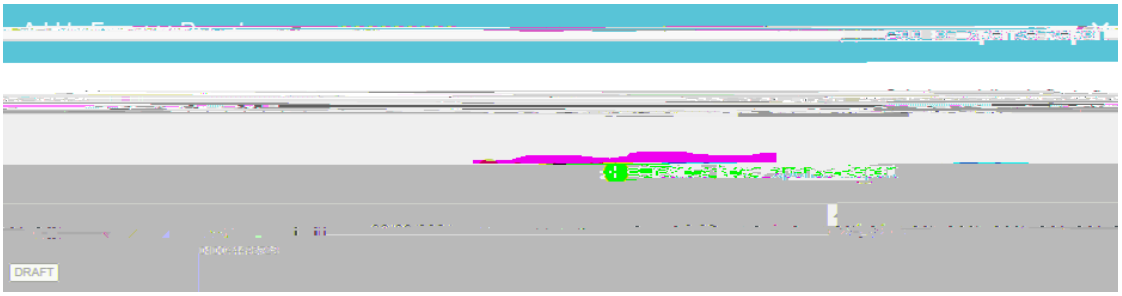
When a receipt is sent to Chrome River (either by CR Snap app or forwarded to
receipt@chromefile.com

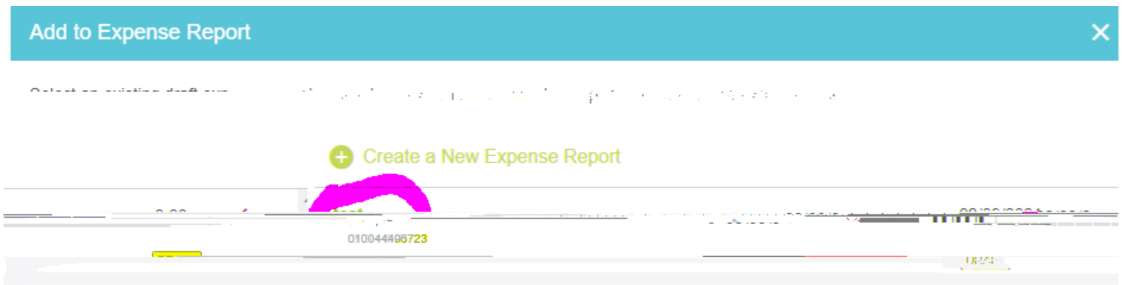
When user is ready to create their expense report for travel reimbursement, select all the items for said trip to be reimbursed by putting a check mark in the box above the dollar amount.

Once all items have been selected, click Add to Report:

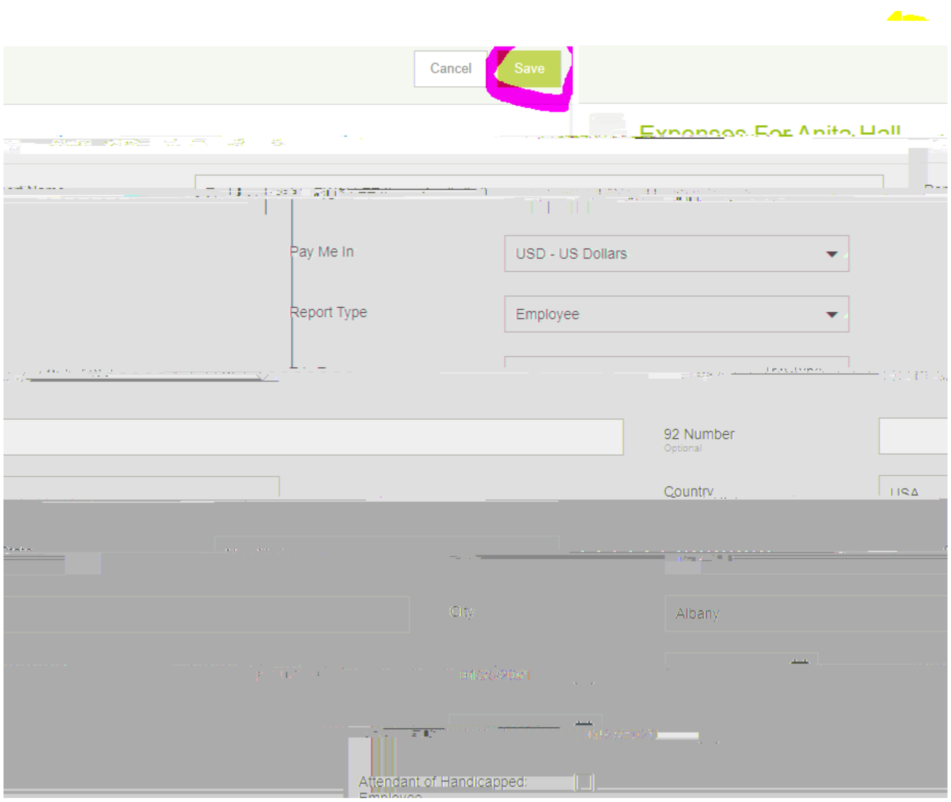
Now you can add selected items to a new expense.



