How to Create an **EXPENSE REPORT** for beginners?

Creating an Expense Report : Click on the Create icon

emburse chromeriver

⌂ ⊙ ⚙ **Marcus Jacob** ⌄
Andrews University

📁 **eWallet**

Unused Items

0 Credit Card Items

0 Receipts

📇 **Expenses**   ➕ Create

| **0** | **0** | View All |
| Draft | Returned | Submitted |

✓ **Pre-Approval**   ➕ Create

| **0** | **0** | View All |
| Draft | Returned | Submitted |

Last Login on 06/27/2024 at 12:02 AM

PNC and Emburse card transaction submissions due, through Chrome River, by the 10th of the month subsequent to the month of the transaction date.

Andrews
University

CONTACT

For Expense reimbursement and Invoice assistance, please contact:

Chrome River Travel & Expense support	**Accounting Questions**	**AU Financial Policies**
Marcus Jacob	Esther Lonto	www.andrews.edu/go/finpolicy
TREXP@andrews.edu	financialrecords@andrews.edu	

NOTICES

REMINDER: Mobile Device access

The Emburse Chrome River mobile app is available for download from the Apple App Store (iPhone / iPad) or Google Play (Android). This app provides quick and easy receipt capture and upload capability to your Chrome River eWallet.

REMINDER: Emailing Receipts to Your Account

Use the 'Snap and Send' feature to quickly load receipt images to your account. Simply take a photo of one or more receipts and email them to receipt@ca1.chromeriver.com . The receipts will then be available within your Receipt Gallery. Be sure to send the email from an email account that is registered with Chrome River. Your company email address is already registered and you can easily add other addresses via the Preferences menu.

HELP

The Header of the Expense Report : Fill in the details

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? ⚙ Marcus Jacob ⌄
Andrews University

← Expenses For
Marcus Jacob

Cancel   Save

💬 0 Comments   📎 0 Attachments   ⓘ

DATE   EXPENSE   SPENT   PAY ME 📎 💬 ⚠

Expenses For Marcus Jacob

Report name is the name of the Trip made, or a monthly report of all expense made.

Import from Pre-Approval
Optional   **IMPORT PRE-APPROVAL**

Report Name

Person Classification
Optional   Staff

If it is a Trip Expense Report, select the start and end date of the Overnight Trip.
If it is a monthly expense report of various expense, that are not trip related, select the start and end date of the pertaining month.

Start Date   📅

End Date   📅

Fiscal Year
Optional   FY 24-25   ▼   FY 24-25

Business Purpose must describe the report in general.

Business Purpose

Expense Report   Total Pay Me Amount
                        0.00 USD   Submit

Completed Form: This is an Example of an Overnight TRIP Report

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← Expenses For
Marcus Jacob

San Diego, CA : Bible Conference/Seminar

🗨 0 Comments   📎 0 Attachments

DATE	EXPENSE	SPENT	PAY ME

Click on Save once completed

Cancel | Save

Expenses For Marcus Jacob

Import from Pre-Approval	IMPORT PRE-APPROVAL
Optional	
Report Name	San Diego, CA : Bible Conference/Seminar
Person Classification	Staff
Optional	
Start Date	11/10/2024 📅
End Date	11/18/2024 📅
Fiscal Year	FY 24-25 ▾
Optional	
Business Purpose	Attending the Biblical Theological Seminary Meeting: Presenting a paper, Re

As seen in this example,

The start date of your trip should be the first day of your trip, and the return date should be the last day of your trip.

Expense Report	Total Pay Me Amount	Submit
	0.00 USD	

Report Ready: You can Edit or Delete the report header if needed.

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Expenses For
Marcus Jacob

PDF ▾ | Images

Edit or Delete the report ➝ Delete | Edit

San Diego, CA : Bible Conference/Seminar ⓘ

💬 0 Comments   📎 0 Attachments

DATE	EXPENSE	SPENT	PAY ME 📎 💬 ⚠

Expenses For Marcus Jacob

Report Name	San Diego, CA : Bible Conference/Seminar
Person Classification	Staff
Start Date	11/10/2024
End Date	11/18/2024
Fiscal Year	FY 24-25
Business Purpose	Attending the Biblical Theological Seminary Meeting: Presenting a paper, Representing AU

You have not added any expenses.

➕ Add Expense

Pre-Approval Expense Summary

Import from Pre-Approval   ADD PRE-APPROVAL REPORT

Comments (0)

Expense Report	Total Pay Me Amount	Submit
010038392600	**0.00** USD	

Report Title : Add Expenses made on this trip – Click Create New

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← Expenses For
Marcus Jacob
≡ ⊕

San Diego, CA : Bible Conference/Seminar ⓘ
💬 0 Comments   📎 0 Attachments

| DATE | EXPENSE | SPENT | PAY ME | 📎 | 💬 | ⚠ |

Click on any one of the icons highlighted in red outline.

You have not added any expenses.

➕ Add Expense

Add Expenses

📄 Create New

eWallet

All

Trips

Cash Advance

Credit Card

Offline

Authorization

Recycle Bin

eReceipts

Receipt Gallery

All Items   All | Merged

Sort ▾   Group by: None ▾   ☐

There are no items available.

Delete   Add

Expense Report
010038392600

Total Pay Me Amount
0.00 USD

Submit

Add an Expense to your Report

Expenses For
Marcus Jacob

San Diego, CA : Bible Conference/Seminar
0 Comments   0 Attachments

DATE	EXPENSE	SPENT	PAY ME

Arrows on the Tiles indicate additional account options.

When clicking the arrow, a drawer with additional options will appear.

These Tiles indicate Account Number or Expense Type.

To locate your expense account number or expense type, select the tile most closely associated with your expense.

Add Expenses

- Create New

eWallet
- All
- Trips
- Cash Advance
- Credit Card
- Offline
- Authorization
- Recycle Bin

eReceipts
- Receipt Gallery

AIR TRAVEL | GROUND TRANSPORTATION | HOTEL | TRAVEL-OTHER | MEALS / ENTERTAINMENT

TELECOM | SUPPLIES | DUES / FEES | PROFESSIONAL DEVELOPMENT | RESEARCH

ADVERTISING / PROMO / STUDENT RECRUITING | EQUIPMENT | FACILITY EXPENSE | STUDENT ACTIVITIES / TRIPS | ADMINISTRATIVE

SPECIAL DEPARTMENTAL EXPENSE | SOFTWARE / WEB SERVICE | ADVANCE TRAINING | CYE | MISCELLANEOUS

CAPITAL | STUDENT CLUB ACCOUNTS | ITEMIZATION | CASH ADVANCE

Expense Report
010038392600

Total Pay Me Amount
0.00 USD

Submit

Report Ready when all expense have been entered

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← Expenses For
Marcus Jacob

PDF ⌄ | Images | Delete | Edit

San Diego, CA : Bible Conference/Seminar ⓘ

💬 0 Comments 📎 0 Attachments

Expenses For Marcus Jacob

DATE	EXPENSE	SPENT	PAY ME 📎 💬 ⚠

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You have not added any expenses.

➕ Add Expense

Pre-Approval Expense Summary

Import from Pre-Approval | ADD PRE-APPROVAL REPORT

Comments (0)

Expense Report
010038392600

Total Pay Me Amount
0.00 USD

Submit

Thank You !!

Contact Marcus Jacob at
trexp@andrews.edu for queries or questions.