

Creating a New Reimbursement Expense Report

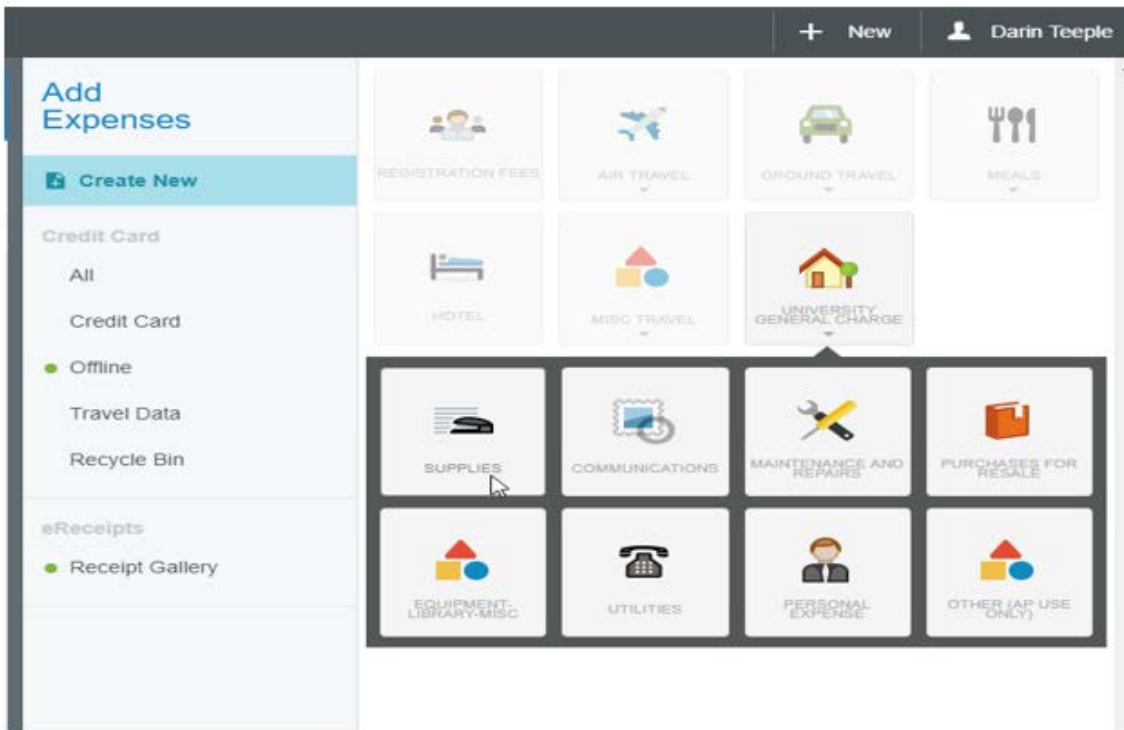
Click on + New to Start the Reimbursement Report



Name Your Report and Click Save

A screenshot of a web application form titled 'Expenses For Darin Teeple'. The form is set against a light blue background. At the top right of the form area, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted in teal. The form contains three main sections: 1. 'Report Name' with a text input field containing 'Reimbursement Report for Chicago Conference'. 2. 'Pay Me In' with a dropdown menu currently showing 'USD - US Dollars'. 3. 'Non-Employee Expense Report' with an unchecked checkbox.

Choose the Expense Category for Your Reimbursement Item



****IMPORTANT REMINDER – WHEN DOING A REIMBURSEMENT REPORT YOU WILL ALWAYS START BY CHOOSING A CATEGORY AND MANUALLY ADDING THE PRICE. WHEN DOING A PCARD REPORT YOU WILL GO INTO THE CREDIT CARD SECTION AND PULL THE EXPENSES DIRECTLY FROM THAT SECTION***

Add Date of Expense, Amount Spent, Business Purpose of the Purchase, Account Code, Merchant Name, Check Receipt Attached Box and add Allocation and Program Code and Click Save

+ New Darin Teeple

Cancel Save

Supplies

Date: 01/18/2019

Spent: 25.00 USD

Description: Supplies needed for presentation at the Chicago conference. The business purpose is for promoting BGSU at the conference

ATTENTION: This is being submitted as an out-of-pocket expense.

Acct Code: 53900 - Misc Supplies

Merchant: Target

Receipt Attached:

Allocation & Program Code

111800CLOS Chemistry Department Chemistry Department-CLOS/19000-Close End Designated/1000

None

Note *the System Lets you Know That This is a Reimbursement Report

At This Point You Can Add Additional Charges or Simply Add Your Receipts and Submit the Report

← Expenses For Darin Teeple

Reimbursement Report for Chicago Conference

DATE	EXPENSE	SPENT	TOT AMT	STATUS
01/18/2019	Supplies	25.00 USD	25.00	✓

Receipts Edit Delete ***

Allocation & Program Code

111800OPER Chemistry Department
Chemistry Department-OPER/1000C-BGSU - BG Campus/1000
1000

