

Adding a New Expense Line Item

There are two main options for an expense:

- Credit Card Expense: is a trip item paid with a USI corporate travel card.
 - *Tip*: Transactions are loaded daily, into Chrome River, and are available to apply to related expense reports.
- Direct Expense: is a trip i2/s) 3/2 w 2/t (basTT 3/3/3/2 w paip) 1/w .15/d byly)-1/hely)-1/0/d aiploInpense



Select the expense that needs to be added.

Drag and drop the transaction in to the Expense Summary, to the left, on top of the header to create a new line.

Expenses For Archibald Eagle		= 🕀	Add	
Eagle San Antonic	eate New Line Item		Create New	
DATE EXPENSE	SPENT	Kegistration Fee 02/12/2019PAY ME @ 日 A	eWallet	800.00
			All	
			Credit Card	42.
			• Online	

A new screen will appear on the right. Notice that it has prepopulated the required fields.

tration Fee Date			<u>vs vs </u>	Curl	<u> </u>
Business Rurpose Attending the CRA Conference to learn how 7VX. Software works, for the department	tration Fee			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Regist
Business Purpose Attending the CRA Conference to learn how ZVX Software works for the departme	08/14/			Date	
Description					
	Business Purpose	CBA.Conference.to learn	ו. אַמּשְׁי ZVX,Software שייפּראַנ	for the de	enastmont
	Description		4		
			· · · · · · · · · · · · · · · · · · ·		1897 - 177 - 1 12 177
bin a -				William and the second	_



CHROME RIVER USER GUIDE

Scroll down until the **Downloaded Details** and **Attachments** sections are in view.

In the **Downloaded Details** section, click the arrow, to the right of USI Travel Card.

The details of the transaction will appear.

In the Attachments section, a receipt needs to be attached. If a receipt is not already attached, then click Add Attachments.

Select either From Receipt Gallery or Upload Attachments. Upload the receipt.

• Tip: From Receipt Gallery will open the Receipt Gallery in the traveler's C (avivom R)- (2) ac (e) (c) (D) (R)- (D) (A)- fl.



When documents are uploaded, the images will appear under the Attachments section.

• *Tip*: To remove an attachment, click the file in the Attachments section. A window will appear on the