Creating a Non-Travel Expense Report

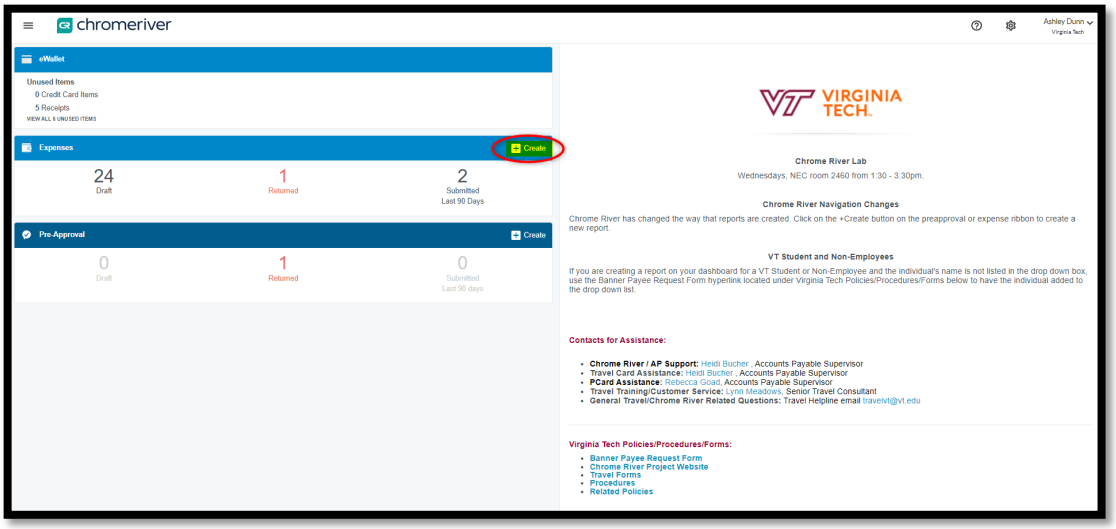
Chrome River has implemented the option to select a Non-Travel Report Type. Non-Travel Reimbursements will take the place of HokieMart Reimbursements. A reimbursement is when an individual purchases goods or services with their own money, on behalf of the university for an event, class, etc. For an individual to be reimbursed, the original receipt with the business expenses, and personal expenses excluded, is required for upload into the Chrome River Non-Travel Expense Report.

Follow the step-by-step process of how to create a Non-Travel Report. This example will show how to create a Non-Travel Expense Report from start to finish with a receipt for a Membership Fee for an Employee.

If you need to reimburse an employee, use their dashboard. You will need to be set up as delegate for the employee prior to entering a reimbursement for them (see Assigning and Removing Delegates under training documents https://www.controller.vt.edu/resources/travel/chrome-river.html).

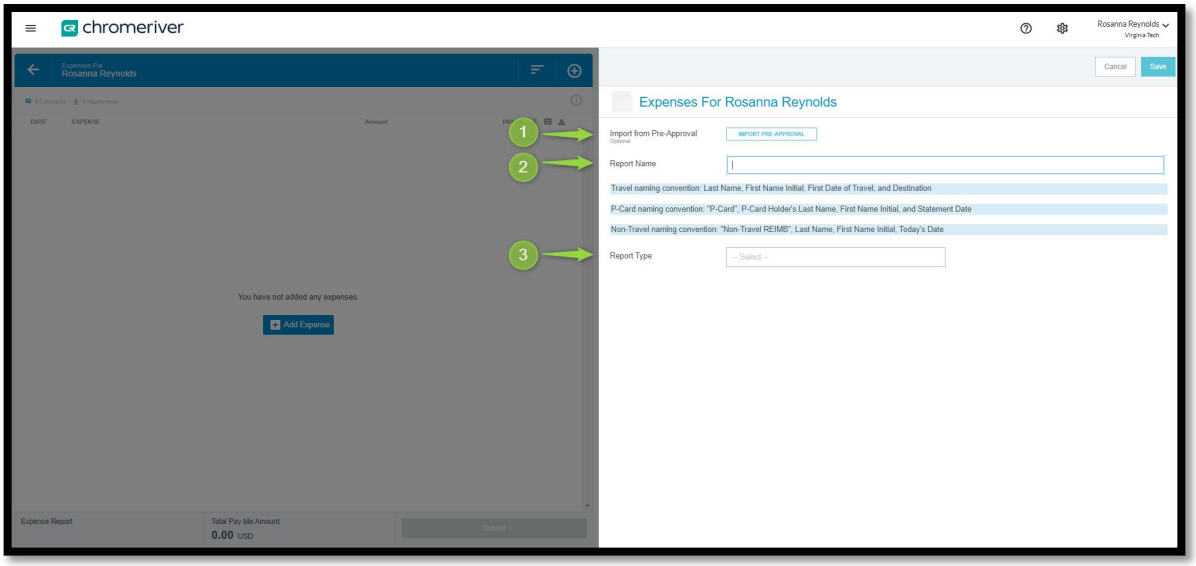
If you need to reimburse a student or non-employee, use your dashboard.

Creating Non-Travel Expense Report:



- Select the “Create” button on the Expense Ribbon.

