



# Chrome River User Manual

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## PRE-APPROVAL EXPENSE FILE DETAILS

### Air Travel

#### Airfare

The most economical mode of airline travel is generally tourist or economy class. Specific information must be furnished with the Expense Report when these classes are not used. If these classes are not available, a verifying statement from the travel agency or airline must be furnished with the Expense Report. Early boarding fees are a non-reimbursable.

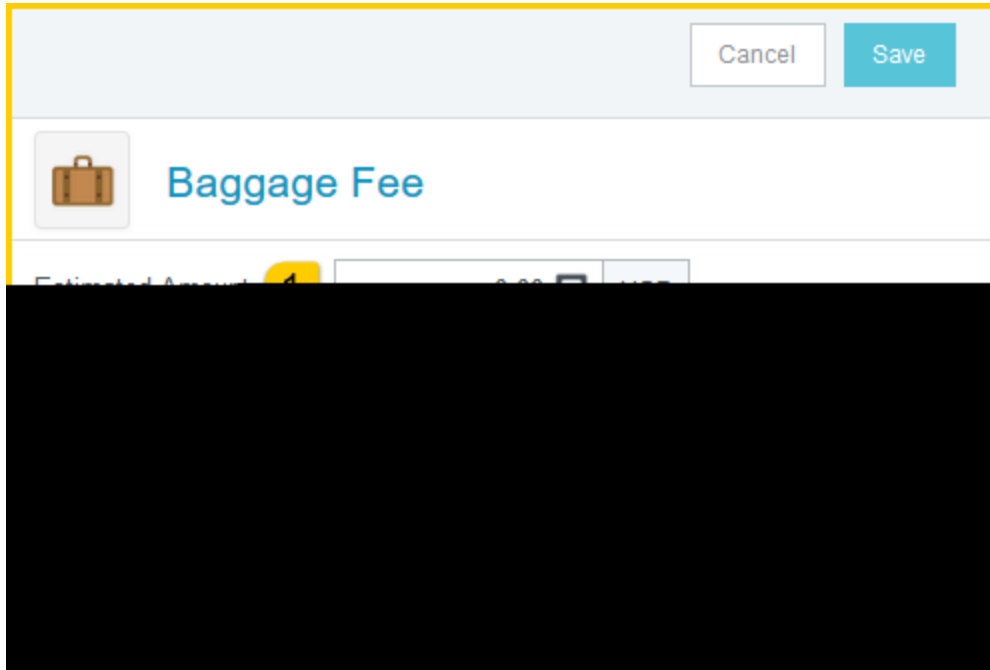
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## Baggage

One checked bag per departing and arriving flights is reimbursable, charges for baggage in excess will require justification.



1. Estimated Amount: Enter the estimated amount for this expense type.
2. Description: Provide any additional information about this expense. This field is optional for most expense types.
3. To Be Paid By: Select the option that best describes the anticipated payment method for the expense. Options include:
  - a) Accounts Payable Invoice
  - b) Foundation Funds
  - c) No Cost to WSU
  - d) Personal Funds
  - e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** on the upper right side of the screen to continue.

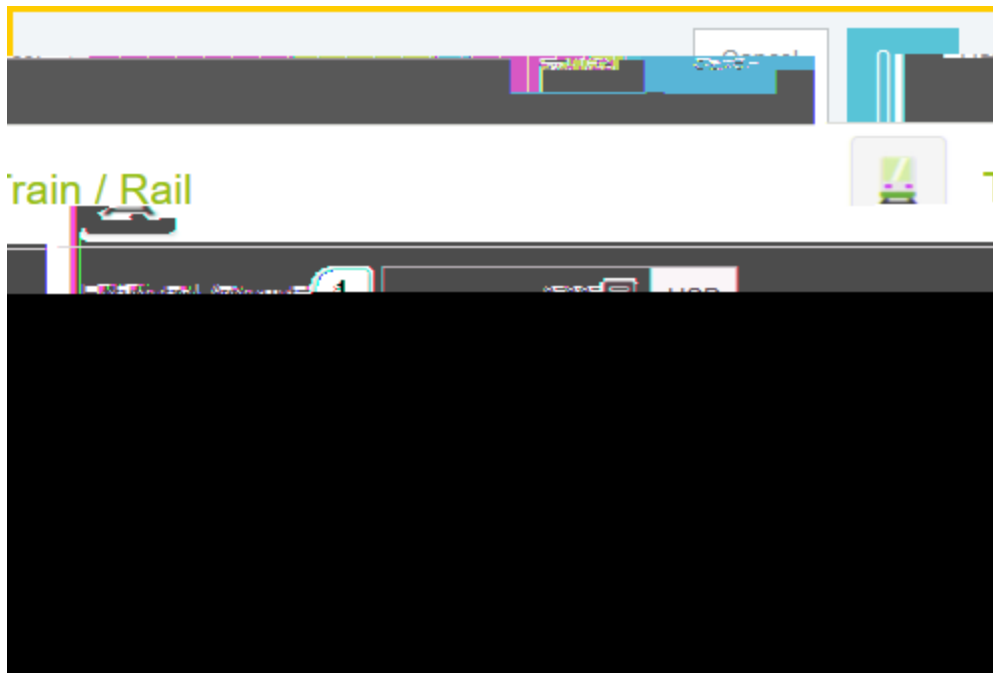
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## Train / Rail

