

Expense Report: PCard vs Reimbursement

Before submitting your expense report make sure that you have created it correctly.

Expense Report: 0100-1009-8699

Expense Owner: Teresa Coss
Report Name: Expenses on 11/03/2015 11:39 AM
Pay Me In: USD

Add Expen...	#	Expense	Date	Amount	Pay Me Am	Matter
Reg. Fees	1	Baggage Fee	Tue 11/03	25.00 USD	25.00	301000OPER

Total Pay Me Amount 25.00 USD

When submitting an expense report, if you see a dollar amount (25.00) populated in the Total Pay Me Amount at the bottom, then you are receiving a **reimbursement**.

When submitting an expense report for **pcard transactions** this amount will be 0.00.

Total Pay Me Amount 0.00 USD

When submitting an expense report for someone else, make sure that you have switched over to their dashboard as a delegate. You will see in the upper right corner whose dashboard you are on.

CHROME RIVER

Dashboard Expense Approval Inquiry

T Coss for Jane Clark

My Dashboard

Expense Delegate

New Items Available >> Details

Credit Card	2
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My Unsubmitted Expenses >> Details

Draft	0
Returned	0

My Submitted Expenses >> Details

Awaiting Receipts	0
Pending Approval	0
Approved For Payment	0

Expenses for My Approval

Welcome

BGSU

For assistance, please contact:

Travel & Expense	Luane Bowley	x8347 or luane@bgsu.edu
Travel & Expense	Michelle Schoenfeld	x4878 or schoenm@bgsu.edu
PCard	Teresa Coss	x8595 or tcoss@bgsu.edu

Business Entertainment Expense Policy

Travel Expense Policy

Chrome River Printable Guide

Purchasing Card Manual

Approving expense reports via email.

ACTION REQUIRED		Chrome River
Expense Report for	Jeremy Van Tress	
Report Name	NACCU Conference - Notre Dame	
Submit Date	08/06/2015	
Expense Dates	07/27/2015 - 07/29/2015	
Total Expenses	558.27 USD	
Business Purpose		
Account Summary		
723000OPER	BG1 Card	Amount (USD) 558.27
None		BG1 Card-OPER/21500-BG1 Card/9000
Expense Summary		
	Amount (USD)	
Mileage	169.48	
Per Diem	41.50	
Room Charge	336.74	
Toll	10.55	
Financial Summary		
	Amount (USD)	
Total Expense Report	558.27	
Less Company Paid	0.00	
Less Personal	0.00	
Amount Due Employee	558.27	
<input type="button" value="ACCEPT"/> <input type="button" value="RETURN"/>		

The approval email for **reimbursements** will have a dollar amount (558.27) in the Amount Due Employee field.

The approval email for **pcard transactions** will have 0.00 in the Amount Due Employee field

Financial Summary		Amount (USD)
Total Expense Report		13.13
Less Company Paid		13.13
Less Personal		0.00
Amount Due Employee		0.00
<input type="button" value="ACCEPT"/> <input type="button" value="RETURN"/>		

Approving expense reports in Chrome River.

My Approvals

Expense (95) Pre-Approval (0)

Expenses for My Approval

Open PDF Report Tracking Submit View All My Approvals

Submit	Name	Person	Amount
11/03/2015	Expenses on 09/11/2015 11:32 AM	Clark, J	141.50

In the Approval tab single click the expense report to see the summary to the right. Amount Due Employee is 141.50 this means the Expense Owner is getting **reimbursed**.

Report ID: QA00-0945-8363

Expense Owner: Jane Clark - Purchasing Assistant
Report Name: Expenses on 09/11/2015 11:32 AM
Submit Date: 11/03/2015
Business Purpose:
Prior Approver:
Rule Description: Route to Budget Admin - If Allocation is not for a grant and the Expense Owner doesn't have APCLerk or PRESReview role, then route to Budget Admin.
Non Employee Rep...: No

Financial Summary	Amt (USD)	Approved Amt
Total Expenses Reported	141.50	141.50
Less Company Paid Expenses	0.00	0.00
Less Company Paid Personal Expenses	0.00	0.00
Amount Due Employee	141.50	141.50
Total Expenses for Approval	141.50	141.50

Amount Due Employee is 0.00 this means the Expense Owner is submitting **pcard transactions** for approval.

Report ID: QA00-0946-9897

Expense Owner: Jane Clark - Purchasing Assistant
Report Name: Expenses on 10/16/2015 10:14 AM
Submit Date: 11/03/2015
Business Purpose:
Prior Approver:
Rule Description: Route to Budget Admin - If Allocation is not for a grant and the Expense Owner doesn't have APCLerk or PRESReview role, then route to Budget Admin.
Non Employee Rep...: No

Financial Summary	Amt (USD)	Approved Amt
Total Expenses Reported	1,495.00	1,495.00
Less Company Paid Expenses	1,495.00	1,495.00
Less Company Paid Personal Expenses	0.00	0.00
Amount Due Employee	0.00	0.00
Total Expenses for Approval	1,495.00	1,495.00