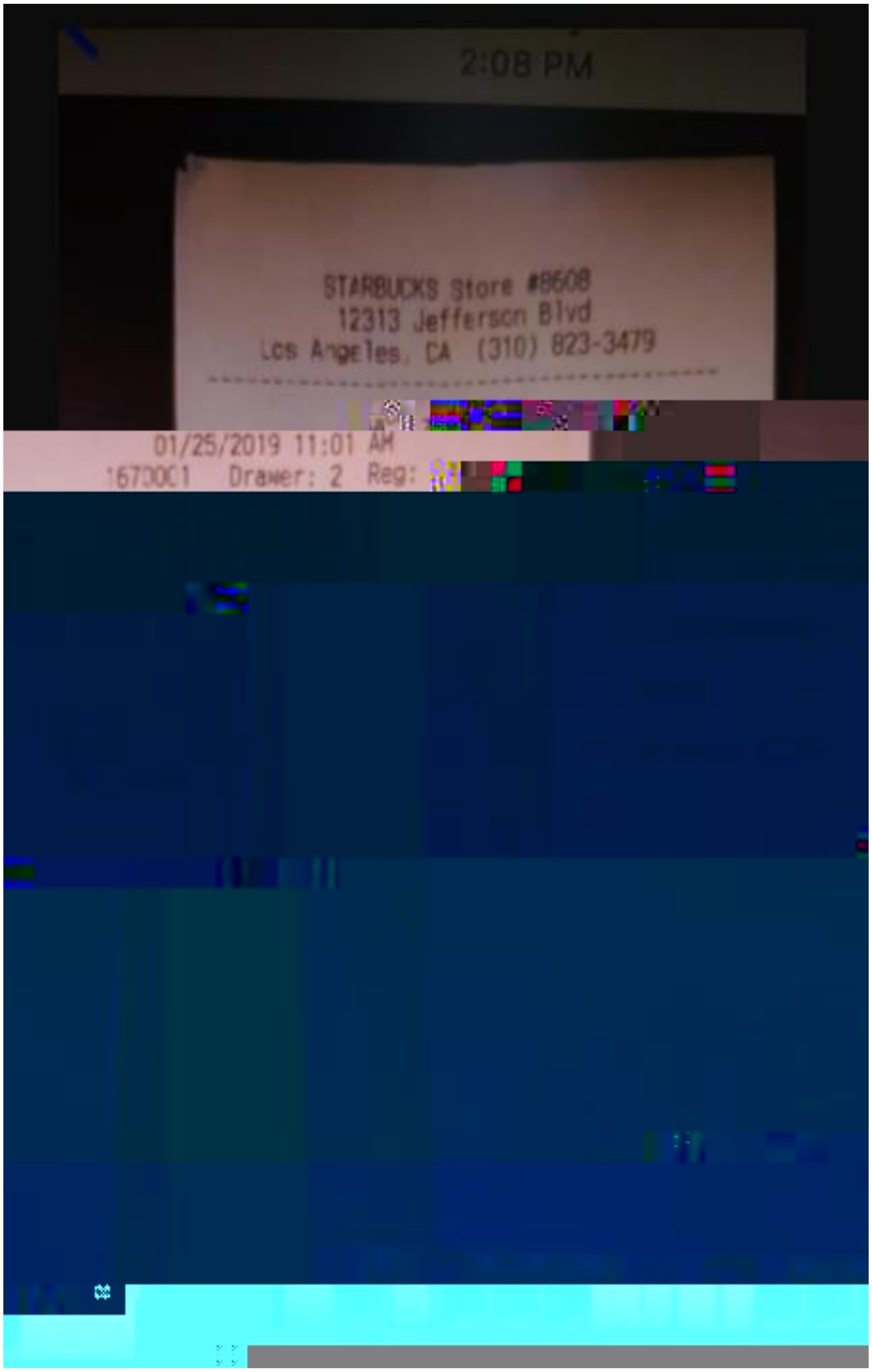
Or you can add selected items to an existing expense report in the draft folder.



Click on Create a New Expense Report and key in the information requested for the Header Page and click Save. Note: Please ignore my dates on the items in the receipt gallery since this is just used for testing. If this were a live reimbursement the dates would match.