### Train / Rail

The most economical mode of passenger train travel is generally first class day coach. Specific justification must be furnished with the Expense Report for reimbursement of train fare when this class is not used.



1. Estimated Amount: Enter the estimated amount for this expense type.
2. Description: Provide any additional information about this expense. This field is optional for most expense types.
3. To Be Paid By: Select the option that best describes the anticipated payment method for the expense. Options include:
  - a) Accounts Payable Invoice
  - b) Foundation Funds
  - c) No Cost to WSU
  - d) Personal Funds
  - e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** on the upper right side of the screen to continue.



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## Ground Transportation

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- a) Accounts Payable Invoice
- b) Foundation Funds
- c) No Cost to WSU
- d) Personal Funds
- e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** on the upper right side of the screen to continue.

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## Gasoline

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Will be reimbursed if a rental vehicle is also on the Expense Report. ~~Note~~ Mileage reimbursement rate for personal vehicles includes the cost of gasoline.

1. Estimated Amount: Enter the estimated amount for this (l)13.e2(t f5.1 (s)-7.24 21.7 (e)10.9 (m)7. (t lir.6 (th) t

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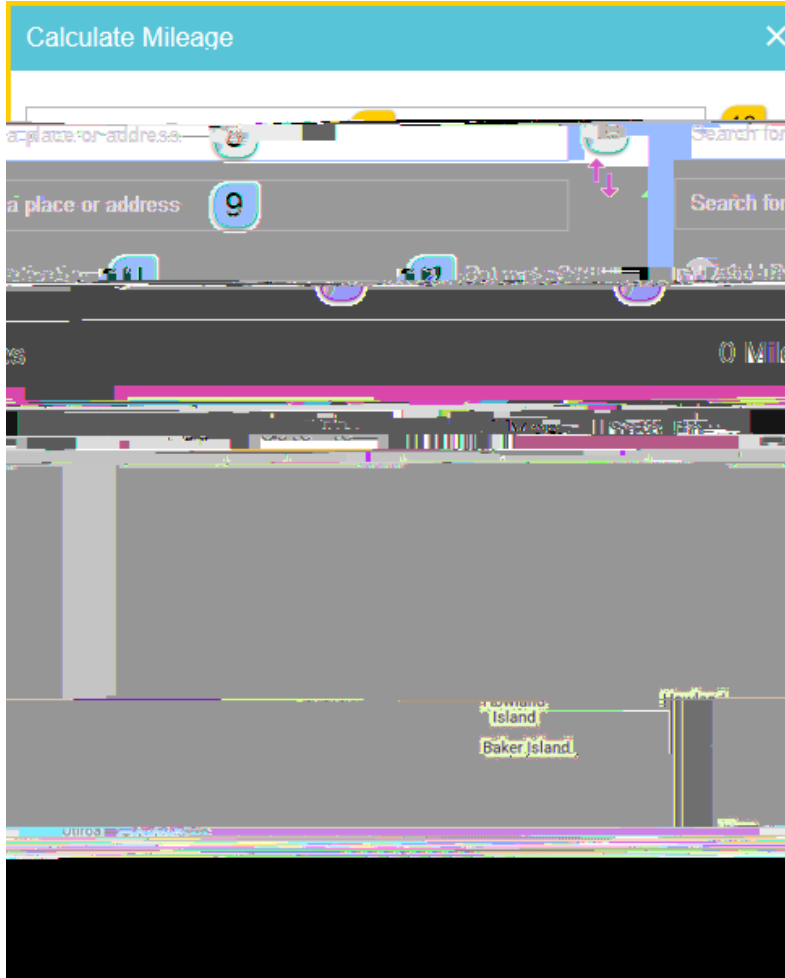
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7. Deduction: Clicking on the ~~Home~~ button will provide the option to select either Distance or Amount. See step 17 for additional details.

