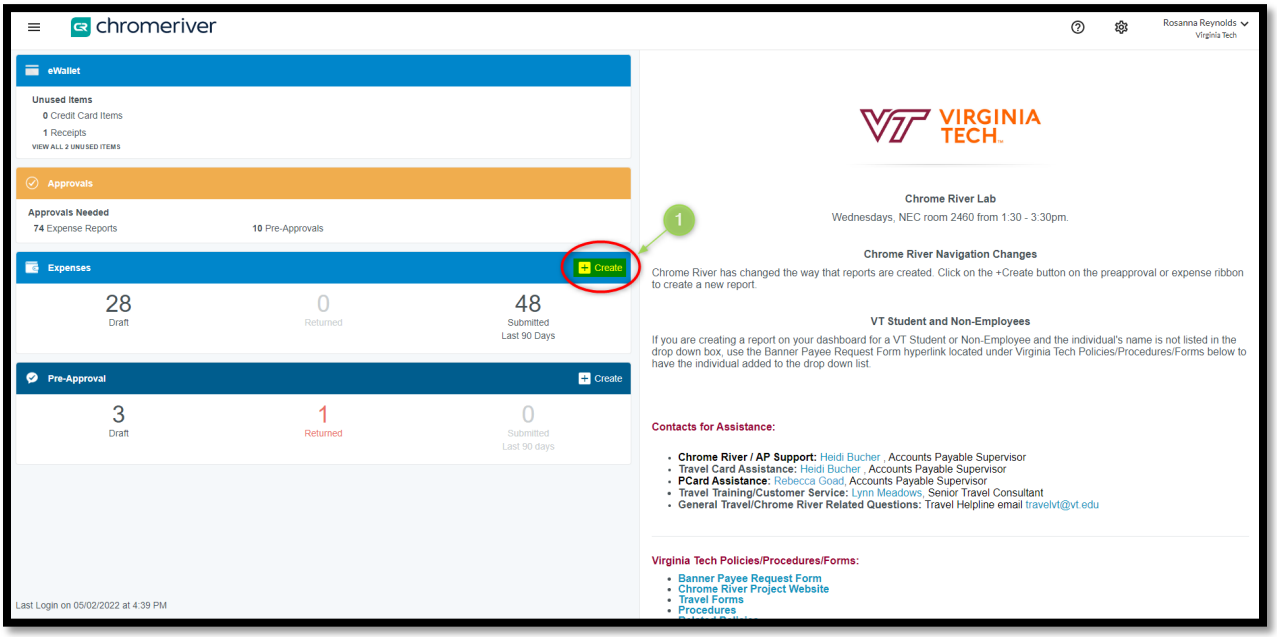
Itemized Non-Travel Expense:

Split Account Codes or Activity Codes

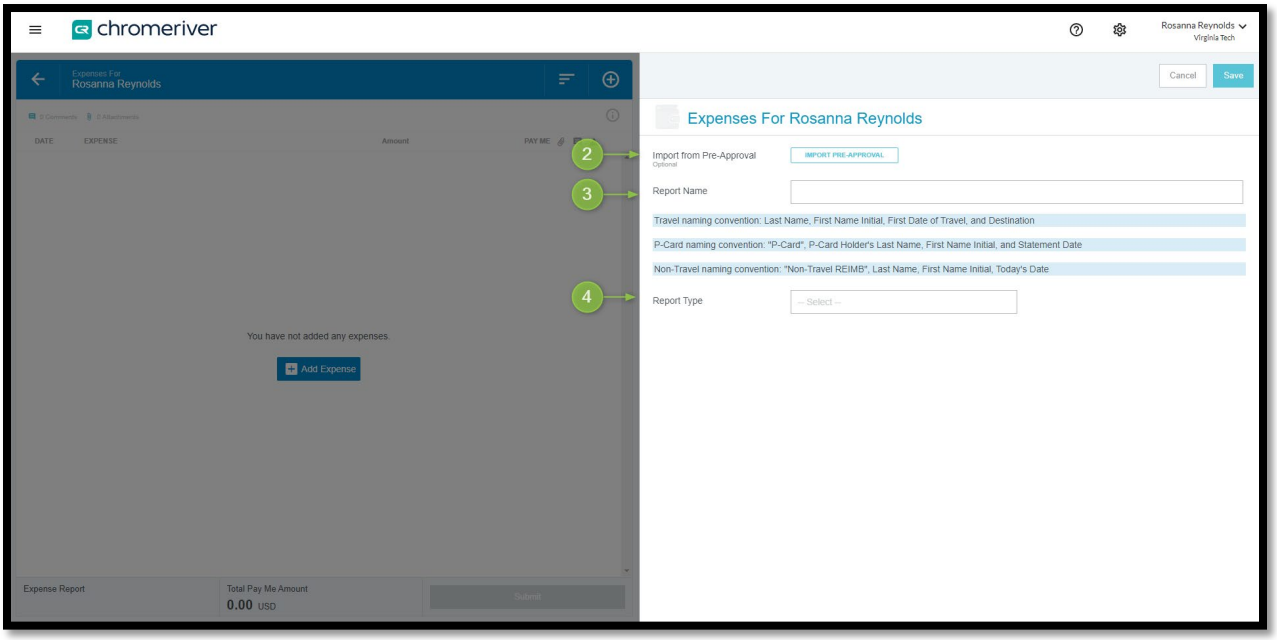
In the event a receipt has two separate transactions, such as a virtual conference and an annual membership fee, and the receipt needs to be split using two different expense types using two different account codes and/or activity codes. Follow the step by step instructions on how to complete these within the Chrome River system.

