

Create Expense Report (Student)

Create New Expense Report

1. Click the **CREATE** button in the upper right corner of the Expenses swim lane.

- x Business Purpose Enter a clear, detailed business purpose for the travel event.
- x Report Type Select Travel
- x Departure Date: Cc 9.25 c 0.006 Tw6cTJ /Tk

2. Enter the Header data:

- x Import Pre-Approval: Pre-Approvals are required to be attached to Student travel reports.
- x Report Name: Naming Convention: Student First Name, Student Last Name Dates of Travel

3. Click Save at the top right side of the screen to continue.

Add Expenses

4. Select the specific expense tile you want to add to the Expense Report

x Date: Enter the actual date of the expense
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5. Complete the expense tile form and click Save at the top right-hand side of the screen to continue.

- Activity: Click the dropdown box and select the appropriate value from the list.
- Location: Click the dropdown box and select the appropriate value from the list.
- x Funding: Select the proper funding for the expense type.
- x -Select: Tap anywhere in the field labeled – Select and chose the appropriate account code.

Once a funding option has been selected, Chrome River will carry forward the funding in-