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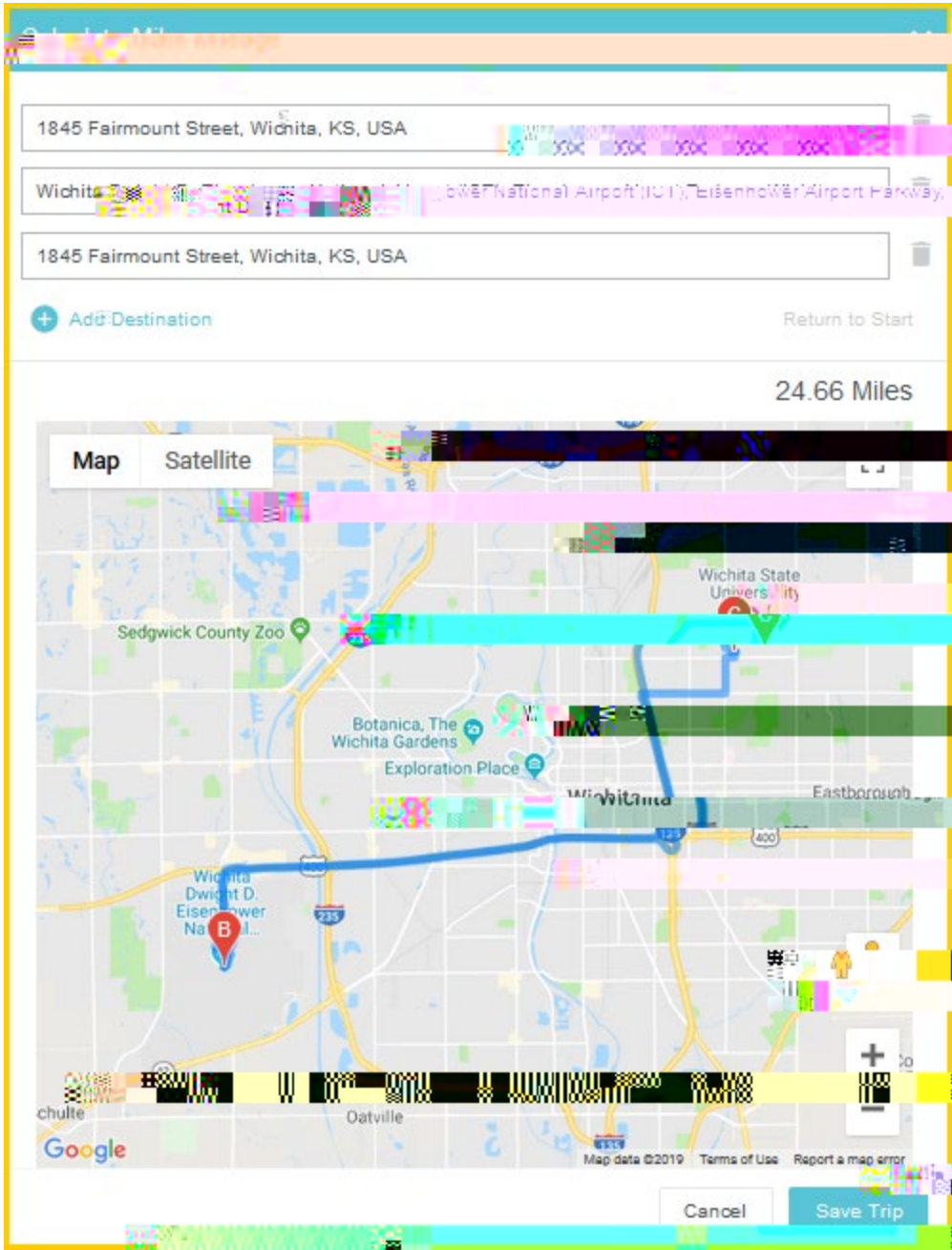


8. Search for a place or address: Enter the address of the location you are leaving from. When you begin typing, the system will provide selections.
9. Search for a place or address: Enter the address of the location you are going to. When you begin typing, the system will provide selections.
10. Switch order icon: Click this icon to reorder the locations added in step 8 and 9.
11. Add Destination: Click this link to add additional destinations.
12. Return to Start: Click this link to automatically add an entry returning to the beginning location.

