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Travel Expense Tile Details

All the expense tile forms, with the exception of Baggage, Mileage / Private Vehicle, Hotel, and Meals, contain the following standard fields:

**Date:** Enter the actual date of the expense which can typically be found on the receipt. The date on each expense form must be within the date range entered on the expense report header in the Departure Date and Return Date fields.

**Spent:** Enter the estimated amount for this expense type.

**Business Purpose:** The business purpose will default with the information entered on the Expense Header, but can be modified (as needed) on any of the expense forms. Once modified, the new Business Purpose text will be carried forward to each subsequent expense type.

**Description:** Provide any additional information about this expense. This field is optional for most expense types.

**Personal Expense Charged on PCARD:** If the UMB Pcard Expense transaction contains any personal charges, check this box and provide additional details and the amount in the Explanation field that displays. Note: Personal expenditures are not allowed on the procurement card per BPC policy. In the event that a personal expense was accidentally charged to the card, the cardholder must immediately reimburse WSU.
**Merchant:** This field will pre-populate the vendor name for any UMB Pcard Expense transaction. For all other transactions, the merchant field is optional.

**Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.

- **Activity:** Click the drop-down box and select the appropriate value from the list.
- **Location:** Click the drop-down box and select the appropriate value from the list.

**Funding:** Select the proper funding for the expense type. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

---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 information to each subsequent expense added to the report.

If you have more than one funding string for the expense type, click Add Funding to add additional funding lines.

**Attachments:** All expense types require adequate supporting documentation. See the CR0004 Upload and Attach Receipts help document for additional details.

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Air Travel

Airfare

The most economical mode of airline travel is generally tourist or economy class. Specific justification must be furnished with the Expense Report, as an attachment or comment, when these classes are not used. If these classes are not available, a verifying statement from the travel agency or airline must be furnished and attached to the Expense Report.
1. **Date:** Click the calendar icon to select the date for the expense. This should be the invoice date on the airfare receipt. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

2. **Spent:** Enter the total amount of the airfare expense as noted on the airfare invoice. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the CR0027 Business Purpose help document for more detailed information.

4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the airfare receipt.

6. **Merchant:** Enter the name of the airline. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.
   b) **Location:** Click the drop-down box and select the appropriate value from the list.

8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.

10. **Add Attachments:** All expense types require adequate supporting documentation. See the CR0004 Upload and Attach Receipts help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

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**Baggage**

More than 1 checked bag per flight will require justification; additional baggage may not be reimbursable.
Chrome River User Manual

Baggage Fee

- Date: 07/21/2019
- Spent: 0.00 USD
- Business Purpose: 
- Description (Optional): 
- Personal Expense Charged on PCard?: 
- Merchant (Optional): 
- Number of Bags checked?: 
- Add Banner Activity and/or Location?: 

Funding

- Search for Funding: 
- Select: 

Attachments (0)

Drag image here to upload Add Attachments
1. **Date:** Click the calendar icon to select the date for the expense. This should be the invoice date on the baggage receipt. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

2. **Spent:** Enter the total amount of the baggage expense as noted on the baggage invoice. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the [CR0027 Business Purpose help document](#) for more detailed information.

4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the baggage receipt.

6. **Merchant:** Enter the name of the airline. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

7. **Number of Bags checked:** Select the number of bags that were checked from the drop down list.

8. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.

9. **Location:** Click the drop-down box and select the appropriate value from the list.

10. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

11. **--Select--**: Tap anywhere in the field labeled --Select-- and chose the appropriate account code.

12. **Add Attachments:** All expense types require adequate supporting documentation. See the [CR0004 Upload and Attach Receipts help document](#) for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

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Travel Agency Fee

When using Sunflower Travel they will charge a fee to book the service you are requesting. The fee will include all the services they provide regarding the airfare expense.

The administrative fee from the travel agency will come in as a separate charge from UMB and will be funded using this tile. The receipt for this charge is combined with the eInvoice from the travel agency and will be attached to the Airline expense, there is no need to attach it to this expense line.
1. **Date:** Click the calendar icon to select the date for the expense. This should be the invoice date on the airfare or travel agency receipt. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.
2. **Spent:** Enter the total amount of the travel agency fee expense as noted on the travel agency or airfare invoice. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the [CR0027 Business Purpose](#) help document for more detailed information.