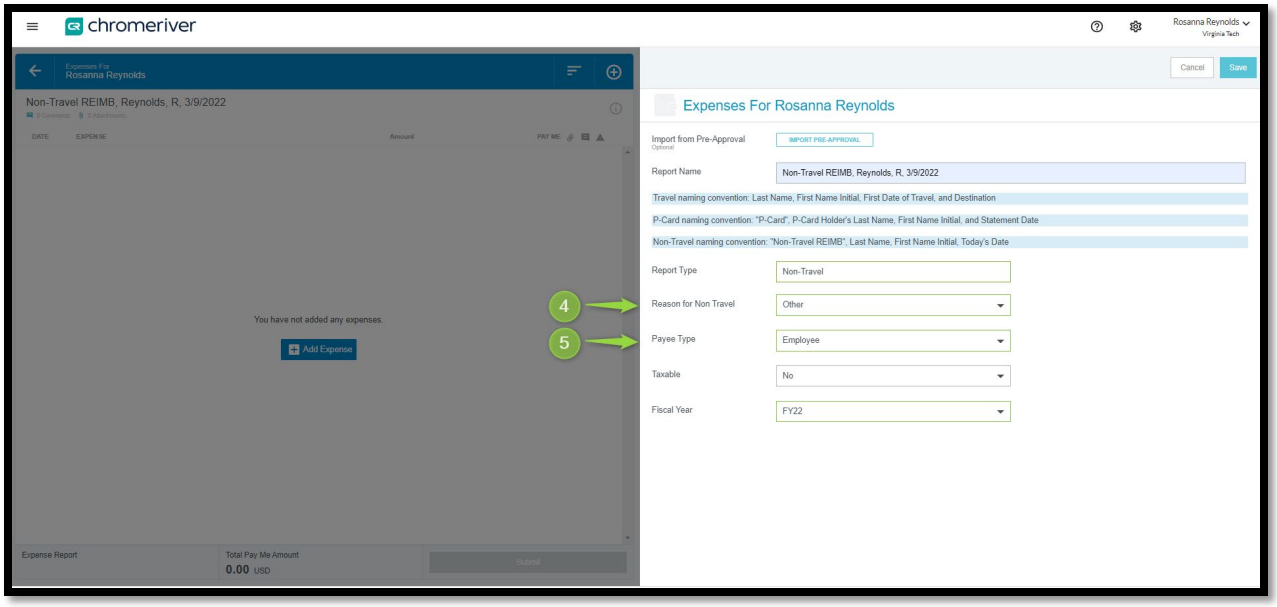
Non-Travel Expense Report Header:



1. **Import from Pre-Approval**: No preapprovals will be used for Non-Travel Reimbursement expenses. Do not click the import pre-approval button.

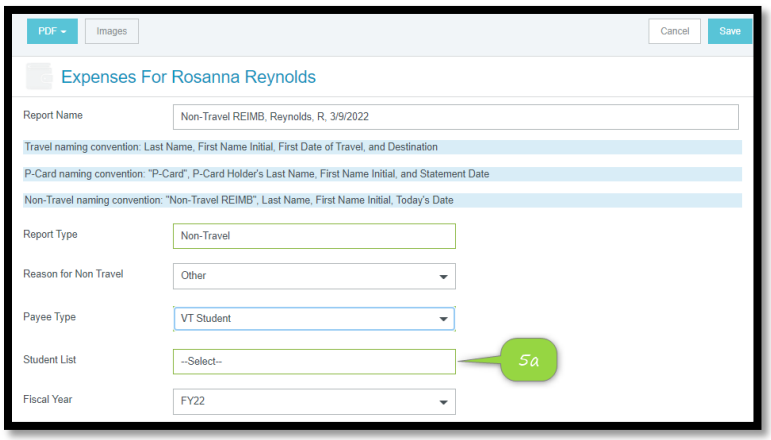
2. **Report Name**: Insert "Non-Travel REIMB", Last Name, First Initial, Current Date Report is created.

3. **Report Type**: Select Non-Travel.



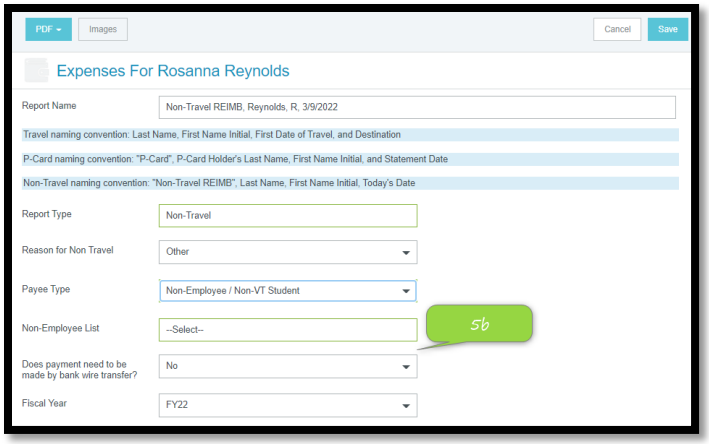
4. **Reason for Non-Travel**: Click the dropdown field to select the reason for non-travel expenses. The options include Athletic Other, Athletic Recruiting, Athletic Related Travel, Athletic Team, Business Meals and Refreshments, Human Subject Participant Payment, Other, and Tuition Reimbursement.
    a. **OTHER is chosen in this example.**

5. **Payee Type**: Select VT Student, Non-Employee/Non-VT Student, or Employee.
    a. **VT Student List**: If VT Student is selected, a list will appear with the available names to choose by typing either the Name or ID# of the individual.