Creating a Non-Travel Expense Report:



1. Select the “Create” button on the expense ribbon

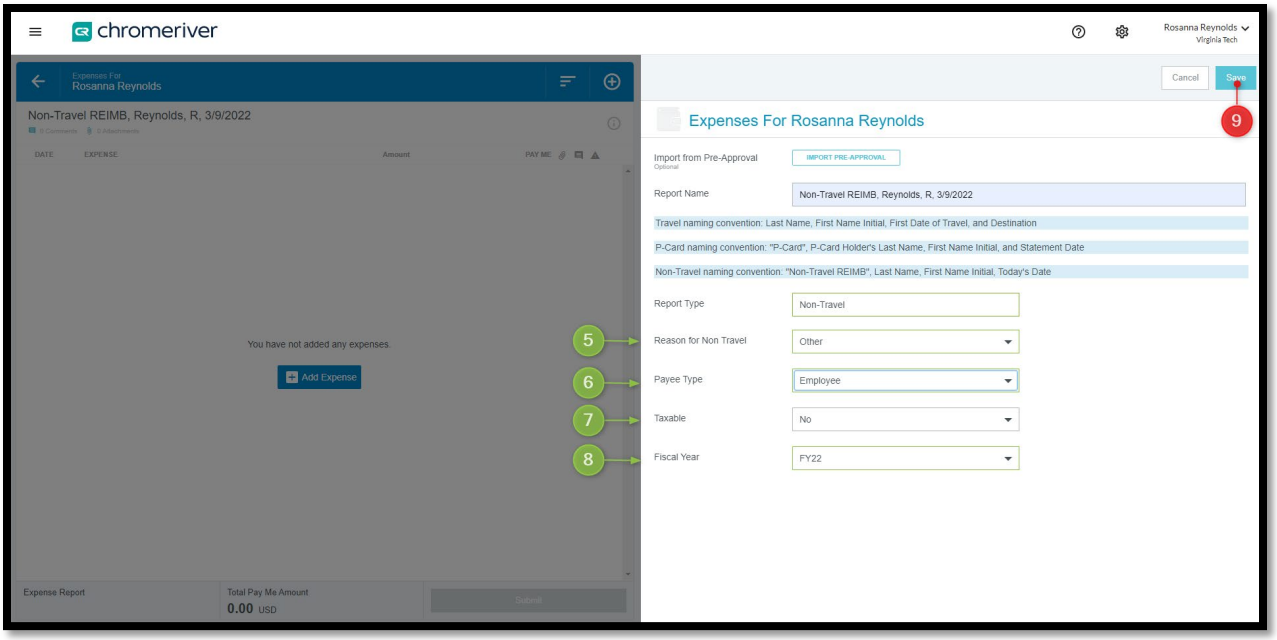
Non-Travel Expense Report Header:



2. **Import from Pre-Approval**: No preapprovals will be used for Non-Travel Reimbursement expenses. Do not click on Import from Pre-Approval button.

3. **Report Name**: Insert "Non-Travel REIMB", Last Name, First Initial, Current Date Report is created. Note: If Payee Type (Step #6), other than Dashboard Owner's Name (Employee), is selected, the Report Name must contain the payee's last name and first initial.

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



5. **Reason for Non Travel**: Use the dropdown field and select Other.

6. **Payee Type**: Select Employee from the drop-down list.

