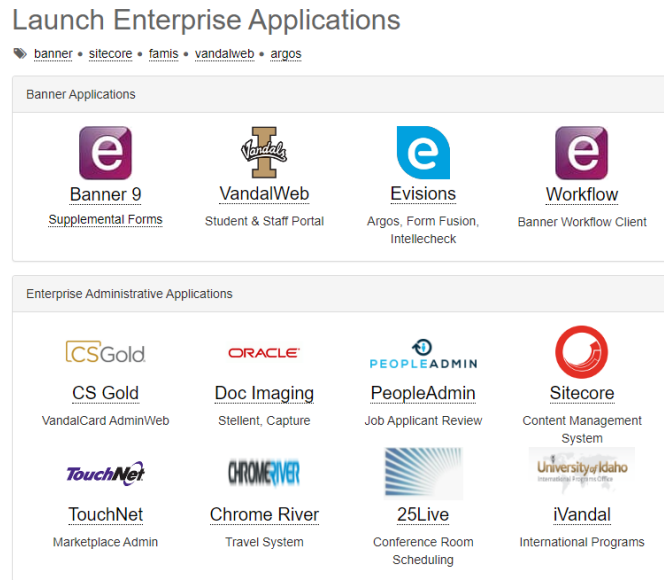


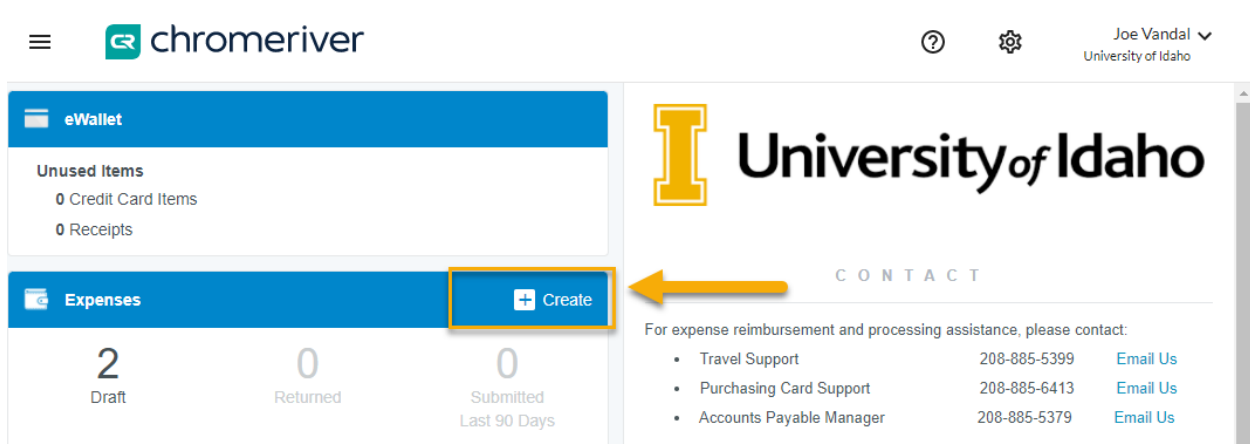
## Non-Travel Report

Office supplies and other non-travel items shall be reconciled on a Non-Travel report. Travel and Non-Travel expenses should not be submitted on combined reports for audit purposes.