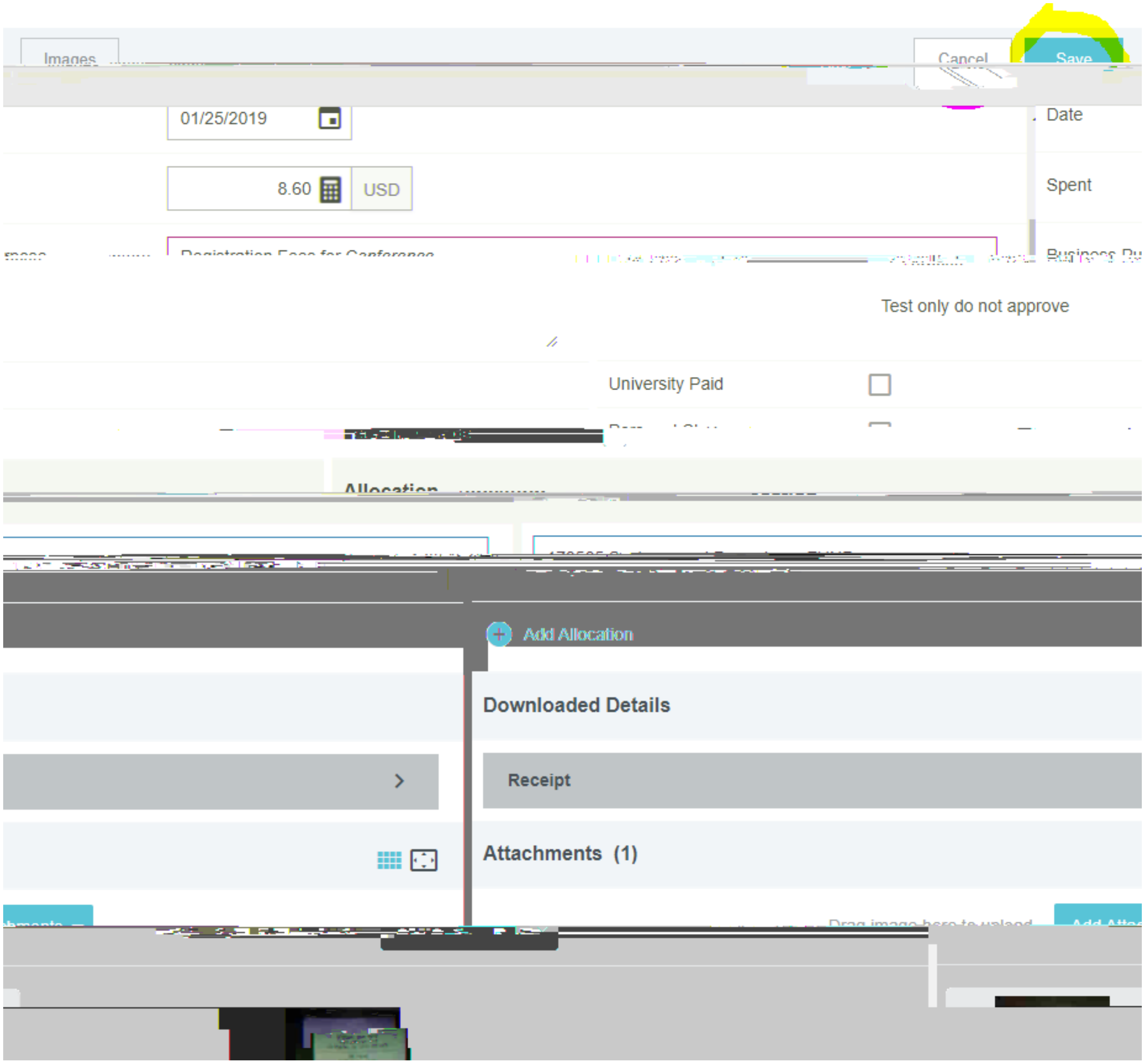
On the left-hand side of the screen, the first receipt selected is displayed.



On the right-hand side of the screen the tiles are displayed and waiting for traveler to select where to

Notice some of the fields are already entered based on what was on my receipt (done by OCR Technology within Chrome River). Make any necessary changes to fields to match receipt and click Save

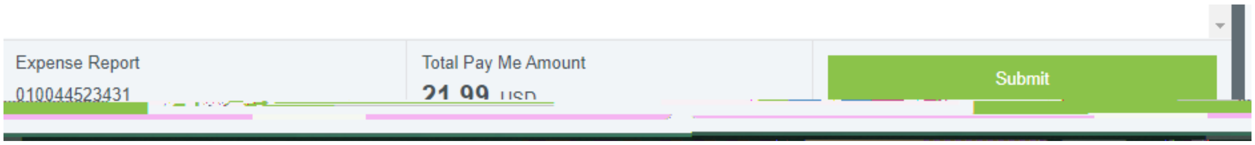
Note: this is just a test and we are pretending this is a registration fee not an actual receipt.



