



Personal Reimbursement Expense Report

Personal reimbursements are typically payments for non-travel, out of pocket purchases made by an employee on behalf of NWFSC. Current policy limits these purchases to \$75 per day/per instance. These types of reimbursements are processed through Chrome River on an Expense Report.

Chrome River can only generate expense reports for individuals who are entered into our system. You cannot request a check for a company using Chrome River. If **paying a company**, you must enter a **Requisition**. See more information about this on Raider Net under the Finance tab.

1. Log into **Raider Net**, click on **Finance** tab at top, and then the **Chrome River** button in the left column.
2. Click on **name** in top right of the Dashboard to **select the person** the reimbursement is for. If it is your reimbursement skip this step.
3. If you do not see people you need to submit reports for, email Travel & Expense Specialist in Business Services with their names and N#. They will be added within 24hrs.
4. Click **+ New** and then **New Expense Report** to start entering the Header Information:
 - a. **Report Name:** (User ID)_(Date Range)_(Reimbursement) (Ex: bolina_1/1-12/2019_Reimbursement)
 - b. **Report Type:** Personal Reimbursement **OR Travel etc** if you need access to travel tiles for the purchase. If this is the case, go to **Quick Reference – Chrome River Travel Expense Report** to process your Reimbursement related to (Registration for Conference and Seminar Fees, Entry Fees, or Other Types of Registration, Rental Car, Rental Car Fuel, Mileage, Parking, Taxi, Tolls)
 - c. **Purpose:** Non-Travel Purchase Reimbursement
 - d. **Affiliation:** Faculty and Staff
 - e. Click **Save** in the top right corner to create expense report
5. Report is showing on left side and on right **Create New** should be selected with tiles showing beside it.
6. Select the **Tile** that resembles what was purchased. Typically **Services** or **Supplies/Equipment**.
7. **Expense Details:**
 - a. **Add Attachments** to reimbursable you are editing by Dragging/Dropping the receipt or use Add Attachments button below to add receipt uploaded to eReceipts or from SNAP app.
 - b. **Enter Spent Amount** minus any tax charged since NWFSC is FL State Sales Tax Exempt.
 - c. **Description:** Clearly state what the charge was and why it needed to be purchased. Also, why a PCard was not used. Using a college card gives us tax exemptions from sales tax.



- d. **Vendor:** Add the name of the business
 - e. **Select Type** if the tile has multiple account code options - choose the correct one for your charge. There are some tiles that only have one account code (no drop down menu) and others that have multiple options (drop down menu).
 - f. **Activity Code:** Auto fills to NONE on all reports. Only use this section if using S&PD funding.
 - g. **Index:** search name/numbers of index. Ex: Athletics will pull indexes with athletics in the name.
 - h. **Save** at the top when finished editing. If multiple charges require reimbursement start back on 5 through 7.h. of this document to walk back through the steps for all charges.
 - i. Once all reimbursables are added, **check the line items** on the left for error messages located along the right side of dollar amounts. The system is designed to provide notifications of issues with reports. The error icons will be orange circles with an 'i' in the center or a red triangle with an exclamation mark in the center. Can appear at any stage of the process.
 - j. **Click expense lines** with error symbols to see message. Follow on screen prompts to resolve.
 - k. **Violations** (red triangles) must be corrected before it will let you submit a report. **Warnings** (orange circle) will let you submit the report with a valid response entered. Enter the response into the warning box and click the Post button below the box.
 - l. Errors fixed, click **Submit** at the bottom of screen and again at the top right.
 - m. **If you leave** and come back before submitting, the report will be in **Expenses Draft** on dashboard, select report, and Open on right. **Delete** or **View PDF** of report from here.
 - n. **Submitted reports** can be found on the Dashboard under **Expenses Submitted Last 90 Days**.
 - o. **If Returned**, an email notification with why it was returned and will be under **Expenses Returned**.
8. **Expense Report Tracking:** All reports go through a series of programmed approval steps. Programming includes required approvers as well as auto bots for budget checking, gate keepers to keep reports together, and export bots to send data to Banner. To track the progress of your report at any time:
- a. Click the **Submitted Last 90 Days** section under expenses
 - b. Click on the **report** once to open it on the right
 - c. Then, click the **Tracking** button
 - d. Once a report shows Exported it has been final approved and has been sent to Banner