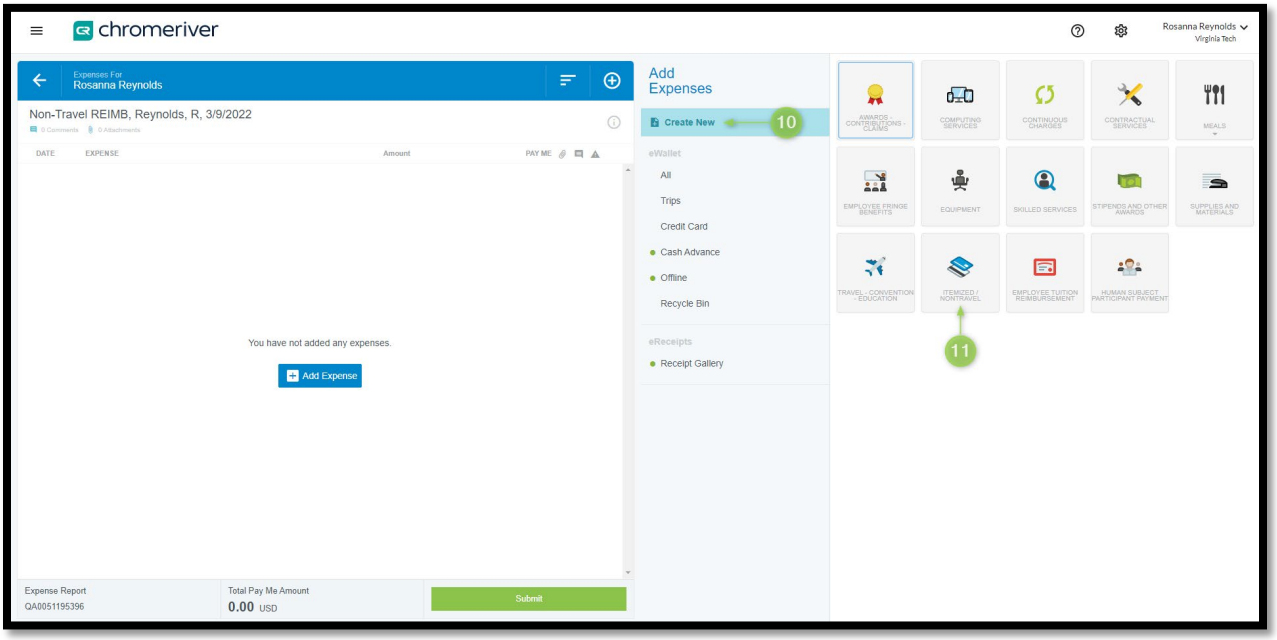
7. **Taxable**: Select “Yes” or “No” as to whether or not this report would be taxable. (Note: A report would be only taxable if the Overtime Meals expense type was selected, or if the expenses are over 365 days old.)

8. **Fiscal Year**: Defaults to the current fiscal year (ex. FY22)

9. **Save**: Click on this button to save the changes to the header.

You can get back to the header by clicking the report name in the top left-hand portion (under the blue ribbon) on the page.

Add the Expense Type to Non-Travel Expense Report:



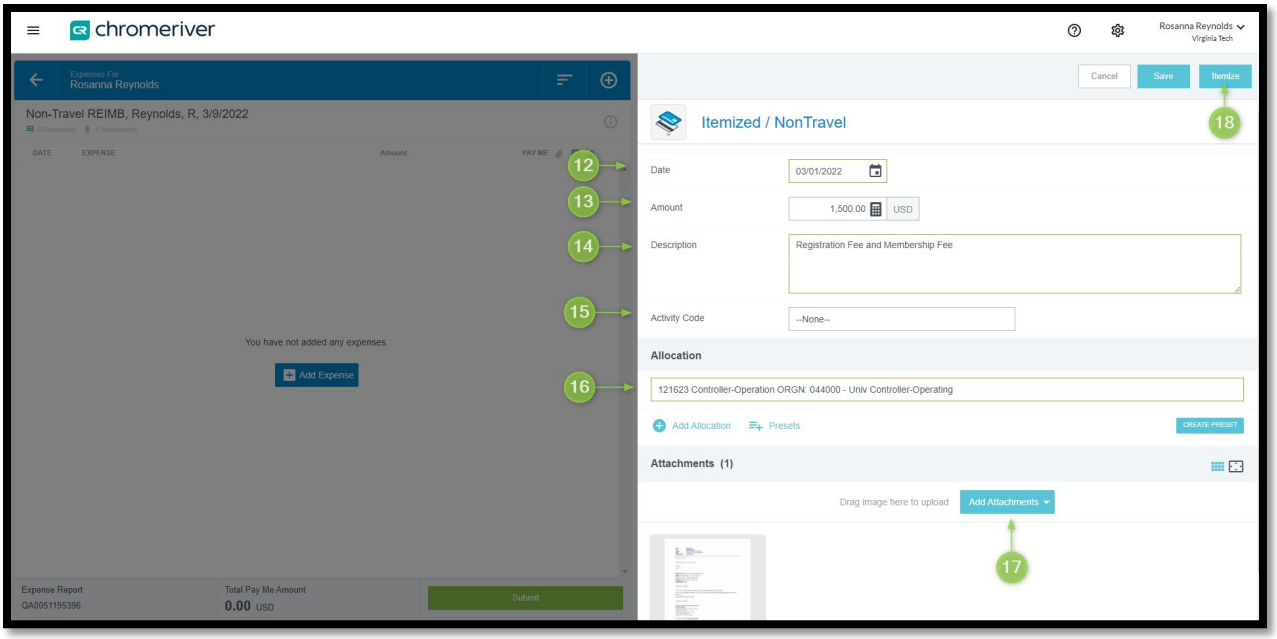
10. **Create New**: If no receipts have been uploaded, select "Create New" to bring up a list of expense types (same expenses that are described below).