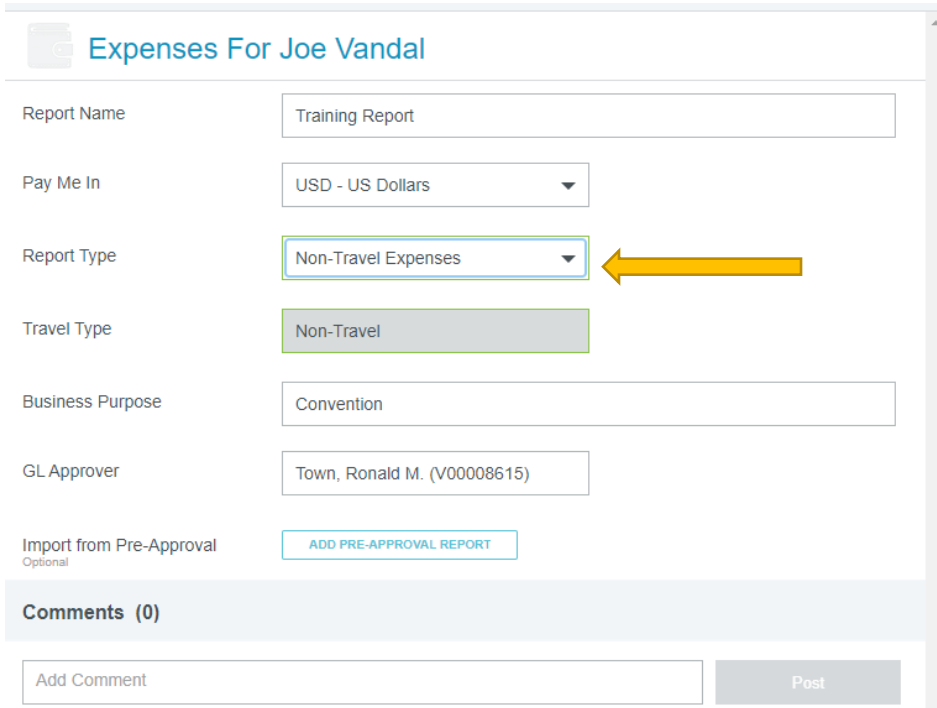
1. Log into Chrome River using the icon on the Launch Enterprise Applications webpage:  
<https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceDet?ID=707>



2. To create a Non-Travel report, click **+ New** on the Navigation Bar and **New Expense Report**.



3. This will bring you to the report header. All fields are required, except where labeled as optional. Under the **Report Type** click on the dropdown arrow and select **Non-Travel Expenses**. Travel related items will disappear.



**Expenses For Joe Vandal**

Report Name: Training Report

Pay Me In: USD - US Dollars

Report Type: Non-Travel Expenses

Travel Type: Non-Travel

Business Purpose: Convention

GL Approver: Town, Ronald M. (V00008615)

Import from Pre-Approval (Optional): [ADD PRE-APPROVAL REPORT](#)

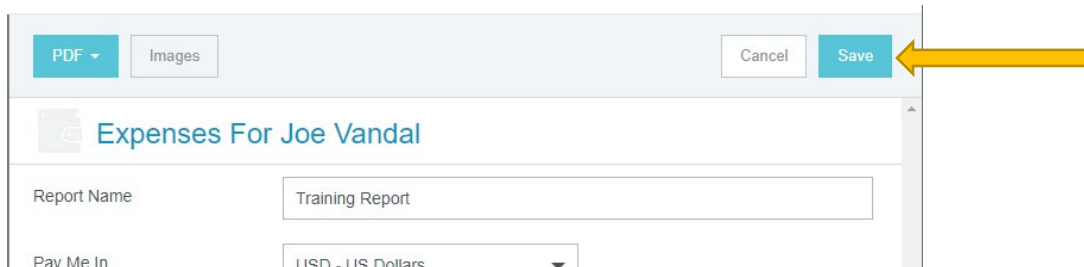
**Comments (0)**

Add Comment:  Post:

Description of the fields are below:

- **Report Name** – Enter a descriptive, unique report name
- **Pay Me In** - This is automatically pre-determined.
- **Business Purpose** – Provide a detailed explanation of the business purpose of this request, including who, what, where, and why, as appropriate
- **GL Approver** - Select the individual from the dropdown who is responsible for verifying index information.