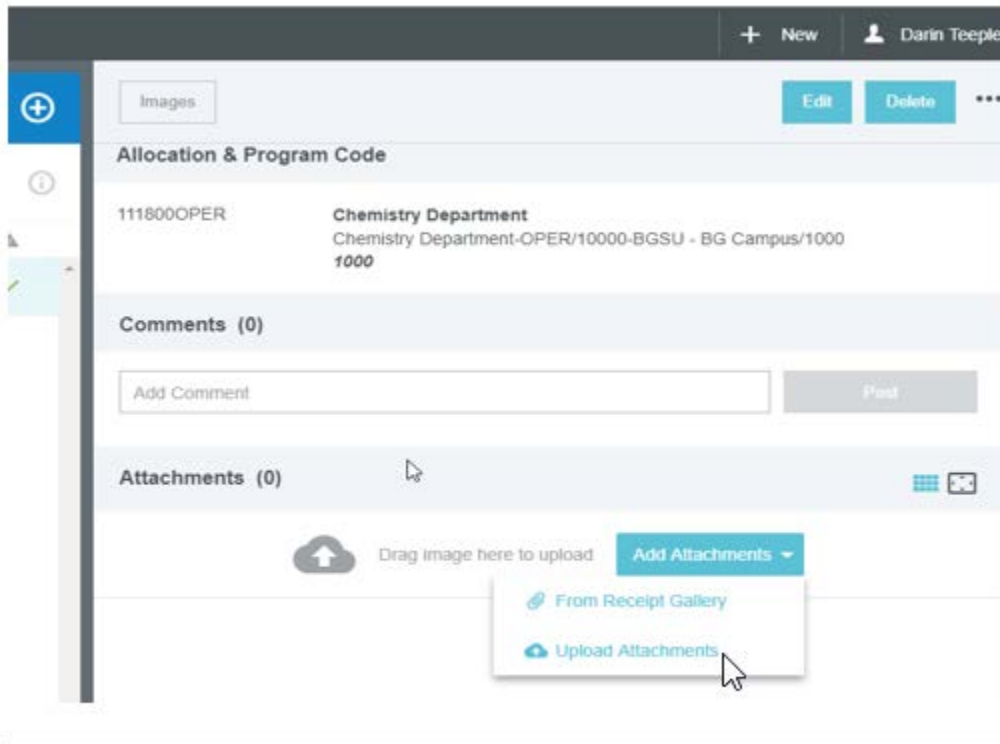
Comments: (0)

Add Comment Post

Attachments: (0)

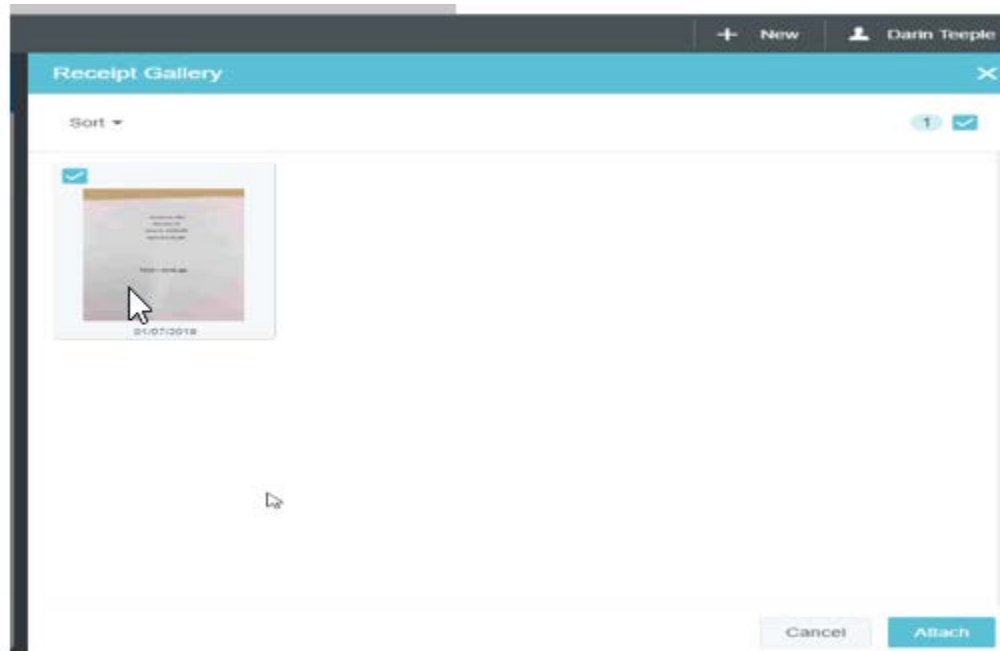
Drop image here to upload Add Attachments

Adding Receipts – Click Add Attachments – You can add From Your Computer or From Receipt Gallery



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Choose the Attachment and Click Attach



You Could Now Submit the Report by Clicking Submit and then Submit Again

The screenshot displays the Chrome River mobile application interface. On the left, a navigation pane shows a 'Reimbursement Report for Chicago Conference' with a 'Submit' button. The main content area shows a 'Submit Confirmation' dialog box with a green 'Submit' button. Below the dialog, the report details are visible, including the report owner (Dawn Teeple), expense report ID (01000267870), and a financial summary table.

	AMOUNT DOLLARS	APPROVED DOLLARS
Total Expense Reported	25.00	0.00
Less Cardholder Responsibility	0.00	0.00
Less Company Paid Expenses	0.00	0.00
Less Company Paid Personal Expenses	0.00	0.00
Less Personal Expenses	0.00	0.00
Amount Due Employee	25.00	0.00