11. Choose the category expense type. Click the Expense Category (or Mosaic) called "Itemized/ Non-Travel".

Adding Information to "Itemize Non-Travel" Expense Type:

The expense type Itemized/Non-Travel was selected because the receipt on hand needs to be split between either the account codes or the activity codes.

In this example, an employee has one receipt. The employee paid for a Virtual Conference and an annual membership fee and needs two different account codes and activity codes to be used.



12. **Date**: Insert the correct date of the receipt.

13. **Amount**: Enter the total amount of the receipt expense. 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.

14. **Description**: Details of the expense should be included here. Shown here, “Registration Fee and Membership Fee” is typed into the field.

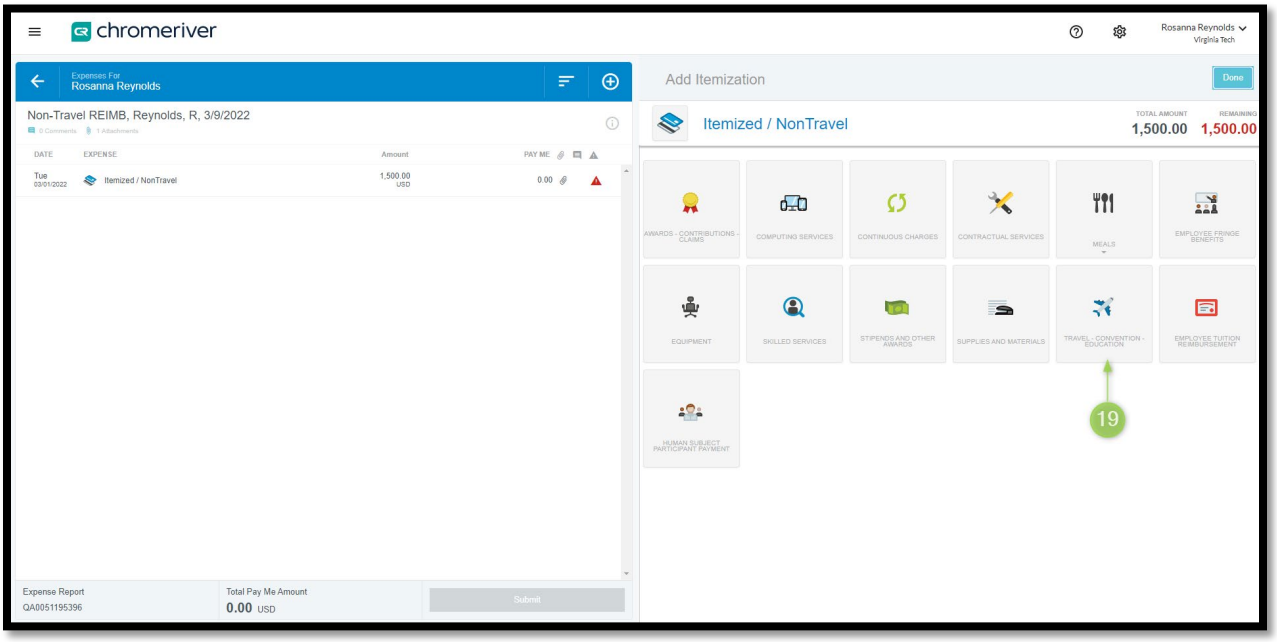
15. **Activity Code**: Choose from the list of available Activity Codes. If no Activity codes are needed, then keep the default of “None”.