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



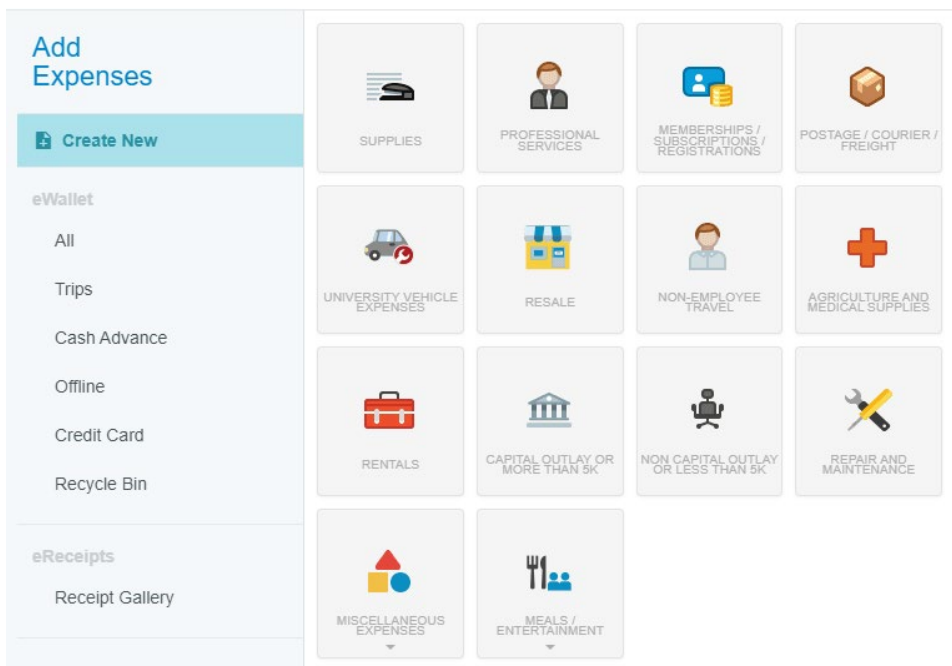
PDF

**Expenses For Joe Vandal**

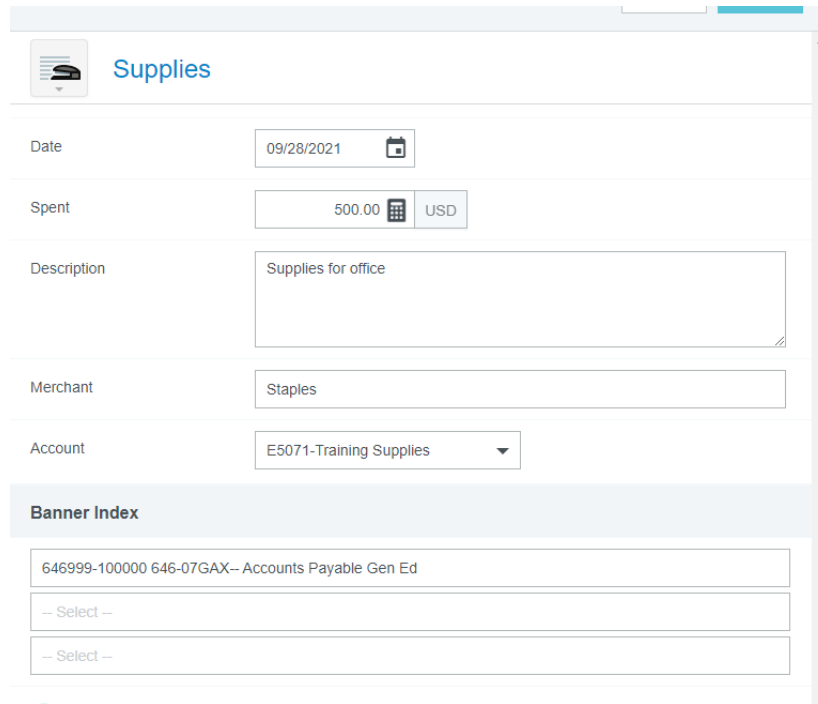
Report Name: Training Report

Pay Me In: USD - US Dollars

4. The **Add Expenses** screen will slide in from the right. Select expenses from Receipt Gallery, Credit Card, and/or add manually.
  - a. To access expenses from Receipt Gallery, you will need to attach receipt images and upload them into your Receipt Gallery from your mobile device, email, and/or computer.
    - i. Take a photo of the receipt with your mobile device and email to receipts@ca1.chromeriver.com .
    - ii. The “From” email address must be your UI email.
    - iii. The “Subject” should be the amount of the expense with no symbols. If you neglect entering an amount, the amount will be \$0.00 with the expense appears.
    - iv. The “Body” may contain the description of the expense, which will appear in the Description section of the expense report.
    - v. Attach the receipt photo. Only JPG, PDF, PNG, and TIFF files of up to 10MB can be accepted.



