



Reconciling Prepaid Travel Expenses

Air and hotel reservations booked via a [designated travel agency](#) (DTA) like [Egencia](#) 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.

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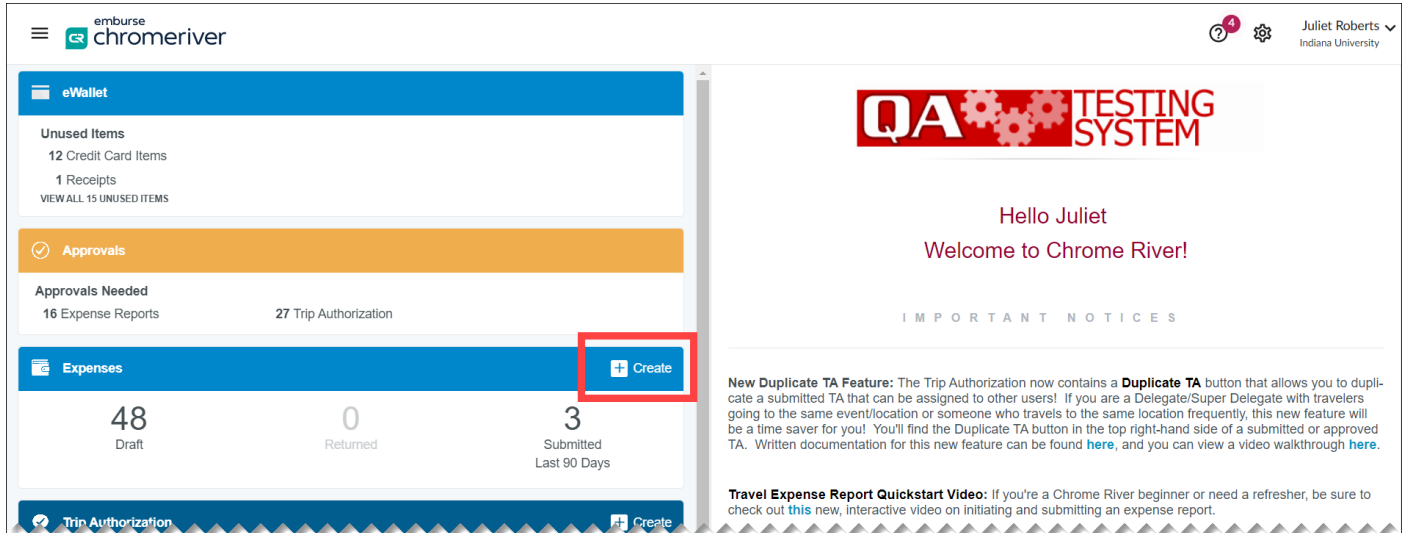
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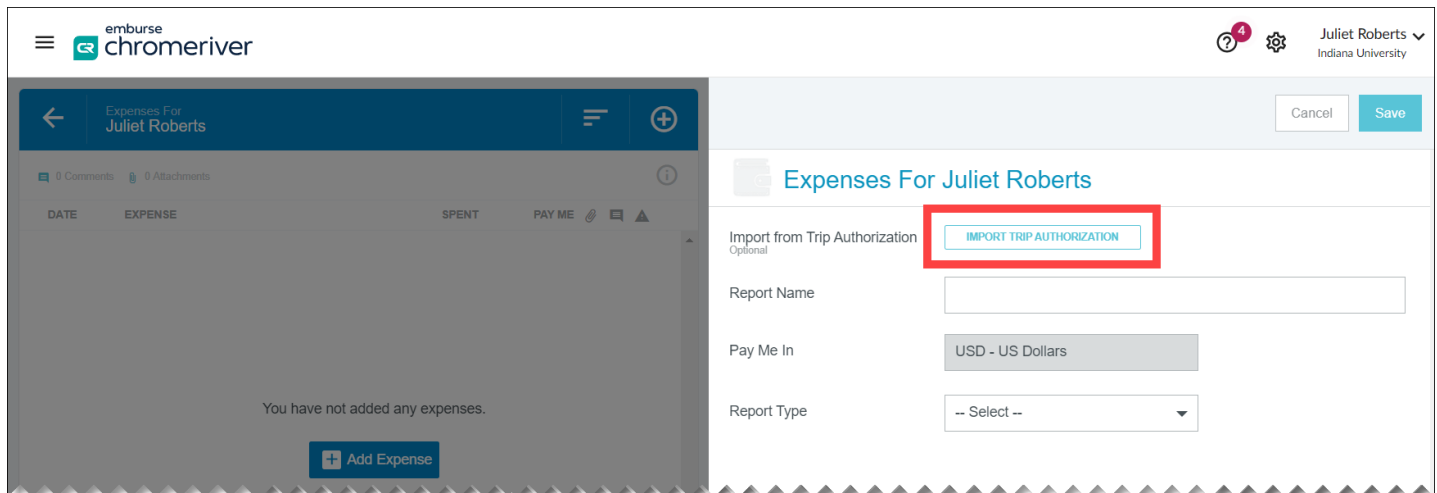
Import a Trip Authorization (TA) Report to an Expense Report