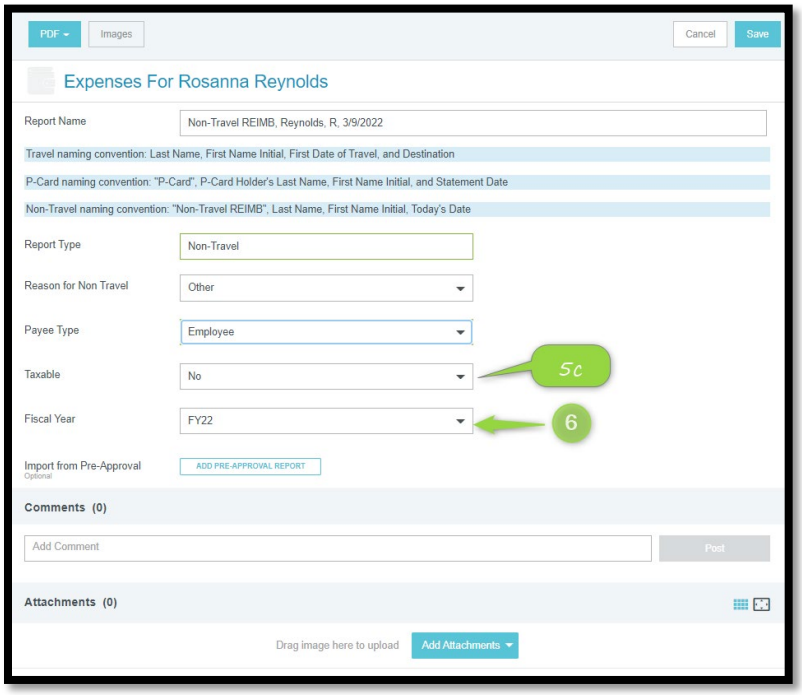
- If the student is not available in the drop-down list, a *Banner Payee Request Form* must be completed, and the student must be enrolled in Direct Deposit for payment.

    b. **Non-employee/ Non-VT Student List**: If Non-Employee is selected, a list will appear with the available names to choose by typing either the Name or ID# of the individual.



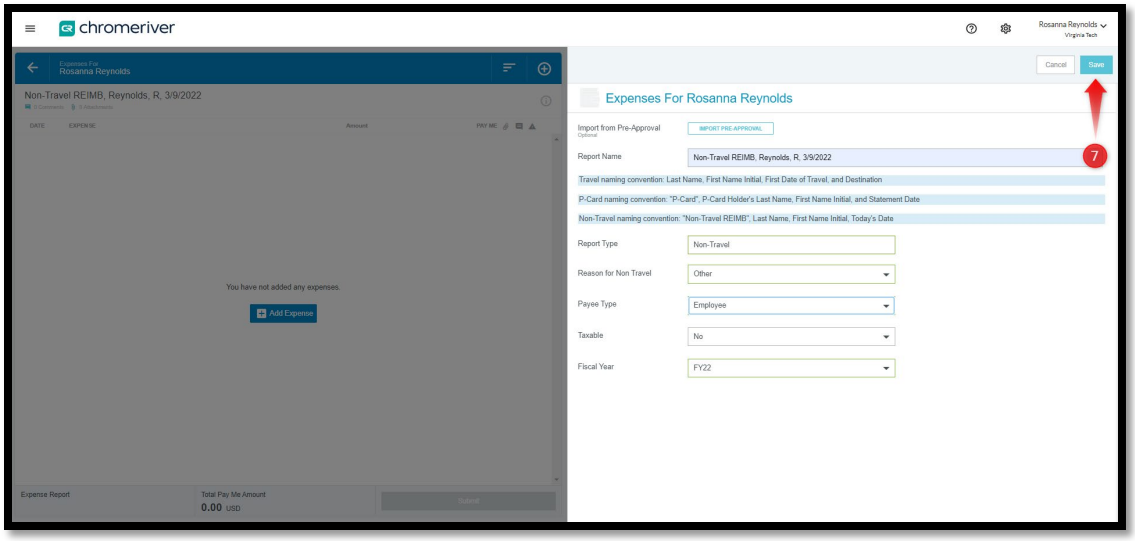
- If the individual is not available in the drop-down list, a *Banner Payee Request Form* must be completed.
- **Does Payment need to be made by bank wire transfer?** Select "Yes" or "No". We will send international bank wire transfers but not domestic wires.

c. **Employee**:

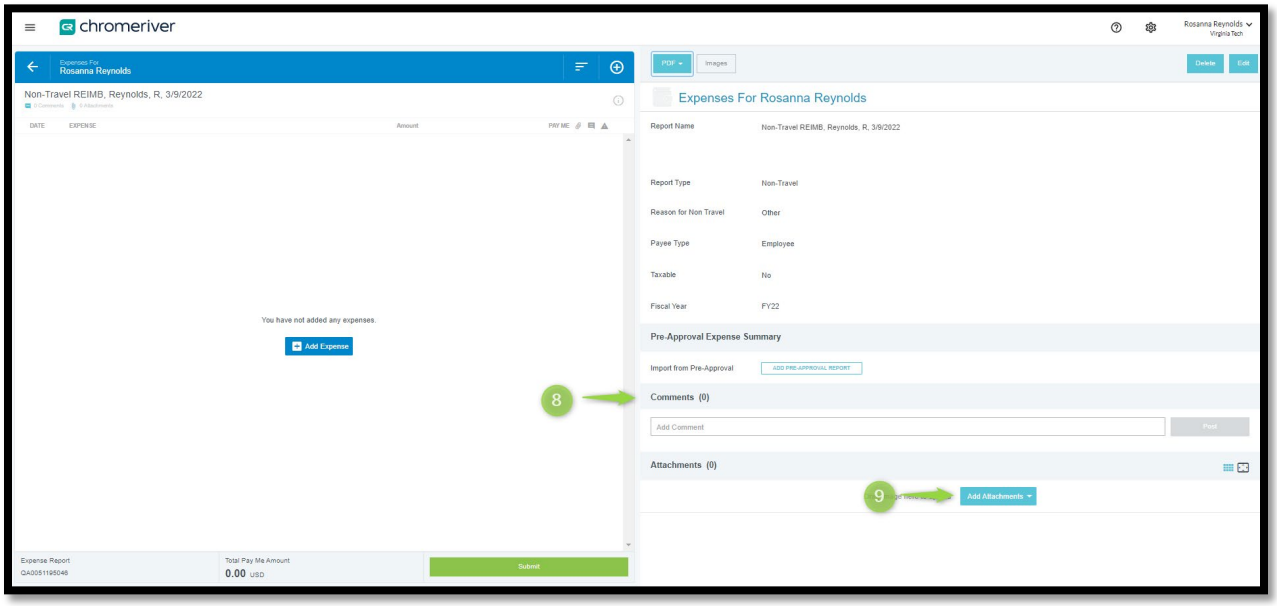


- **Taxable**: Select "Yes" or "No" as to whether or not this report would be taxable. (Note: Examples of taxable transactions are Overtime Meals, or expenses over 365 days old.)

6. **Fiscal Year**: If this expense is to be charged outside of the current FY, select the next FY.

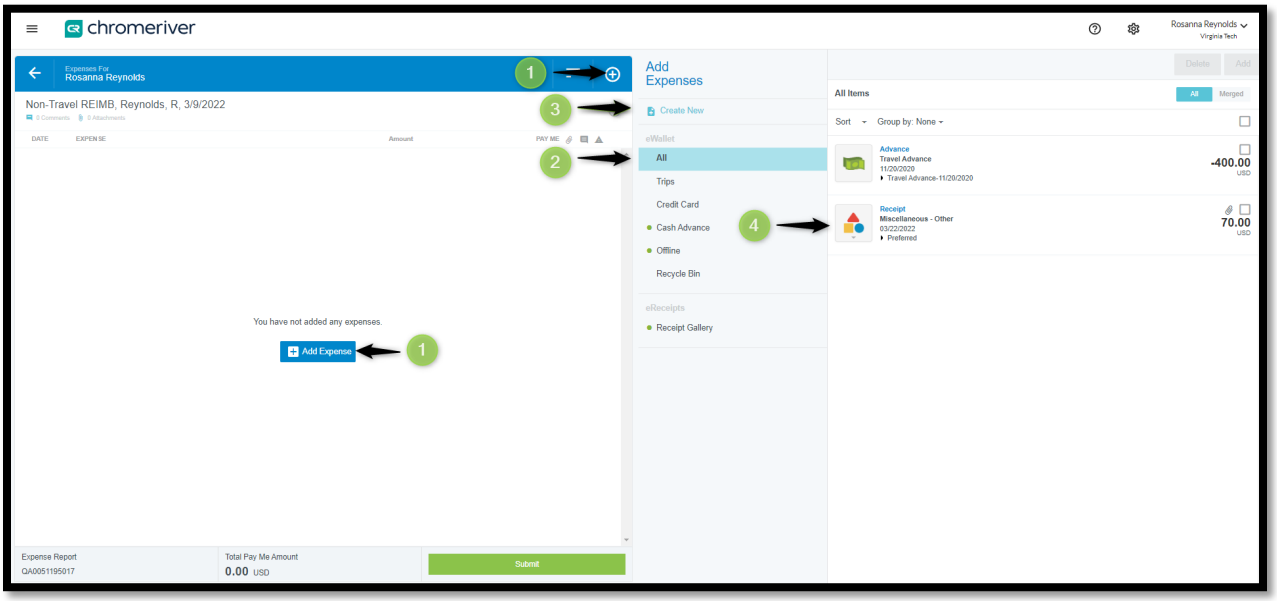


7. **Save** Report Header.



8. After saving the report header, a comment can be made for additional information.
9. To add documents at the header level (i.e. an itinerary) select **Add Attachments** here.