- If a purchasing card was used, pcard expenses will automatically import into Chrome River. Click on **Credit Card**, and select which expenses to **Add** to the expense report.
- To manually add an expense choose from the major category list of Expense icons provided. Most will have subcategories, as indicated by the small down arrow down under the header.



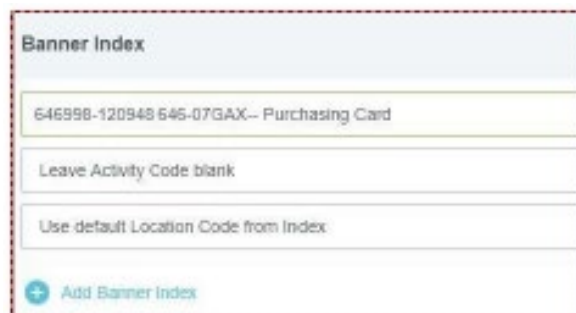
b. **Complete the required fields:**

Enter the required information based on the type of expense and include any information that would be helpful for all authorized approvers and the Accounts Payable Office.

- c. **Banner Index** – Assign the expense to the appropriate Index. As you type, a list will prefill. Use the mouse to scroll down and left click to select the index where funds are to be expensed. You may split indexes by clicking Add Banner Index. From the drop down menu, select the correct Activity Code.

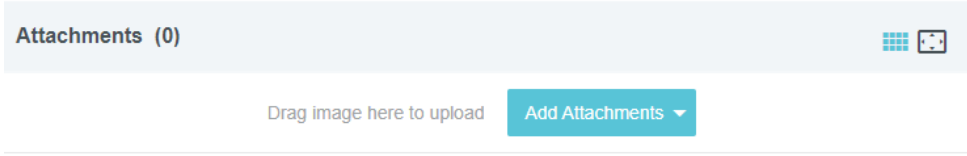
**Note:** For those Indexes that **do not include Activity/Locations Codes** select: LEAVE – it will leave the Activity Code Blank.

For those Indexes that **include a Location Code** select: Use default Location Code from Index – it will default the location within the Index.