4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included with this expense.

6. **Merchant:** Enter the name of the travel agency. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.
   b) **Location:** Click the drop-down box and select the appropriate value from the list.

8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.
    
    **Add Attachments:** All expense types require adequate supporting documentation. See the [CR0004 Upload and Attach Receipts](#) help document for additional details.

    Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

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Train / Rail

Expenses may be paid or reimbursed for transportation incurred for travel by public transportation via trains or rails.
1. **Date**: Click the calendar icon to select the date for the expense. This should be the invoice date on the train/rail receipt. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

2. **Spent**: Enter the total amount of the train/rail expense as noted on the train/rail invoice. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

3. **Business Purpose**: Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the [CR0027 Business Purpose help document](#) for more detailed information.

4. **Description**: Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. **Personal Expense Charged on PCARD**: Select the check box if there are any personal expenses included on the train/rail receipt.

6. **Merchant**: Enter the name of the train/rail company. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

7. **Add Banner Activity and/or Location**: Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity**: Click the drop-down box and select the appropriate value from the list.
   b) **Location**: Click the drop-down box and select the appropriate value from the list.

8. **Funding**: Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

9. **--Select--**: Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.

10. **Add Attachments**: All expense types require adequate supporting documentation. See the [CR0004 Upload and Attach Receipts help document](#) for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

**Ground Transportation**

**Car Rental**

The most economical mode of car rental is generally economy class. Specific justification must be furnished with the Expense Report when this class is not used. If the class was not available, a verifying statement from the travel agency or rental company must be furnished with the Expense Report.
Chrome River User Manual

Car Rental

Date: 07/21/2019

Spent: 0.00 USD

Business Purpose

Description

Personal Expense Charged on PCard?:

Merchant (Optional)

Add Banner Activity and/or Location:

Funding

Search for Funding

Select

Add Funding

Attachments (0)

Drag image here to upload Add Attachments

1. Date
2. Spent
3. Business Purpose
4. Description
5. Personal Expense Charged on PCard?
6. Merchant (Optional)
7. Add Banner Activity and/or Location
8. Search for Funding
9. Select
10. Add Attachments
1. **Date:** Click the calendar icon to select the date for the expense. This should be the invoice date on the car rental receipt. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

2. **Spent:** Enter the total amount of the car rental expense as noted on the car rental invoice. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the CR0027 Business Purpose help document for more detailed information.

4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the car rental receipt.

6. **Merchant:** Enter the name of the car rental company. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.
   b) **Location:** Click the drop-down box and select the appropriate value from the list.

8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

9. **--Select--:** Tap anywhere in the field labeled --Select-- and chose the appropriate account code.

   **Add Attachments:** All expense types require adequate supporting documentation. See the CR0004 Upload and Attach Receipts help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.
Gasoline

Will be reimbursed if a rental vehicle is also on the Expense Report. The mileage reimbursement rate for personal vehicles includes the cost of gasoline.
1. Date: Click the calendar icon to select the date for the expense. This should be the invoice date on the gas receipt. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

2. Spent: Enter the total amount of the gas expense as noted on the gas receipt. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

3. Business Purpose: Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the CR0027 Business Purpose help document for more detailed information.

4. Description: Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. Personal Expense Charged on PCARD: Select the check box if there are any personal expenses included on the gas receipt.

6. Merchant: Enter the name of the merchant. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

7. Add Banner Activity and/or Location: Select this check box if you would like to add a Banner Activity and/or Location code.
   a) Activity: Click the drop-down box and select the appropriate value from the list.
   b) Location: Click the drop-down box and select the appropriate value from the list.

8. Funding: Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

9. --Select--: Tap anywhere in the field labeled --Select-- and chose the appropriate account code.

10. Add Attachments: All expense types require adequate supporting documentation. See the CR0004 Upload and Attach Receipts help document for additional details.

Complete the expense tile form and click Save at the upper right side of the screen to continue.
Mileage / Private Vehicle

When claiming expenses for use of private automobile for in-state driving, mileage must be documented from point-to-point, as well as, destination and purpose. No mileage will be allowed for personal business such as travel to restaurants, etc. In addition to mileage, expenses for parking and turnpike fees are reimbursable.