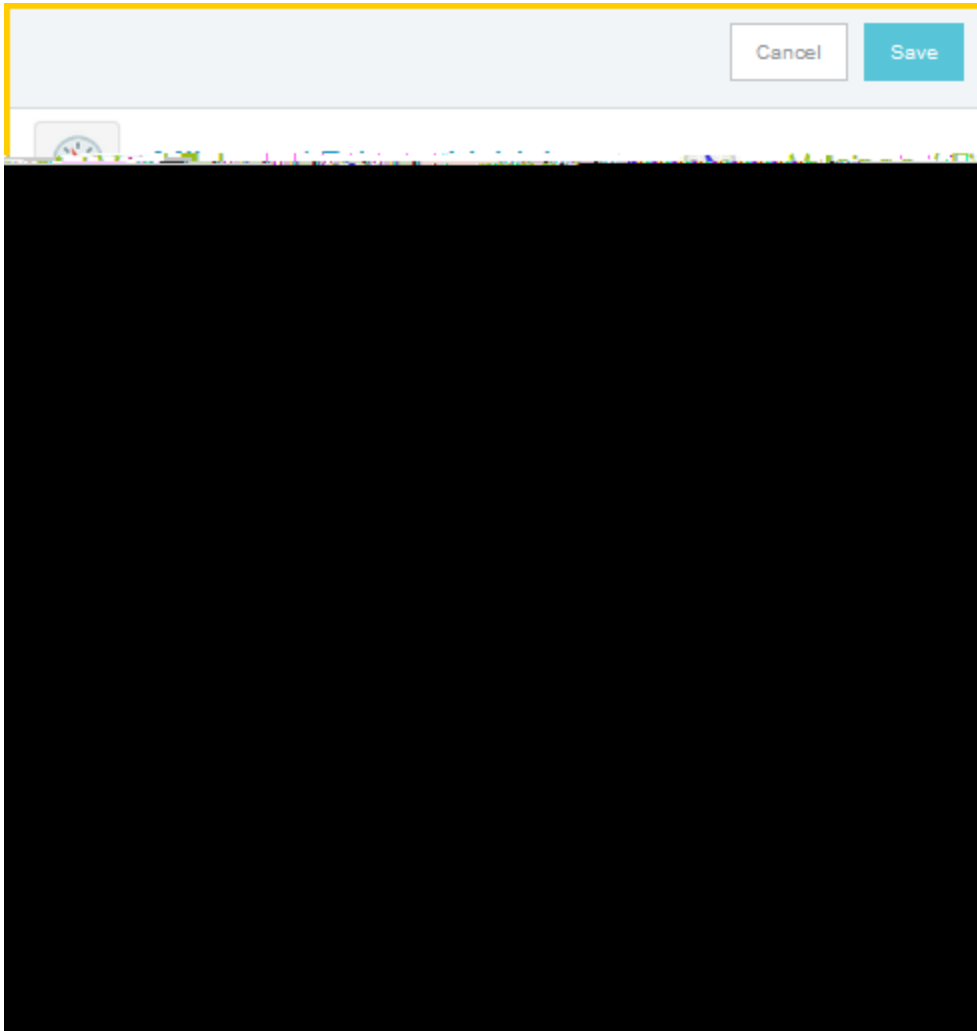
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14. Estimated Amount: Notice the Estimated Amount was calculated and populated based upon the information previously entered on the Calculate Mileage page.
15. Description: Notice the Description was populated based upon the information previously entered on the Calculate Mileage page.
16. Miles: Notice the Miles field was populated based upon the information previously entered on the Calculate Mileage page.
17. Deduction: To reduce the calculated mileage, click the Route and select one of the options presented.
  - a) Distance: Selecting this option allows the user to enter a specific number of miles to deduct from the mileage calculated in steps 18. The system will multiply the number of miles entered by the mileage rate, then deduct the calculated amount from the Estimated Amount field.

