

## Create Expense Report (Student)

## Create New Expense Report

1. Click the **CREATE** button in the upper right corner of the Expenses swim lane.

- x Business Purpose Enter a clear, detailed business purpose for the travel event.
- x Report Type Select Travel
- x Departure Date Cc 9.25 c 0.006 Tw6cTJ /Tk

2. Enter the Header data:

- x Import Pre-Approval: Pre-Approvals are required to be attached to Student travel reports.
- x Report Name: Naming Convention: Student First Name, Student Last Name Dates of Travel

3. Click Save at the top right side of the screen to continue.

## Add Expenses

4. Select the specific expense tile you want to add to the Expense Report

x Date: Enter the actual date of the expense  
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5. Complete the expense tile form and click Save at the top right-hand side of the screen to continue.

- Activity: Click the dropdown box and select the appropriate value from the list.
- Location: Click the dropdown box and select the appropriate value from the list.
- x Funding: Select the proper funding for the expense type.
- x -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 in-