The mileage rates are considered to cover all costs which includes but is not limited to: gasoline, oil, tires, repairs, insurance (including uninsured losses, and insurance deductibles resulting from damage), license fees, and expenses of any type.
Chrome River User Manual

Mileage / Private Vehicle

1. **Date**: 05/17/2019

2. **Spent**: 0.00 USD

3. **Description**: Optional

4. **Rate**: 0.546

5. **Miles**: 0.00

6. **Deduction**: None

7. **Add Banner Activity and/or Location?**: 

   Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection.

**Funding**

8. **Search for Funding**

9. **Select**

   Add Funding

**Attachments**

10. Drag image here to upload

   Add Attachments
1. Date: Enter the first day on which claimed mileage occurred. Note: this date must be within the date range listed on the header of the expense report.
2. Spent: The spent amount will populate after information has been entered on the Calculate Mileage page.
3. Description: The description will populate after information has been entered on the Calculate Mileage page.
4. Rate: This field displays the current mileage reimbursement rate, and is display only.
5. Miles: This field will populate after information has been entered on the calculate mileage page. Click the Calculate Mileage link to open up mileage page.
a) **Choose a recently used address or enter a search term** --: Enter the address of the location you are leaving from. When you begin typing, the system will provide selections.

b) **Choose a recently used address or enter a search term** --: Enter the address of the location you are going to. When you begin typing, the system will provide selections.

c) **Switch order icon**: Click this icon to reorder the locations added in step a) and b).

d) **Add Destination**: Click this link to add additional destinations.

e) **Return to Start**: Click this link to automatically add an entry returning to the beginning location.

f) **Save Trip**: Click this button to save the information entered and return to the **Mileage / Private Vehicle** form.

6. **Deduction**: To reduce the calculated mileage, click the **None** button and select one of the options presented.

![Deduction](image)

a) **Distance**: Selecting this option allows the user to enter a specific number of miles to deduct from the mileage calculated in steps 8-13. The system will multiply the number of miles entered by the mileage rate, then deduct the calculated amount from the **Estimated Amount** field.

b) **Amount**: Selecting this option allows the user to enter a specific dollar amount to deduct from the mileage calculated in steps 8-13. The system will automatically deduct this dollar amount from the calculated amount in the **Estimated Amount** field.

7. **Add Banner Activity and/or Location**: Select this check box if you would like to add a Banner Activity and/or Location code.

   a) **Activity**: Click the drop-down box and select the appropriate value from the list.

   b) **Location**: Click the drop-down box and select the appropriate value from the list.

8. **Funding**: Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

9. **Select**: Tap anywhere in the field labeled **Select** and chose the appropriate account code.

10. **Add Attachments**: All expense types require adequate supporting documentation. See the **CR0004 Upload and Attach Receipts** help document for additional details.
Completed Calculate Mileage form example:
Example of completed form after a distance deduction has been added.

![Example of completed form after a distance deduction has been added.](image-url)
1. **Spent**: Notice the Spent amount was calculated and populated based upon the information previously entered on the Calculate Mileage page. The amount shown takes into account any amount or distance deduction entered in the Deduction field.

2. **Description**: Notice the Description was populated based upon the information previously entered on the Calculate Mileage page.

3. **Miles**: Notice the Miles field was populated based upon the information previously entered on the Calculate Mileage page.

4. **Deduction**: Displays either the dollar amount or number of miles to deduct from the mileage calculation.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.
Parking

Transportation expenses incurred during travel to conduct official business such as parking is reimbursable. Any personal expenses incurred while in travel status will not be reimbursable.
1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

2. **Spent:** Enter the total amount of the parking expense. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the CR0027 Business Purpose help document for more detailed information.

4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.

6. **Merchant:** Enter the name of the merchant or leave blank. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.
   b) **Location:** Click the drop-down box and select the appropriate value from the list.

8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

9. **--Select--:** Tap anywhere in the field labeled --Select-- and chose the appropriate account code.

10. **Add Attachments:** All expense types require adequate supporting documentation. See the CR0004 Upload and Attach Receipts help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

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**Public Transit**

Transportation charges incurred during travel to conduct official business such as: city bus, shuttle service and other forms of transportation are reimbursable. Receipts for these charges are not required. Local transportation charges for personal use, such as travel from a lodging establishment to a restaurant are not reimbursable.
Public Transit

Date: 07/21/2019

Spent: 0.00 USD

Business Purpose:

Description (Optional):

Personal Expense Charged on PCI Card?:

Merchant (Optional):

Add Banner Activity and/or Location?:

Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection.

