

## **CHROME RIVER USER GUIDE**

## **Internet Expense Type**

This expense type does not have sub-mosaic tiles.











This mosaic tile will require the following fields to be populated:

**Date**: date of receipt **Spent**: total of receipt

Attachments: receipt related to the expense

To add this expense type, click the **Internet** mosaic tile.

*Tip*: If this expense type was estimated on the Pre-Approval, then click that expense line in the Expense Report to edit.