Non-Travel Expense Report - Expense Types:

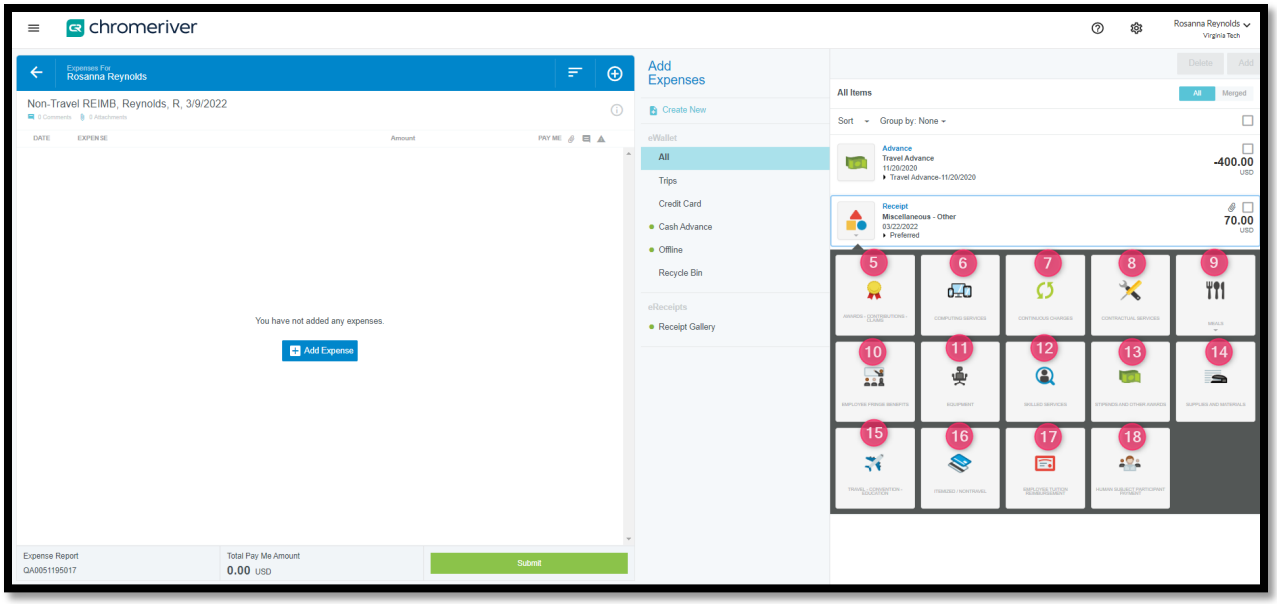


1. **Expense Add Button**: Click on this button to bring up the list of expenses on the right-hand side of the page.
   a. Additionally, if no expense has been added to a report yet, you can click the "+Add Expense" button on the left-hand side of the page.

2. **All**: By default, a list of all the receipts that have been uploaded to the Dashboard Owner automatically appear.

3. **Create New**: If no receipts have been uploaded, select "Create New" to bring up a list of expense types (same expenses that are described below).

4. **Receipt**: Select on the icon next to the receipt name to bring up a list of expenses types.



Notice: An image of the receipt attached to this expense appears on the left-hand side of the page. These categories are also known in Chrome River as "Mosaics" and subcategories are known as "Tiles". **Choose an expense category from #5-#18.**

5. **Awards-Contributions-Claims:** Use this category for services such as tuition and training aids.

6. **Computing Services:** Use this category for computing services such as computer software maintenance services.

7. **Continuous Charges:** Use this category for ongoing charges such as mini-storage unit rentals.

8. **Contractual Services:** Use this category for expenses of postage, shipping, membership fees, etc.

9. **Meals:** Use this category for local meals such as Overtime Meals, Refreshments, and Business Meals for which travel wasn't required. Travel meals should be entered using the travel report type.

10. **Employee Fringe Benefits:** Use this category for expenses such as Medical/Hosp. Insurance for Graduate Students.

11. **Equipment:** Use this category for expenses such as educational equipment.

12. **Skilled Services:** Use this category for expenses such as current student org charges.

13. **Stipends and Other Awards:** Use this category for expenses such as an Employee Awards Program

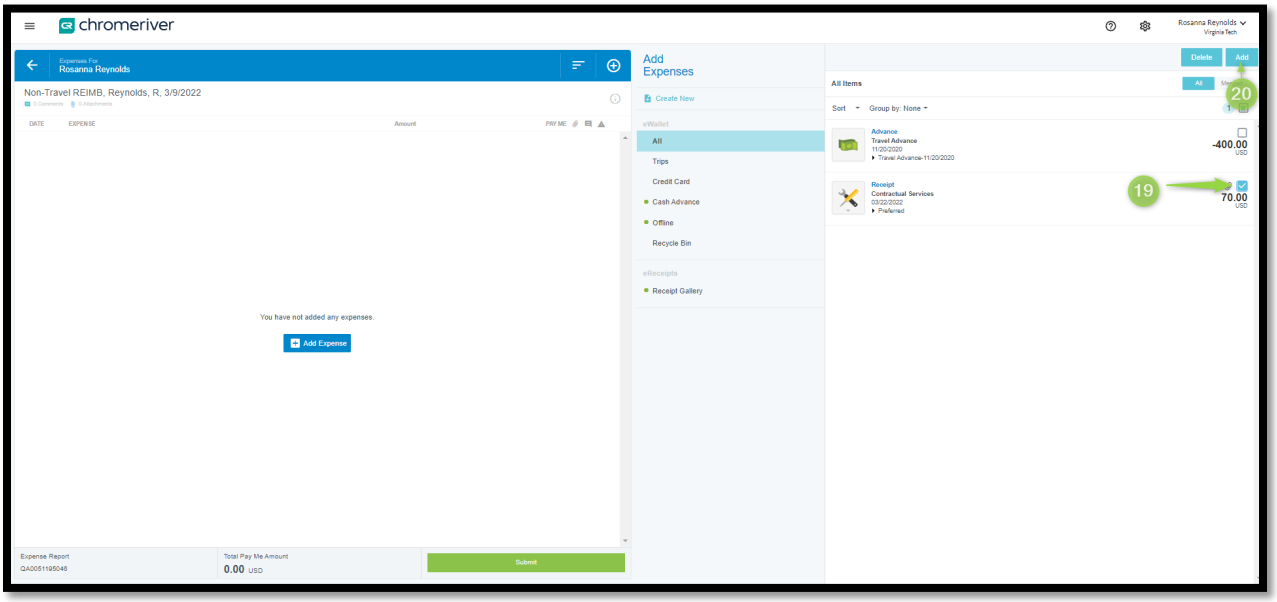
14. **Supplies and Materials:** Use this category for supplies and materials expenses such as office supplies, lab supplies, etc.