Funding:

Search for Funding:

Add Funding:

Attachments (0)

Drag image here to upload Add Attachments
1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

2. **Spent:** Enter the total amount of the public transit expense. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event.

4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.

6. **Merchant:** Enter the name of the merchant or leave blank. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.
   b) **Location:** Click the drop-down box and select the appropriate value from the list.

8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.

10. **Add Attachments:** All expense types require adequate supporting documentation. See the CR0004 Upload and Attach Receipts help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

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**Taxi / Car Service**

Transportation charges incurred during travel to conduct official business such as: taxi fares and other forms of transportation are reimbursable. Receipts for these charges are not required. Local transportation charges for personal use, such as travel from a lodging establishment to a restaurant are not reimbursable.
1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

2. **Spent:** Enter the total amount of the taxi/car service expense. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the CR0027 Business Purpose help document for more detailed information.

4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.

6. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.
   b) **Location:** Click the drop-down box and select the appropriate value from the list.

7. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

8. **--Select--:** Tap anywhere in the field labeled --Select-- and chose the appropriate account code.

9. **Add Attachments:** All expense types require adequate supporting documentation. See the CR0004 Upload and Attach Receipts help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.
Tolls

Transportation expenses incurred during travel to conduct official business such as tolls is reimbursable. Any personal expenses incurred while in travel status will not be reimbursable.
1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

2. **Spent:** Enter the total amount of the toll expense. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the CR0027 Business Purpose help document for more detailed information.

4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.

6. **Merchant:** Enter the name of the merchant or leave blank. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.
   b) **Location:** Click the drop-down box and select the appropriate value from the list.

8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.

10. **Add Attachments:** All expense types require adequate supporting documentation. See the CR0004 Upload and Attach Receipts help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.
Rental Booking Fee

When using Sunflower Travel they will charge a fee to book the service you are requesting. The fee will include all the services they provide regarding the airfare expense.
1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

2. **Spent:** Enter the total amount of the rental booking fee expense. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the CR0027 Business Purpose help document for more detailed information.

4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.

6. **Merchant:** Enter the name of the merchant or leave blank. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.
   b) **Location:** Click the drop-down box and select the appropriate value from the list.

8. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

9. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.

10. **Add Attachments:** All expense types require adequate supporting documentation. See the CR0004 Upload and Attach Receipts help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

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**Hotel**

In addition to room charges, hotel bills usually include charges for taxes and other expenses related to your stay. To make the process of recording these charges quick and simple, the Hotel expense-entry screen allows you to itemize them.

When you are ready to enter the Hotel expense, tap the Hotel tile.
Chrome River User Manual

Hotel

1. Date: 07/21/2019
2. Spent: 0.00 USD
3. Allowable Total: 0.00 USD
4. Business Purpose:
5. Description (Optional):
6. Personal Expense Charged on PCARD?
7. Merchant:
8. Check In Date: 07/21/2019
9. Check Out Date: 07/24/2019
10. Add Banner Activity and/or Location?

Funding

11. Search for Funding
12. Select

Attachments (0)

Drag image here to upload
13. Add Attachments
Hotel Form Fields:

1. **Date**: Enter the hotel invoice date. Note: this date must be within the date range listed on the header of the expense report. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

2. **Spent**: This should be the total dollar amount of the hotel stay as noted on the hotel invoice. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction.

3. **Allowable Total**: This amount represents the maximum allowable lodging rate for the destination location. The field is calculated based upon the details entered on the Calculate Allowable Total page which is accessed by clicking the Calculate link.

   Calculate: Click this link to enter details used for calculating the maximum allowable lodging amount.
a) **Departure Date/Time:** Enter the check-in date of the hotel stay  
b) **End Date/Time:** Enter the check-out date of the hotel stay  
c) **Location:** Begin typing to locate and select the appropriate location of your stay  
d) **Rooms:** Enter the number of rooms  
e) **Nights:** Calculated number of nights based upon the Departure Date and End Date entered above  
f) **Average Daily Room Rate:** The base allowable lodging amount per night  
g) **Base Total:** Calculated total of the Average Daily Room Rate multiplied by the calculated number of nights  
h) **Allowable Total:** This is the total maximum lodging amount allowed. This amount applies only to the room rate – not taxes and fees. Click the **Save** button to return to the Hotel form.

4. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the CR0027 Business Purpose help document for more detailed information.

5. **Description:** Enter any additional information that will provide greater detail of the expense for clarity in the approval process. Any special circumstances or relevant details should be included in this field.

6. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.

7. **Merchant:** Enter the name of the Hotel. This field will automatically populate if the expense was created from a UMB Pcard Expense transaction

8. **Check In Date:** Click the calendar icon to select the date which represents the actual hotel check in date for this travel event.

9. **Check Out Date:** Click the calendar icon to select the date which represents the actual hotel check out date for this travel event.

10. **Add Banner Activity and/or Location:** Select this check box if your department utilizes the Banner Activity and/or Location codes. Once selected, the system will display two additional fields:  
a) **Activity:** Select the appropriate value from the drop down list.  
b) **Location:** Select the appropriate value from the drop down list

11. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

12. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code.

13. **Add Attachments:** All expense types require adequate supporting documentation. See the CR0004 Upload and Attach Receipts help document for additional details.

Tap **Itemize** in the upper right corner of the form. The Add Itemization page will appear. Click the **Hotel - Lodging** expense tile.
The **Hotel - Lodging** form will display. Complete the form, making sure to only enter the room rate in the **Spent** field. Taxes and other charges will be entered on their respective tiles.
Click **Save** in the upper right corner of the form. The **Add Itemization** page will display. Notice the values listed in the **Total Amount** and **Remaining** fields. The system requires for the expense to be fully itemized. Click on the **Hotel - Taxes / Fees** tile.
Complete the form making sure to enter the total amount of all taxes and fees in the Spent field. When finished, click Save in the upper right corner of the form.
When fully itemized, the hotel expenses will be added to the expense report located on the left side of the screen.
FOLIO

FOLIO is a service that automatically creates line-item expenses for all hotel folio items. Users simply forward the text-based PDF or HTML receipt emailed to them by the hotel, and FOLIO automatically creates a hotel expense in Chrome River—complete with such itemized expenses as room charges, parking, and Internet fees.

Forward FOLIO Receipt

When you receive a text-based PDF or HTML receipt from a hotel after your stay, simply forward it to receipt@ca1.chromeriver.com.

- PDFs must be text-based; image-based PDFs are not accepted.
- Putting the amount and currency code (USD) in the subject line will make it easier to track the receipt.
- If the folio is a PDF, remove any forwarded text from the body of the email.
- If you have a signature block, delete it from the body of the email.

View FOLIO Receipt in Chrome River
Once the receipt has been processed by Chrome River, you will find it in the Offline section of the E-Wallet, labeled "Folio Receipt."

- Tap the triangle next to the stacked-squares icon to see the captured folio itemizations.

Add FOLIO Transaction to an Expense

1. Create a new expense report and tap the + button to add line items
2. Find the desired Hotel Folio Receipt in the E-Wallet, check its box, and tap ADD.
3. Calculate the allowable total
4. Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in. Tap anywhere in the field labeled --Select-- and choose the appropriate account code.

5. Tap ITEMIZE
6. On the Add Itemization pane, simply tap **DONE**

7. All of the itemizations from the hotel folio you forwarded have automatically been added to the report.

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Meals

Single Day Per Diem

In limited circumstances and at the discretion of the Budget Officer, a meal may be reimbursed for travel that occurs in one day. The following questions will have to be answered and then the system will determine a meal can be reimbursed. Did the traveler go over 30 miles from their official station? Did the traveler extend their work day 3 hours past their normal scheduled work day? Was a meal provided at no cost to the traveler?

The meal rate is determined by the location traveled to and the following percentage of the daily rate: Breakfast 15%, Lunch 35% or Dinner 50%.
## Single Day Per Diem

<table>
<thead>
<tr>
<th><strong>Date</strong></th>
<th><strong>Start Time</strong></th>
<th><strong>End Time</strong></th>
<th><strong>Spend</strong></th>
<th><strong>Business Purpose</strong></th>
<th><strong>Description</strong></th>
<th><strong>Location</strong></th>
<th><strong>Did you travel over 30 miles from official location?</strong></th>
<th><strong>Did you extend work hours 3 hours past normal scheduled work day?</strong></th>
<th><strong>Was a meal provided to you?</strong></th>
<th><strong>Add Ancillary Activity and/or Location?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>07/21/2019</td>
<td>00:00</td>
<td>23:59</td>
<td>0.00 USD</td>
<td></td>
<td></td>
<td></td>
<td>8 (Select)</td>
<td>9 (Select)</td>
<td>10 (Select)</td>
<td>11</td>
</tr>
</tbody>
</table>

This expense type should only be used for single day per diem.