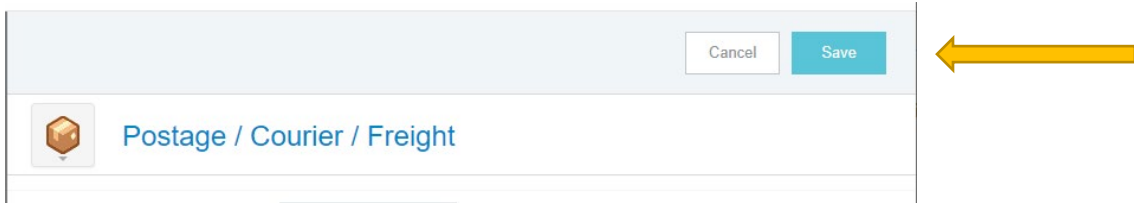


# CHROME RIVER USER GUIDE

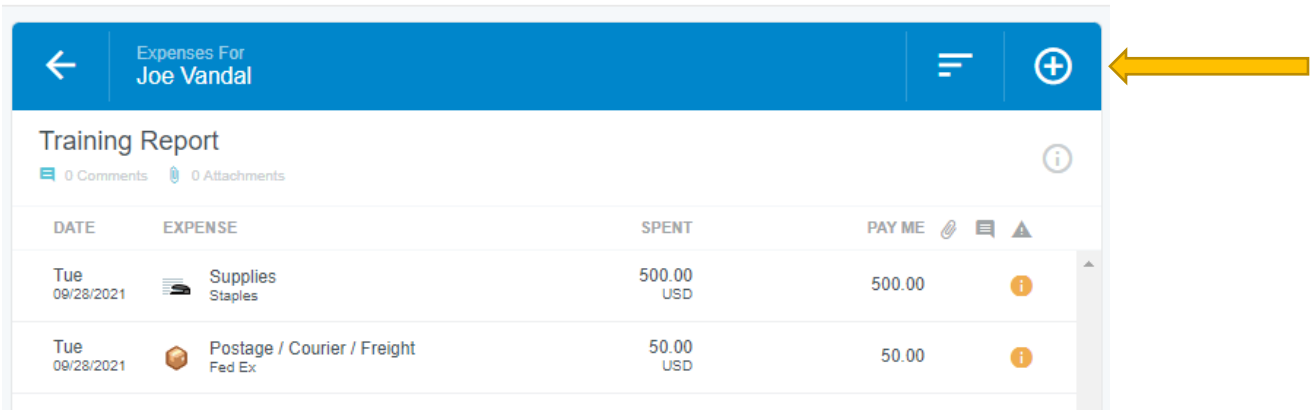
d. **Add attachment** – Additional supporting documents may be added to the report.



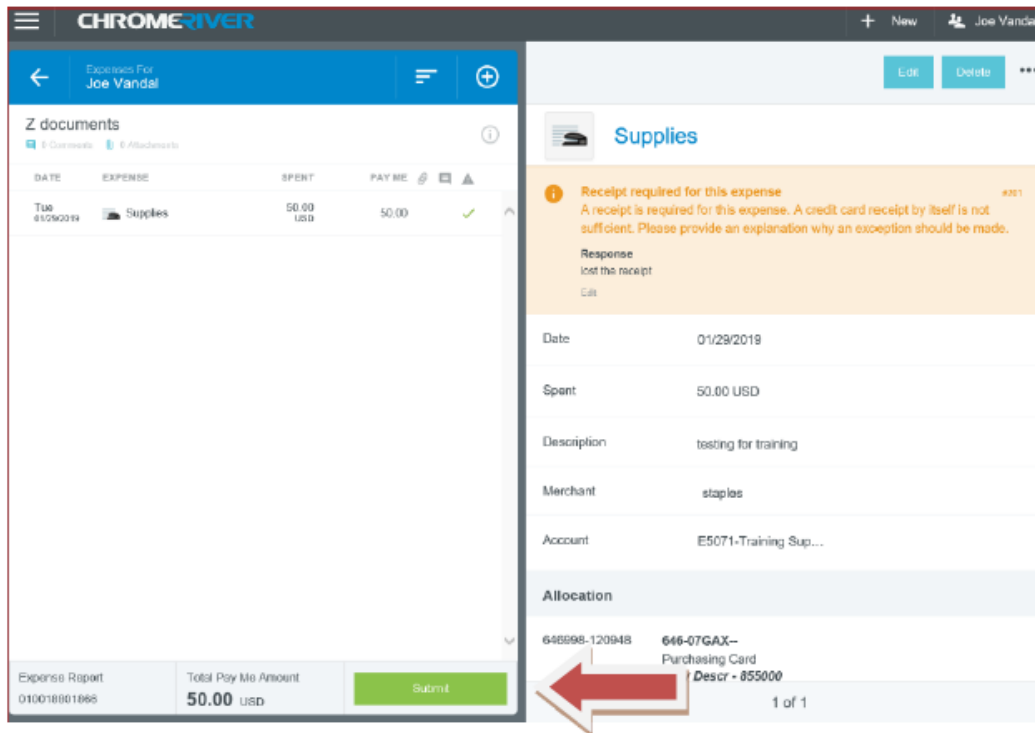
Once complete, click **Save** in the top right corner, and the Add Expenses window will now appear in the list of items contained in the report.



Continue to add all expenditures by clicking the **+** icon on the right of the screen



5. When all information and expenditures have been added, click **Submit** at the bottom.



An overview of the trip and information will appear on the right side. Scroll down and review the information for accuracy, enter comments, and/or upload attachments. Click **Submit** in the lower right corner.