15. **Travel-Convention-Education:** Use this category for expenses such as virtual conference registration fees.

16. **Itemized/Non-Travel:** Use this mosaic when you need to itemize a single receipt transaction into multiple expense types, account codes or activity codes.

17. **Employee Tuition Reimbursement:** This expense category should only be used when in the Expense Header, *Reason for Non-Travel* field is selected for Tuition Reimbursement.

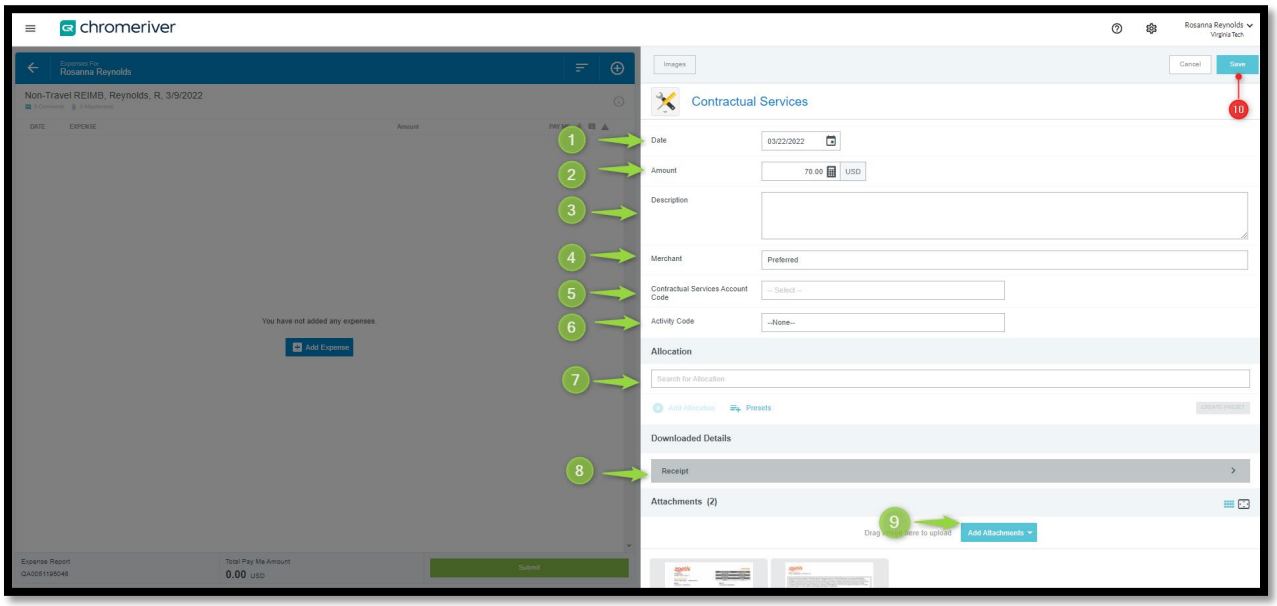
18. **Human Subject Participant Payment:** This expense category should only be used when in the Expense Header, *Reason for Non-Travel* field is selected for Human Subject Participant Payment.



19. After clicking on the expense category, check the box of the expense you wish to allocate. **Note:** This step only applies if a receipt was uploaded first.

20. **Add:** Select this button to begin the allocation process. **Note:** This step only applies if a receipt was uploaded first.

Non-Travel Report Expense Types- Adding Information to Expense:



1. **Date**: Insert the correct date for the receipt.

2. **Amount**: Enter the amount of the expense type. Note: If the expense amount is not in USD, click the button with USD on it to select the correct currency from a pre-populated list.

3. **Description**: Details of what the non-travel expense is and business purpose for the expense should be included in the description field.

4. **Merchant:** Enter the Merchant's Name the expense or receipt came from.

5. **Account Code**: Choose from the list of available Account Codes pertaining to the Non-travel Expense Category.
    a. In the picture shown, the expense category selected is Contractual Services and the account code to select is 12210.