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.



Click **Import Trip Authorization**.



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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Juliet Roberts
Indiana University

Import Trip Authorization

JULCROBE Tampa 11/7-11/11

REPORT NAME	ORIGINAL AMT	REMAINING
JULCROBE Tampa 11/7-11/11	1,594.50USD	330.10USD

From Date: 11/07/2022
To Date: 11/11/2022
Business Purpose:

Expense Summary

	REMAINING (USD)	SPENT (USD)
Airfare	0.00	0.00
Conference Registration	300.00	0.00
Hotel	460.00	0.00
Mileage	59.00	0.00

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

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Juliet Roberts
Indiana University

Cancel Save

Report Type: Employee Travel

COVID-19 related cost included? No

Does this report contain costs and/or credits, such as transportation or accommodations and/or supplies and services associated with COVID-19 preparedness?

Travel Type: Domestic

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

Does trip include personal time? ☐

Trip Authorization Report Applied



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

JULCROBE Tampa 11/7-11/11

DATE	EXPENSE	SPENT	PAY ME
Mon 11/07/2022	Meals - Per Diem	51.75 USD	51.75
Tue 11/08/2022	Meals - Per Diem	69.00 USD	69.00
Wed 11/09/2022	Meals - Per Diem	69.00 USD	69.00
Thu 11/10/2022	Meals - Per Diem	69.00 USD	69.00
Fri 11/11/2022	Taxi / Shuttle	125.00 USD	125.00
Fri 11/11/2022	Meals - Per Diem	51.75 USD	51.75

Data entry validation. #PX01

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

Date: 11/11/2022

Spent: 125.00 USD

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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Expenses For Juliet Roberts

JULCROBE Tampa 11/7-11/11

DATE	EXPENSE	SPENT	PAY ME
Fri 11/11/2022	Lodging Room Rate Plus Taxe...	460.00 USD	460.00
Fri 11/11/2022	Airfare	300.00 USD	300.00

Data entry validation. #PX01

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

Date: 11/11/2022

Spent: 460.00 USD

Check In Date

Check Out Date

Nights: 0

Hotel: -- Select --

Expense Report: QA0059287842

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.

The screenshot shows the Chrome River dashboard for Juliet Roberts at Indiana University. The left sidebar has a blue header 'eWallet' and a blue 'Expenses' ribbon. The 'Expenses' ribbon shows 48 Draft, 0 Returned, and 3 Submitted items. A red box highlights the '+ Create' button in the top right corner of the Expenses ribbon. The main content area shows a 'QA TESTING SYSTEM' banner, a welcome message 'Hello Juliet Welcome to Chrome River!', and a section for 'IMPORTANT NOTICES' with two notices: 'New Duplicate TA Feature' and 'Travel Expense Report Quickstart Video'.

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.