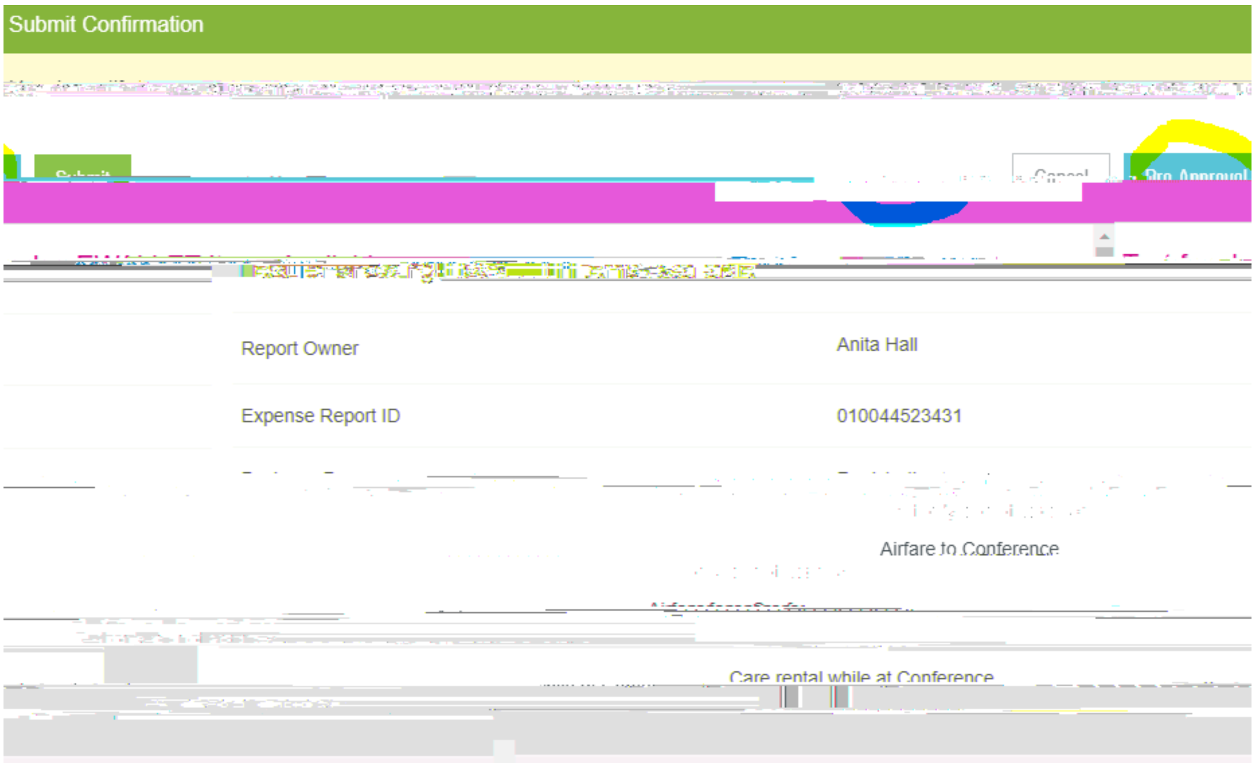
Notice the receipt is already attached. Allocation in this example is used for training purposes only. Please check with your department if you do not know your Allocation (Fund) number.

Once you click Save, the next receipt will appear on the left-hand side of the screen and the tiles will be visible on the right-hand side of the screen. The process repeats until all receipts have been completed

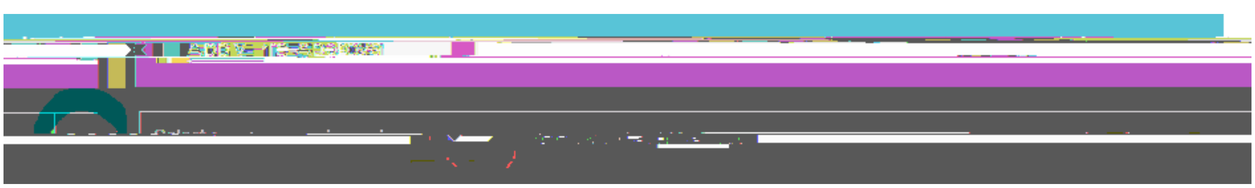
Once expense report is correct then select Submit.



Make sure to attach the Pre-Approval or the Blanket Travel form to every expense report and reviewing information prior to selecting submit. Click Pre-Approval.



Click in the box or click the down arrow to select appropriate Pre-Approval.



If you have any questions regarding the process of using the EWALLET Items Available feature, please email me at sahall@wcu.edu or call me at 828-227-3031.

Anita Hall