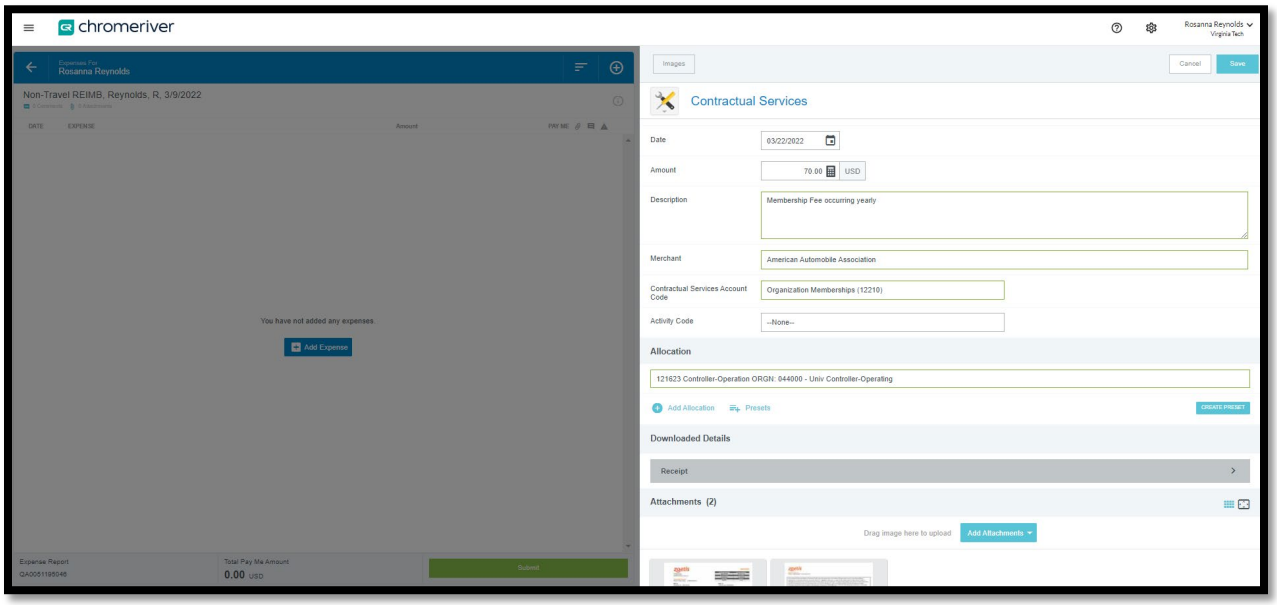
6. **Activity Code**: Choose from the list of available Activity Codes. If no Activity codes are needed, then keep the default of "None".

7. **Allocation**: Select the funding for this expense. Funds can be searched by typing in the name or fund number. See Non-Travel Expense Report- Allocation (Funding) when more than one fund needs to be split for an expense.

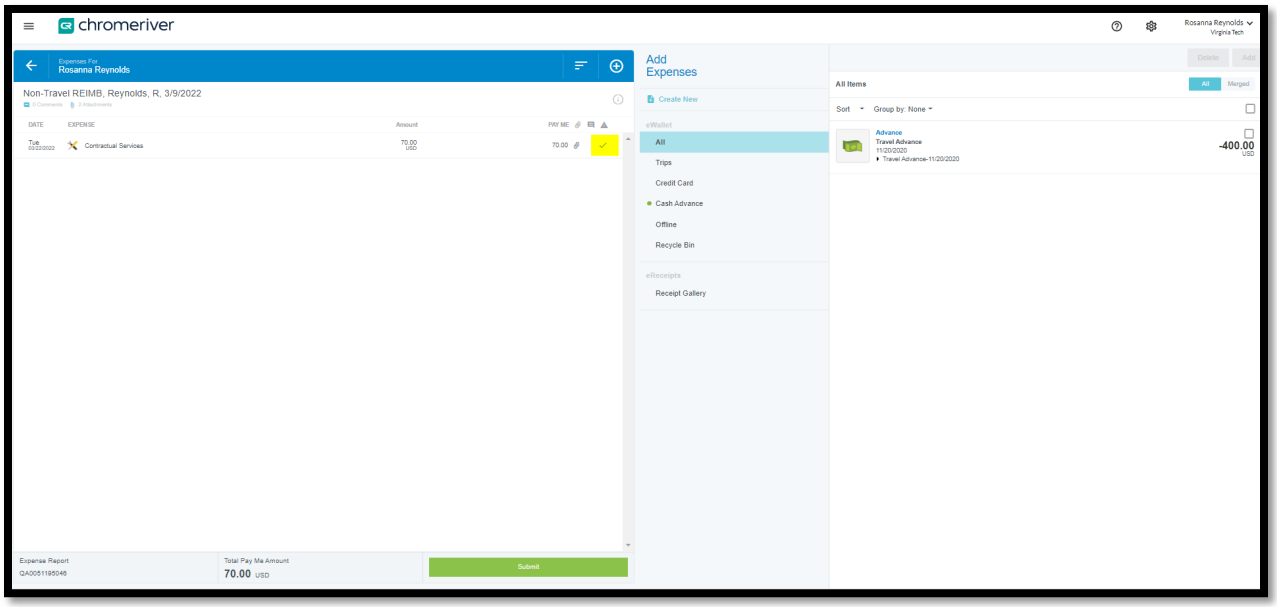
8. **Downloaded Details/Receipt**: Unhide this tab to view the information that was submitted along with the receipt.