**Deductibles:***
- Breakfast
- Lunch
- Dinner

**Funding:***
- Search for Funding
- (Select)

**Attachments (0):***

Drag image here to upload: [Add Attachments]
1. **Date:** Click the calendar icon to select the date for the single day travel event. Note: this date must be within the date range listed on the header of the expense report.

2. **Start Time:** Enter the actual departure time for the trip. The system will default to 00:00, but travelers are required to select the actual departure time. Note: Times are displayed in military time.

3. **End Time:** Enter the actual return time for the trip. The system will default to 23:59, but travelers are required to select the actual return time. Note: Times are displayed in military time.

4. **Spent:** This field will automatically populate after the form has been completed.

5. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the [CR0027 Business Purpose help document](#) for more detailed information.

6. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

7. **Location:** Begin typing to locate and select the appropriate location of your travel event.

8. **Did you travel over 30 miles from official station:** Select either Yes or No from the drop down list.

9. **Did you extend work hours 3 hours past normal scheduled work day:** Select either Yes or No from the drop down list.

10. **Was a meal provided to you:** Select either Yes or No from the drop down list.

11. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.
   b) **Location:** Click the drop-down box and select the appropriate value from the list.

12. **Deductibles section:** This section will expand to display three meal choices if the traveler qualifies to receive the Single Day Meal Per Diem. Complete steps 13 and 14 before deselecting the meal you are requesting per diem for.

13. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

14. **--Select--:** Tap anywhere in the field labeled **--Select--** and chose the appropriate account code. Return to step 12 and uncheck the meal you are requesting per diem for.

15. **Add Attachments:** All expense types require adequate supporting documentation. See the [CR0004 Upload and Attach Receipts help document](#) for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.
Multiple Day Per Diem

Employees may be reimbursed for Meals & Incidental Expense (M&IE) while in travel status. Incidental expenses are included in this rate such as charges for taxes, fees and tips to waiters, bellhops, etc. M&IE reimbursement is based on quarter days with the daily M&IE rate divided equally between quarters. M&IE is provided for the time in which the employee is in travel status, including the quarters the employee departs and returns.
1. **Departure Date:** Click the calendar icon to select the departure date for the travel event. Note: this date must be within the date range listed on the header of the expense report.

2. **Departure Time:** Enter the actual departure time for the trip. The system will default to 00:00, but travelers are required to select the actual departure time. Note: Times are displayed in military time.

3. **End Date:** Click the calendar icon to select the end date for the travel event. Note: this date must be within the date range listed on the header of the expense report.

4. **End Time:** Enter the actual return time for the trip. The system will default to 23:59, but travelers are required to select the actual return time. Note: Times are displayed in military time.

5. **Days:** This field is automatically calculated based upon the values entered in step 1 and 3.

6. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the CR0027 Business Purpose help document for more detailed information.

7. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

8. **Location:** Begin typing to locate and select the appropriate location of your travel event.

9. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.
   b) **Location:** Click the drop-down box and select the appropriate value from the list.

10. **Funding:** Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.

11. **--Select--:** Tap anywhere in the field labeled --Select-- and chose the appropriate account code. Return to step 12 and uncheck the meal you are requesting per diem for.

12. **Add Entries:** When all fields of the form have been completed, click the Add Entries button. The system will generate per diem entries for the date range entered in steps 1 and 2 above, and display them on the right side of the screen.

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>× Wed, 07/03/2019</td>
<td>Pine Grove, Colorado (CO), United States</td>
<td>57.00 USD</td>
</tr>
<tr>
<td>× Thu, 07/04/2019</td>
<td>Pine Grove, Colorado (CO), United States</td>
<td>76.00 USD</td>
</tr>
<tr>
<td>× Fri, 07/05/2019</td>
<td>Pine Grove, Colorado (CO), United States</td>
<td>57.00 USD</td>
</tr>
</tbody>
</table>
Click the arrow next to each entry to mark any meals that were provided to you, at no cost, during the travel event.