The screenshot shows the 'Expenses For Juliet Roberts' form. The 'Report Name' field is filled with 'Juliet Roberts South Bend May 1-3'. The 'Pay Me In' dropdown is set to 'USD - US Dollars'. The 'Import from Trip Authorization' button is highlighted. The form also includes a 'Cancel' button and a 'Save' button. A note at the bottom states: 'Report Name should include traveler 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, 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.

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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Juliet Roberts South Bend May 1-3

0 Comments 0 Attachments

DATE EXPENSE SPENT PAY ME

You have not added any expenses.

[Add Expense](#)

Expense Report Total Pay Me Amount 0.00 USD Submit

Report Name should include traveler name, destination and trip dates

Report Type Employee Travel

COVID-19 related cost included? No

Does this report contain costs and/or credits, such as transportation or accommodations and/or supplies and services associated with COVID-19 preparedness?

Travel Type In State

Trip Start Date 05/01/2023

Trip End Date 05/03/2023

Business Purpose Attending Association for Talent Development (ATD) training conference

Enter trip destination

City / State / Zip South Bend, IN - 46680

Does trip include personal time? ☐

Cancel **Save**

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.

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Juliet Roberts South Bend May 1-3

0 Comments 0 Attachments

DATE EXPENSE SPENT PAY ME

You have not added any expenses.

[Add Expense](#)

Expense Report Total Pay Me Amount 0.00 USD Submit

QA0059287909

Add Expenses

Create New

eWallet

- All
- Trips
- Statements
- Credit Card**
- Personal Account
- Offline
- Recycle Bin

eReceipts

- Receipt Gallery

Sort

Expense Description	Amount (USD)
US Bank Prepaid Travel Lodging Room Rate Plus Taxes/Fees 01/07/2020 EGENCIA*28356141514	610.29
US Bank Prepaid Travel Car Rental 09/23/2021 ENTERPRISE RENT-A-CAR	116.79
US Bank Prepaid Travel Research Supplies - Object Code 4938 09/23/2021 ENTERPRISE RENT-A-CAR	208.31
US Bank Prepaid Travel Airfare 09/29/2021 DELTA AIR	-361.16
US Bank Prepaid Travel Taxi / Shuttle 10/01/2021 CARTE BLANCHE LIMOUSINES	144.90
US Bank Prepaid Travel Taxi / Shuttle	144.90

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



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.

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.



Click 'Save' in the upper right corner to highlight required fields in red. These fields must be manually filled with information.

Optional attachments and details can be added at the bottom

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.

Pay Me 0.00 ✓

Total Pay Me Amount 0.00 USD

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.

The screenshot shows the 'Expenses For Juliet Roberts' page. On the left, a table lists expenses with columns for DATE, EXPENSE, SPENT, and PAY ME. A red box highlights the 'Attach to Line Item' header. On the right, the 'eWallet' section shows a list of expenses under the 'Credit Card' category. A red box highlights an 'Airfare' expense for 228.48 USD. A red dashed arrow points from this expense to the 'Attach to Line Item' header.

DATE	EXPENSE	SPENT	PAY ME
Tue 9/16/2020	Lodging Room Rate Plus Taxes/Fees	423.22 USD	0.00

EXPENSE	SPENT	PAY ME
US Bank Prepaid Travel Airfare 10/04/2021 AMERICAN AIR	228.48 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.

The screenshot shows the 'Expenses For Juliet Roberts' page. On the left, a table lists expenses with columns for DATE, EXPENSE, SPENT, and PAY ME. A red box highlights the 'Create New Line Item' header. On the right, the 'eWallet' section shows a list of expenses under the 'Credit Card' category. A red box highlights an 'Airfare' expense for 455.00 USD. A red dashed arrow points from this expense to the 'Create New Line Item' header.

DATE	EXPENSE	SPENT	PAY ME
Juliet Roberts South Bend May 1-3			

EXPENSE	SPENT	PAY ME
US Bank Prepaid Travel Airfare 01/05/2020 AMERICAN AIR	455.00 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 [log into Egencia and click Trips at the top of the page](#). 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.