9. If additional documentation is needed for the expense, click Add Attachments.

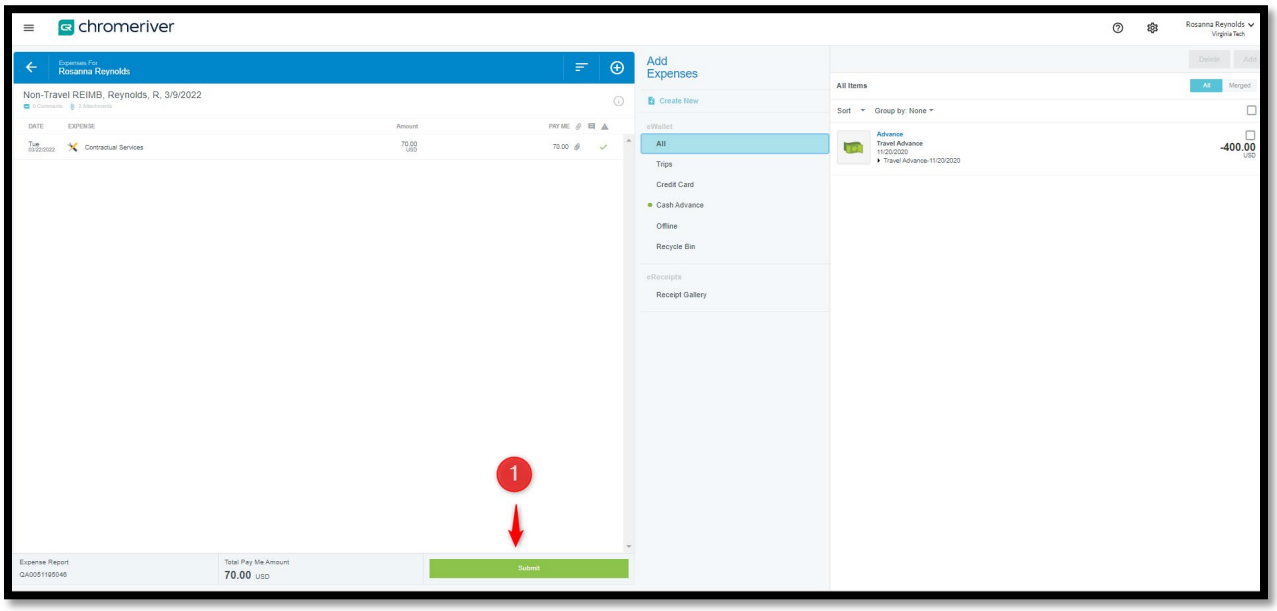
10. Save: Select this button to save the information entered.



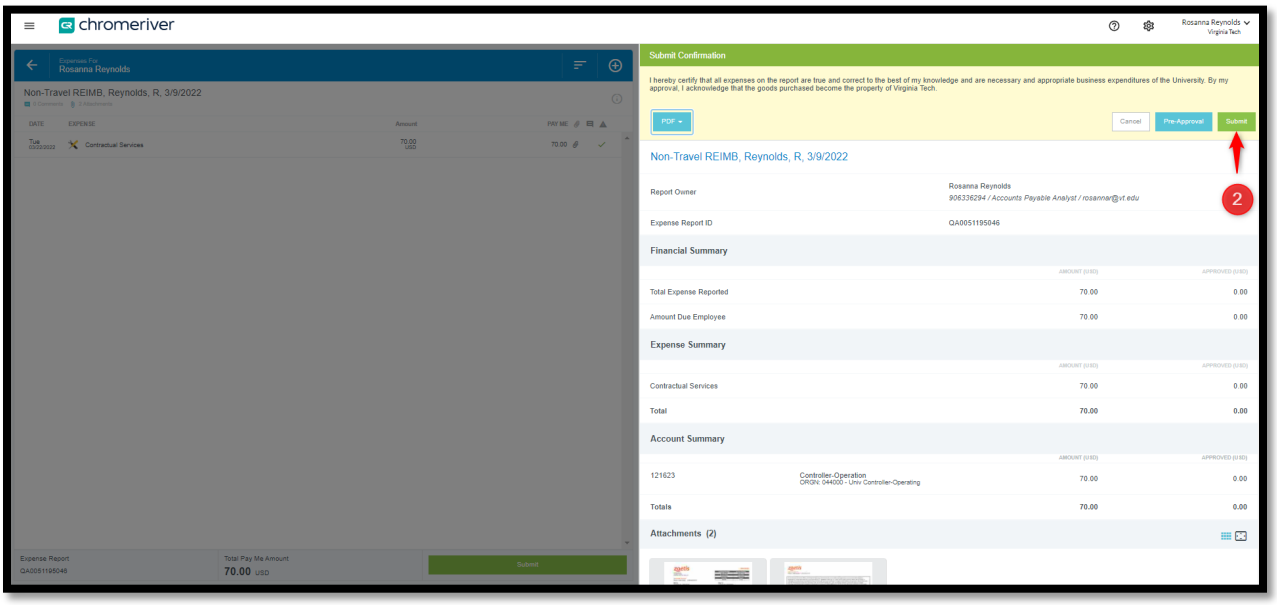
For the pictured example, the *Contractual Service*s expense type was selected due to a Membership fee. In the description field, it was noted the expense was a membership fee, and should include the business purpose for the expense. The Account Code for Organization Memberships is 12210. An activity code was not selected, and the allocation (funding) was entered to the proper fund. A receipt was attached, and can be saved. The green check mark (highlighted in picture below) in the expense line row on the left-hand side tells the user the expense is correct.



Submit Non-Travel Expense Report:



1. **Submit**: After all the expenses' line items have been added to the expense report, select "Submit".



2. Select "Submit" again to send the Non-Travel Expense Report through the Approval Process.