16. **Allocation**: Select the funding for this expense. Funds can be searched by typing in the name or fund number.

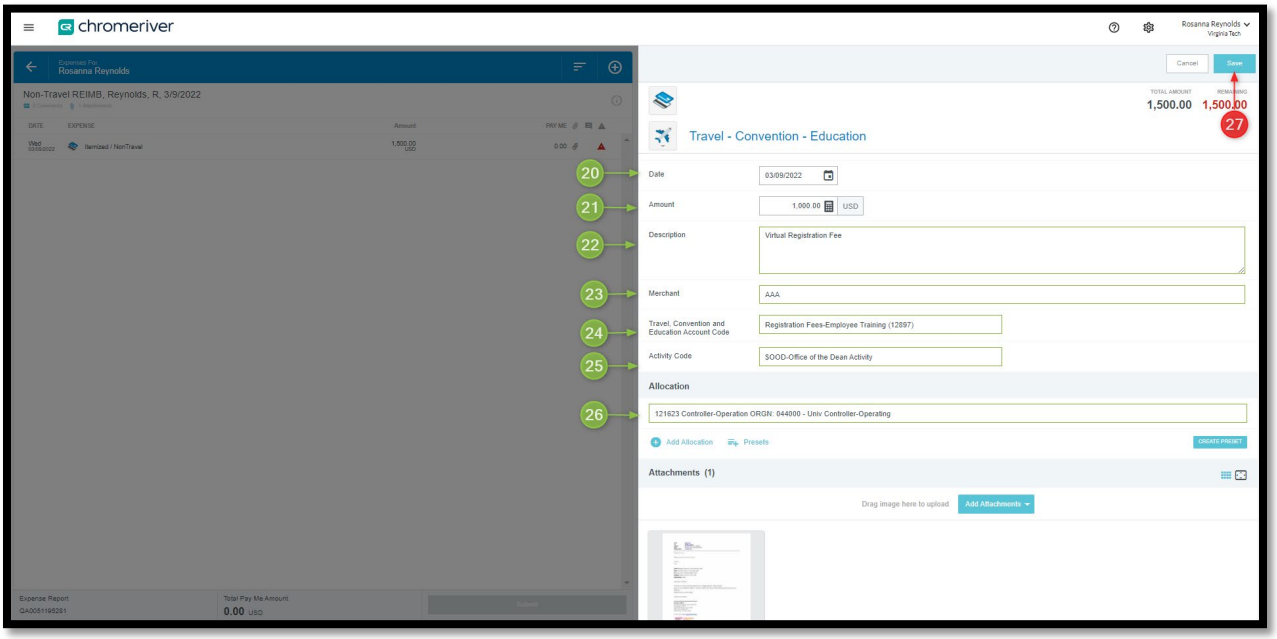
17. **Add Attachments**: Submit the required expense receipts here at the parent level.

18. **Itemize**: Click “Itemize” to begin itemizing the $1,500 total expense.

Itemizing Non-Travel Expense #1:



19. **Choose the category expense type to be itemized.** For registration fees, select "Travel-Convention-Education" expense mosaic.



20. **Date:** The date has been automatically defaulted to the date entered in "Itemized/Non-Travel" expense type.

21. **Amount:** Enter the amount portion of the expense. Here, the registration fee amount would be entered.

22. **Description:** Enter the details of the expense, shown here as “Virtual Registration Fee”.

23. **Merchant:** Enter the name of the Merchant who was paid for the service or goods.