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Expenses For Juliet Roberts

JULCROBE Tampa 11/7-11/11

DATE	EXPENSE	SPENT	PAY ME
Tue 09/07/2020	Lodging Room Rate Plus Taxes/Fees	423.22 USD	0.00
Fri 11/11/2021	Airfare	300.00 USD	300.00

Click 'Save' in the upper right corner to highlight required fields in red. These fields must be manually filled with information.

Optional attachments and details can be added at the bottom

Airfare

Data entry validation. HFX01
This line item could not be processed automatically. Please review the expense and complete the data entry.

Enter the transaction date

Date: 10/04/2021

Spent: 228.48 USD

Description: Optional

Depart Date: Please update the highlighted items

Return Date: Please update the highlighted items

Airline: -- Select -- Please update the highlighted items

Class of Fare: -- Select -- Please update the highlighted items

Agency: -- Select -- Please update the highlighted items

Departure Airport: Washington DC - National (DCA)

Allocation - Select department account

Search for Allocation

Please select an allocation.

Add Allocation Presets CREATE PRESET

Project Code: Optional -- Select --

Organization Reference Id: Optional

Downloaded Details

US Bank Prepaid Travel

Comments (0)

Expense Report: QAA0059268050

Total Pay Me Amount: 300.00 USD

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.



DATE	EXPENSE	SPENT	PAY ME
Tue 6/16/2020	Lodging Room Rate Plus Taxes/Fees	423.22 USD	0.00
Mon 10/04/2021	Airfare	228.48 USD	0.00

Expense Report: QA0059288050

Total Pay Me Amount: 0.00 USD

Submit

Allocation - Select department account

< Previous 2 of 2

Proceed to the [next section](#) 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.

Expenses For Juliet Roberts

Juliet Roberts Fort Worth TX 1/5/20-1/8/20

DATE	EXPENSE	SPENT	PAY ME
Mon 01/06/2020	Lodging	301.96 USD	0.00
Fri 09/18/2020	Taxi / Shuttle	50.00 USD	50.00
Fri 09/18/2020	Airfare	295.00 USD	295.00

Expense Report: QA0042796966

Total Pay Me Amount: 345.00 USD

Submit

Add Expenses

Create New

eWallet

All

Trips

Statements

Credit Card

Personal Account

Offline

Recycle Bin

eReceipts

Receipt Gallery

Sort

US Bank Prepaid Travel Lodging 01/06/2020 EGENFEE*28349921059 5.00 USD

AIR TRAVEL

GROUND TRANSPORTATION

LODGING

AIRFARE

BAGGAGE FEE

CHANGE TICKET FEE

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.

CHROME RIVER

Expenses For Juliet Roberts

Juliet Roberts Fort Worth TX 1/5/20-1/8/20

DATE	EXPENSE	SPENT	PAY ME	
Mon 01/06/2020	Lodging	301.96 USD	0.00	⚠
Fri 09/18/2020	Taxi / Shuttle	50.00 USD	50.00	⚠
Fri 09/18/2020	Airfare	295.00 USD	295.00	⚠

Expense Report: QA0042796966 | Total Pay Me Amount: **345.00 USD** | Submit

Add Expenses

Sort: 1

eWallet

- All
- Trips
- Statements
- Credit Card**
- Personal Account
- Offline
- Recycle Bin

eReceipts

- Receipt Gallery

Other - Air Travel

- Airfare 01/05/2020 AMERICAN AIR 455.00 USD
- US Bank Prepaid Travel Lodging 01/06/2020 EGENFEE*28349237259 5.00 USD
- US Bank Prepaid Travel Other - Air Travel 01/06/2020 EGENFEE*28349921059 **5.00 USD** (checked)
- US Bank Prepaid Travel Lodging 01/06/2020 EGENCIA*28349936043 205.32 USD
- US Bank Prepaid Travel Taxi / Shuttle 01/06/2020 CARTE BLANCHE LIMOUSINES 144.90 USD

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.