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed, 07/03/2019</td>
<td>Pine Grove, Colorado (CO), United States</td>
<td>57.00 USD</td>
</tr>
<tr>
<td>Thu, 07/04/2019</td>
<td>Pine Grove, Colorado (CO), United States</td>
<td>38.00 USD</td>
</tr>
<tr>
<td>Fri, 07/05/2019</td>
<td>Pine Grove, Colorado (CO), United States</td>
<td>45.60 USD</td>
</tr>
</tbody>
</table>

Notice: When meals are marked in the Deductibles section, the system will automatically reduce the per diem to account for the provided meal.

When finished entering all meal deductibles, click the Add to Report button.
The meal per diem entries will be added to the expense report and displayed on the left side of the screen.

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Food Non-Per Diem Related

A department may reduce the meal per diem, with prior approval, using the Reimbursement at a Reduced Subsistence Allowance form. The traveler will complete this tile and attach the completed form along with any receipts.
1. **Date**: Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report.

2. **Spent**: Enter the total amount of the food non per diem related expense.

3. **Business Purpose**: Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the CR0027 Business Purpose help document for more detailed information.

4. **Description**: Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. **Personal Expense Charged on PCARD**: Select the check box if there are any personal expenses included on the transaction.

6. **Merchant**: This field will automatically populate if the expense was created from a UMB Pcard Expense transaction. Otherwise, enter the name of the merchant or leave blank.

7. **Add Banner Activity and/or Location**: Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity**: Click the drop-down box and select the appropriate value from the list.
   b) **Location**: Click the drop-down box and select the appropriate value from the list.

8. **Funding**: Select the proper funding for the expense.

9. **-Select-**: Tap anywhere in the field labeled -Select- and chose the appropriate account code.

10. **Add Attachments**: All expense types require adequate supporting documentation. See the CR0004 Upload and Attach Receipts help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

**Conference Registration / Training**

Registration fees to attend a conference or training are reimbursable. Agenda must be attached to the Expense Report. Conference lodging is allowed at the actual rate based on the itemized receipt. Documentation from the conference website listing accommodation details must be furnished with the Expense Report. If meals are included in the cost of registration fees, the meal must be reduced from the multiple day per diem tile in the Expense Report.
Conference Registration / Training

1. Date: 07/21/2019
2. Spent: 0.00 USD
3. Business Purpose
4. Description (Optional)
5. Personal Expense Charged on PCARD?
6. Merchant (Optional)
7. Add Banner Activity and/or Location?

Please type the funding you would like to search for in the box below. As you type, a drop down list of matching items will be displayed for selection.

Funding

8. Search for Funding
9. – Select –

10. Add Funding

Attachments (0)

Drag image here to upload Add Attachments
1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report.

2. **Spent:** Enter the total amount of the Conference Registration or Training expense.

3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the [CR0027 Business Purpose help document](#) for more detailed information.

4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.

6. **Merchant:** This field will automatically populate if the expense was created from a UMB Pcard Expense transaction. Otherwise, enter the name of the merchant.

7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.
   b) **Location:** Click the drop-down box and select the appropriate value from the list.

8. **Funding:** Select the proper funding for the expense.

9. **-Select-:** Tap anywhere in the field labeled -Select- and chose the appropriate account code.

10. **Add Attachments:** All expense types require adequate supporting documentation. See the [CR0004 Upload and Attach Receipts help document](#) for additional details.

Complete the expense tile form and click Save at the upper right side of the screen to continue.
Miscellaneous

Copies / Printing

Miscellaneous expenses incurred during travel to conduct official business may be reimbursable at the discretion of the Budget Officer based upon the business purpose. Any personal expenses incurred while in travel status will not be reimbursable.
1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report.

2. **Spent:** Enter the total amount of the copy or printing expense.

3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the CR0027 Business Purpose help document for more detailed information.

4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.

6. **Merchant:** This field will automatically populate if the expense was created from a UMB Pcard Expense transaction. Otherwise, enter the name of the merchant.

7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.
   b) **Location:** Click the drop-down box and select the appropriate value from the list.

8. **Funding:** Select the proper funding for the expense.

9. **-Select-:** Tap anywhere in the field labeled -Select- and chose the appropriate account code.