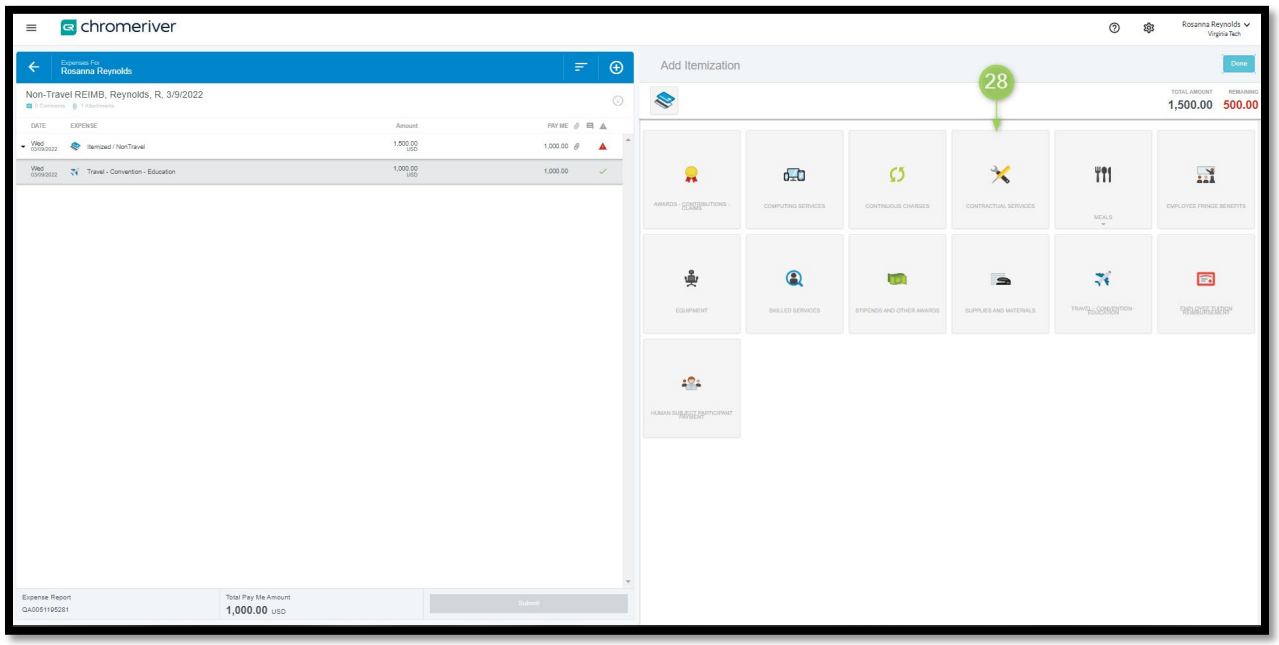
24. **Account Code:** Select the account code by search using the account name or account number. The Travel, Convention, and Education Account Code to be used for registration fees is 12897.

25. **Activity Code:** Select the activity code, if needed, from the dropdown list.

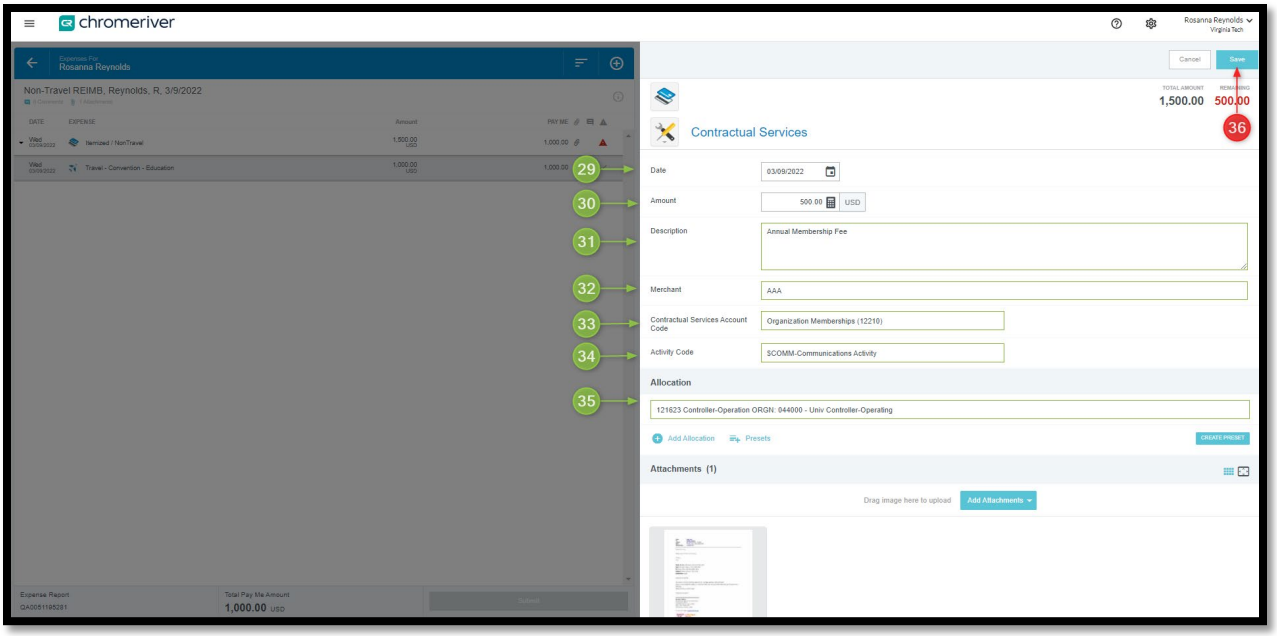
26. **Allocation:** The allocation fund automatically displays the fund number that was entered in the category expense “Itemized/Non-Travel” header.