CHROME RIVER

Expenses For Juliet Roberts

Juliet Roberts Fort Worth TX 1/5/20-1/8/20

DATE	EXPENSE	SPENT	PAY ME	
Mon 01/06/2020	Lodging	301.96 USD	0.00	⚠
Fri 09/18/2020	Taxi / Shuttle	50.00 USD	50.00	⚠
Fri 09/18/2020	Airfare	295.00 USD	295.00	⚠

Expense Report: QA0042796966 | Total Pay Me Amount: **345.00 USD** | Submit

Other - Air Travel

Date: 01/06/2020

Spent: 5.00 USD

Business Purpose: \$6 Egencia air booking fee

Allocation - Select department account

DEPARTMENT

Cancel Save

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**.

CHROMERIVER

Expenses For Juliet Roberts

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

DATE	EXPENSE	SPENT	PAY ME
Mon 09/21/2020	Taxi / Shuttle	50.00 USD	50.00
Mon 09/21/2020	Lodging	307.00 USD	0.00
Mon 09/21/2020	Airfare	455.00 USD	455.00

Expense Report: QA0042831774

Total Pay Me Amount: **505.00** USD

Comments (0)

Discrepancy: Accidentally estimated one-way (\$50) on PA. Forgot to include round trip. Expense now reflects round trip cost (\$98).

Attachments (0)

Drag image here to upload

Add Attachments

Post

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.

CHROME RIVER

+ NewJuliet Roberts

<

Expenses For Juliet Roberts

+

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

0 Comments

0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Sun 01/05/2020	Taxi / Shuttle	98.00 USD	0.00	
Mon 09/21/2020	Lodging	307.00 USD	0.00	
Mon 09/21/2020	Airfare	455.00 USD	455.00	

Expense Report

Total Pay Me Amount

QA0042831774

455.00 USD

Submit

Comments (1)

Juliet Roberts 09/21/2020 10:13 AM

Discrepancy: Accidentally estimated one-way (\$50) on PA. Forgot to include round trip. Expense now reflects round trip cost (\$98).

Add CommentPost

Attachments (0)

Drag image here to uploadAdd Attachments

1 of 3Next >

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**.



CHROME RIVER + New Juliet Roberts

Expenses For Juliet Roberts

Juliet Roberts Fort Worth TX 1/5/20-1/8/20

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Mon 01/06/2020	Lodging	301.96 USD	0.00	✓
Tue 01/05/2021	Hotel - Lodging	289.55 USD	0.00	✓
Tue 01/05/2021	Hotel - Taxes / Fees	12.41 USD	0.00	✓
Sun 01/05/2020	Airfare	286.80 USD	0.00	✓

Expense Report QA0042451885

Total Pay Me Amount **0.00 USD**

Submit

Add Expenses

Create New

eWallet

All

Trips

Statements

Credit Card

Personal Account

Offline

Receipt Gallery

US Bank Prepaid Travel
Taxi / Shuttle
01/05/2020
CARTE BLANCHE LIMOUSINES
98.00 USD

US Bank Prepaid Travel
Airfare
01/05/2020
AMERICAN AIR
455.00 USD

US Bank Prepaid Travel
Lodging
01/06/2020
EGENFEE*28349237259
5.00 USD

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.

CHROME RIVER + New Juliet Roberts

Expenses For Juliet Roberts

Juliet Roberts Fort Worth TX 1/5/20-1/8/20

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Mon 01/06/2020	Lodging	301.96 USD	0.00	✓
Tue 01/05/2021	Hotel - Lodging	289.55 USD	0.00	✓
Tue 01/05/2021	Hotel - Taxes / Fees	12.41 USD	0.00	✓
Sun 01/05/2020	Airfare	286.80 USD	0.00	✓

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 1/5/20-1/8/20 [Remove]

Available Balance: 652.00 USD

Cancel **Submit**

Juliet Roberts Fort Worth TX 1/5/20-1/8/20

Report Owner Juliet Roberts
Sr Train & Document Specialist -
0002465001