10. **Add Attachments:** All expense types require adequate supporting documentation. See the CR0004 Upload and Attach Receipts help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

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**Other Services**

Miscellaneous expenses incurred during travel to conduct official business may be reimbursable at the discretion of the Budget Officer based upon the business purpose. Any personal expenses incurred while in travel status will not be reimbursable. Items may include building space rentals, memberships, event tickets, banquet fees at a hotel, or international VISA fees.
1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report.

2. **Spent:** Enter the total amount of the other services expense.

3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the CR0027 Business Purpose help document for more detailed information.

4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.

6. **Merchant:** This field will automatically populate if the expense was created from a UMB Pcard Expense transaction. Otherwise, enter the name of the merchant or.

7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.
   b) **Location:** Click the drop-down box and select the appropriate value from the list.

8. **Funding:** Select the proper funding for the expense.

9. **-Select-:** Tap anywhere in the field labeled -Select- and chose the appropriate account code.

10. **Add Attachments:** All expense types require adequate supporting documentation. See the CR0004 Upload and Attach Receipts help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.
Miscellaneous / Other

Miscellaneous expenses incurred during travel to conduct official business may be reimbursable at the discretion of the Budget Officer based upon the business purpose. Any personal expenses incurred while in travel status will not be reimbursable. If the account code is not found in any other expense tile select this one and give a detailed description of the expense and the business purpose for it so we can determine which account code to use.
1. **Date**: Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report.

2. **Spent**: Enter the total amount of the miscellaneous expense.

3. **Business Purpose**: Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the CR0027 Business Purpose help document for more detailed information.

4. **Description**: Provide a detailed description of the item purchased. Any special circumstances or relevant details should be included in this field.

5. **Personal Expense Charged on PCARD**: Select the check box if there are any personal expenses included on the transaction.

6. **Merchant**: This field will automatically populate if the expense was created from a UMB Pcard Expense transaction. Otherwise, enter the name of the merchant.

7. **Add Banner Activity and/or Location**: Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity**: Click the drop-down box and select the appropriate value from the list.
   b) **Location**: Click the drop-down box and select the appropriate value from the list.

8. **Funding**: Select the proper funding for the expense.

9. **-Select-**: Tap anywhere in the field labeled -Select- and chose the only account code.

10. **Add Attachments**: All expense types require adequate supporting documentation. See the CR0004 Upload and Attach Receipts help document for additional details.

Complete the expense tile form and click **Save** at the upper right side of the screen to continue.

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Itemization

Only the expense tiles that display can be used. Use this tile when the receipt has more than one expense on it with two different account codes. Select an account code on the header form that will match at least one expense you are itemizing.
1. **Date:** Click the calendar icon to select the date for the expense. This should be the date the expense was incurred. Note: this date must be within the date range listed on the header of the expense report.

2. **Spent:** Enter the total amount of all expenses included on the invoice or receipt.

3. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University’s goals. See the CR0027 Business Purpose help document for more detailed information.

4. **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.

5. **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the transaction.

6. **Merchant:** This field will automatically populate if the expense was created from a UMB Pcard Expense transaction. Otherwise, enter the name of the merchant.

7. **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.
   a) **Activity:** Click the drop-down box and select the appropriate value from the list.
   b) **Location:** Click the drop-down box and select the appropriate value from the list.

8. **Funding:** Select the proper funding for the expense.

9. **-Select-:** Tap anywhere in the field labeled -Select- and chose the appropriate account code.

10. **Add Attachments:** All expense types require adequate supporting documentation. See the CR0004 Upload and Attach Receipts help document for additional details.

Click the Itemize button located in the upper right hand corner of the form.
Select the proper expense tile for the first item(s). The corresponding expense form will open.
Enter the appropriate amount in the **Spent** field, complete the remaining expense form fields, and select the appropriate account code for the item(s). Click the **Save** button located in the upper right corner of the form.
The Add Itemization screen will appear. Notice the **Total Amount** and **Remaining** fields. The system requires for transactions to be fully itemized. Select the proper expense tile for the next item(s). The corresponding expense form will open.
Enter the appropriate amount in the **Spent** field, complete the remaining expense form fields, and select the appropriate account code for the item(s). Click the **Save** button located in the upper right corner of the form.
When the expense has been fully itemized, the expense will appear on the left side of the screen.

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When the expense has been fully itemized, the expense will appear on the left side of the screen.