27. **Save:** Click “Save”.

Itemizing Non-Travel Expense #2:



28. After selecting save for one part of the transaction, the expense categories will appear automatically. Choose the next category expense type to itemize. For membership fees, select “Contractual Services”.



29. **Date:** The date has been automatically defaulted to the date entered in “Itemized/Non-Travel” expense type.

30. **Amount:** Enter the amount portion of the expense. Here, the membership fee amount would be entered.

31. **Description:** Enter the details of the expense, shown here as “Annual Membership Fee”.

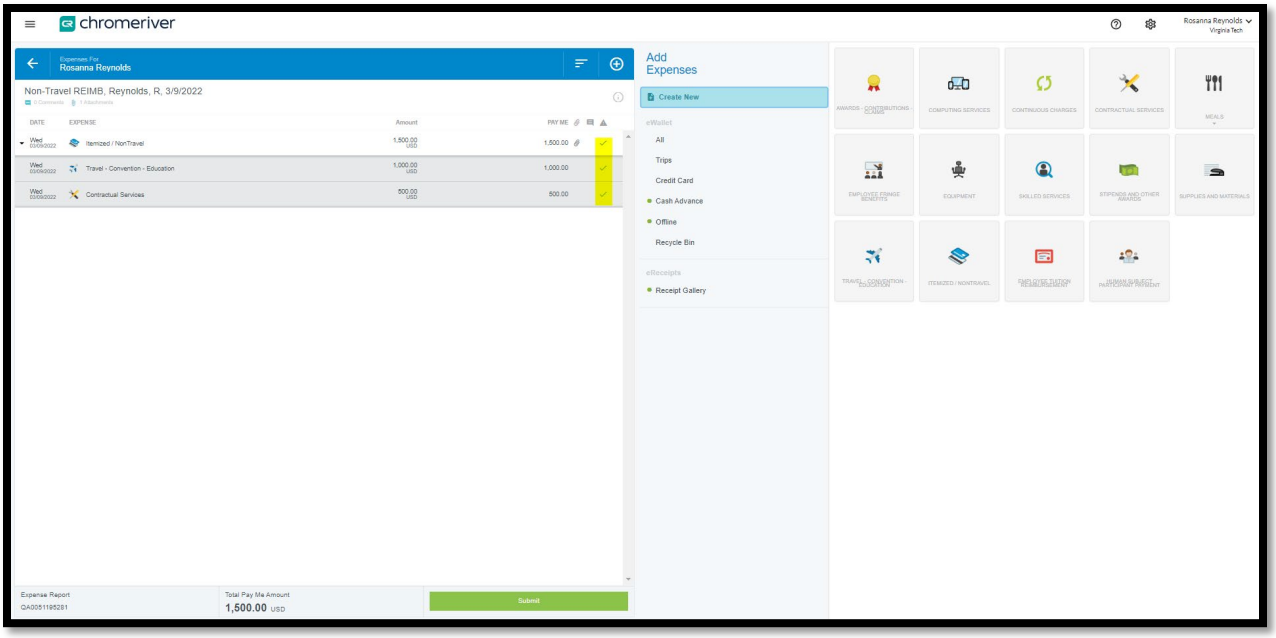
32. **Merchant:** Enter the name of the Merchant who was paid for the service or goods.

33. **Account Code:** Select the account code by search using the account name or account number. The Contractual Services Account Code to be used for membership fees is 12210.

34. **Activity Code:** Select the activity code, if needed, from the dropdown list.