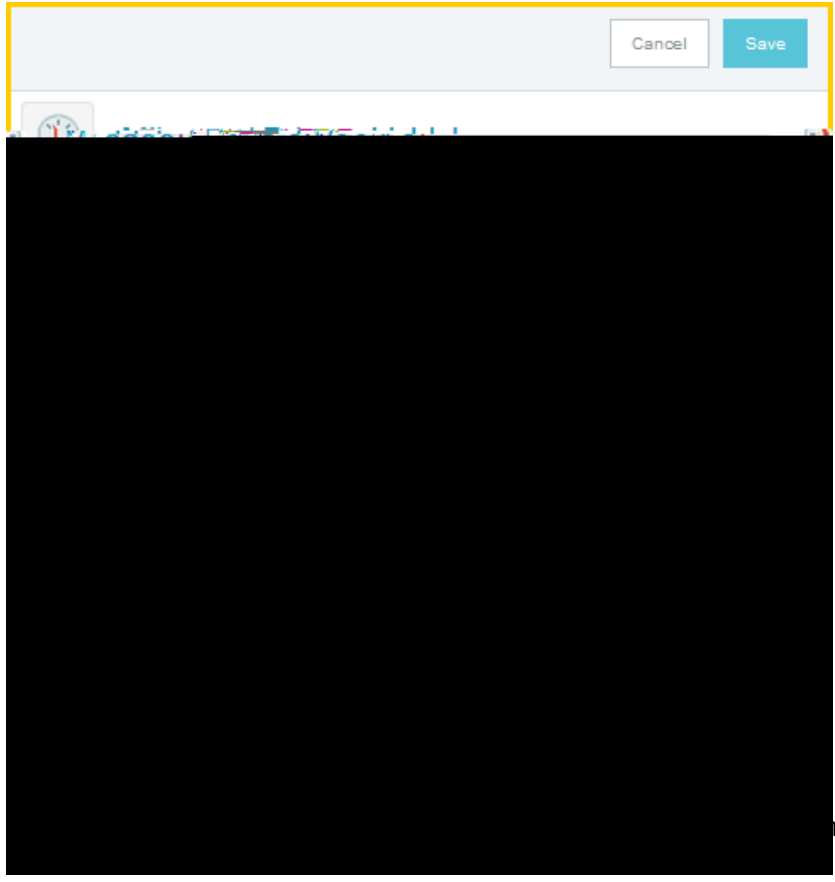


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- b) Amount: Selecting this option allows the user to enter a specific dollar amount to deduct from the mileage calculated in steps 13. in 5936 404d 71e 01d a m g t h 5 % 3 0 t t o r e c u s \_ m " a O 2 , y ) = C a E f "#



form after a dis5.ftance deduction has5.f been added



nt side of the scenen to continue.

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## Public Transit

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Transportation charges incurred during travel to conduct official business as: city bus, shuttle service and other forms of transportation are reimbursable. Receipts for these charges are not required if purchased with personal funds. Public









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## Hotel

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## Hotel

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Daily lodging rates will be determined SOLELY by the use of the CONISS General Services Administration defined rates found at: <https://gsa.gov/portal/content/104877> rates are adjusted bi annually. Rates for Outside the Contiguous United States (OCONUS) are found at: <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm> Taxes associated with lodging are not considered when applying the maximum lodging limit to the traveler's lodging rate.

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Calculate Allowable Total

Departure Date/Time **a** 07/21/2019

End Date/Time **b** 07/24/2019

Rooms **d** 1

**e** 3 Nights

**g** 282.00 USD Base Total

**h** 423.00 USD Allowable Total

Cancel Save

- a) Departure Date/Time Enter the anticipated departure date for the trip.
- b) End Date/Time Enter the anticipated end date of the trip.
- c) Location: Begin typing to locate and select the appropriate location of your stay.
- d) Rooms: Enter the number of hotel rooms.
- e) Nights: This field is automatically calculated based upon the date range entered in steps a) and b).
- f) Average Daily Room Rate: This is the base allowable lodging amount per night.
- g) Base Total: This is the calculated total of the Average Daily Room Rate multiplied by the calculated number of nights.
- h) Allowable Total: This is the total maximum lodging amount allowed. This amount applies only to the room rate—not taxes and fees.

Click the Save button located at the bottom right side of the screen.



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1. Departure Date Enter the anticipated departure date for the trip.
2. Departure Time

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