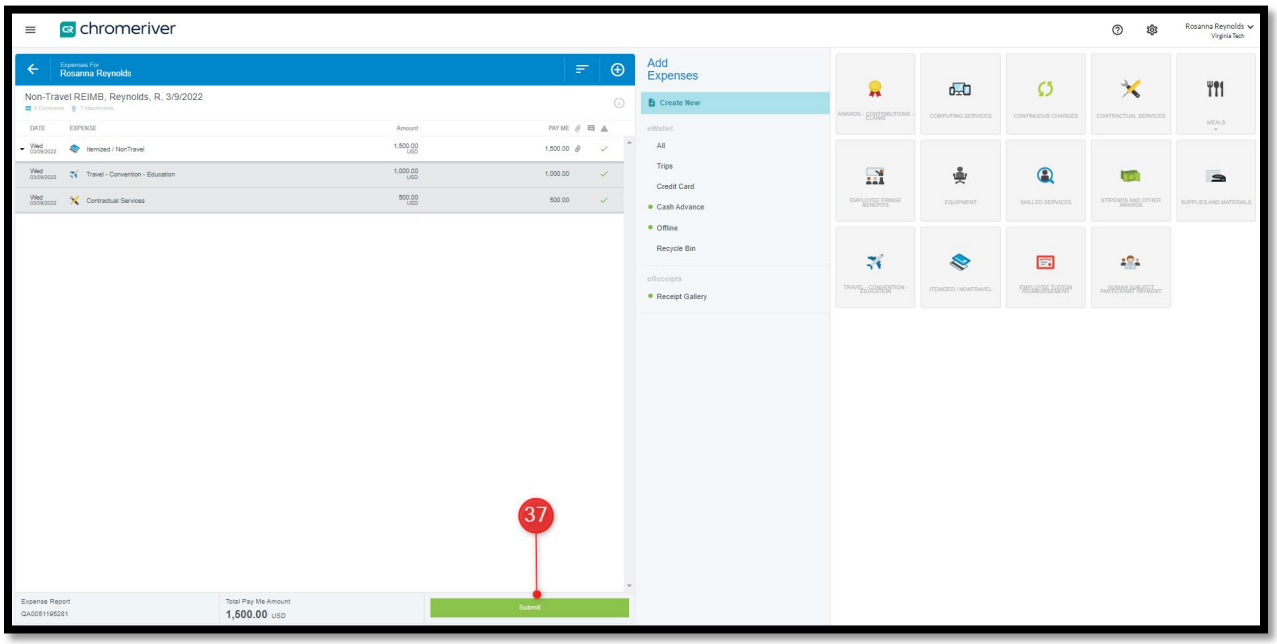
35. **Allocation:** The allocation fund automatically displays the fund number that was entered in the category expense “Itemized/Non-Travel” header.

36. **Save:** Click “Save”.

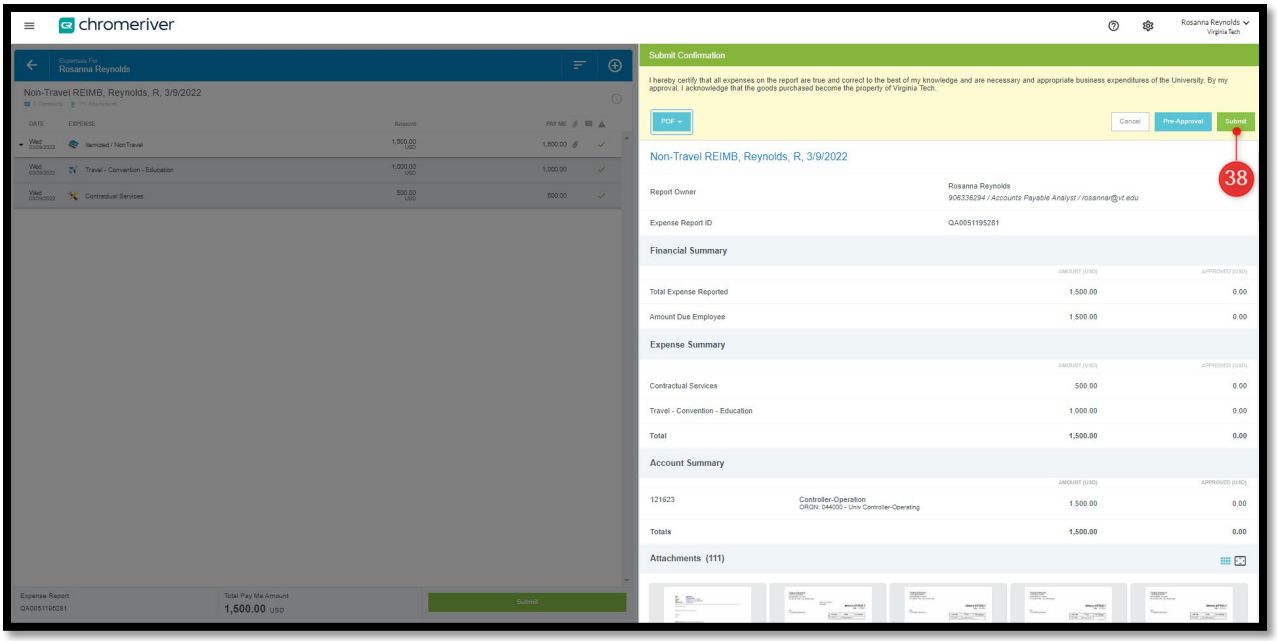


The green check mark (highlighted in picture) in the expense line row on the left-hand side tells the user the expense is correct.

Submit Non-Travel Expense Report:



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



38. Select “Submit” again to send the Non-Travel Expense Report through the Approval Process.