

Creating an Expense Report

- 3) Click on the drop-down menu and click on the corresponding Pre-Approval Report.

- 4) Click on **IMPORT** at the bottom right of the page to import the data from the Pre-Approval to this Expense Report.

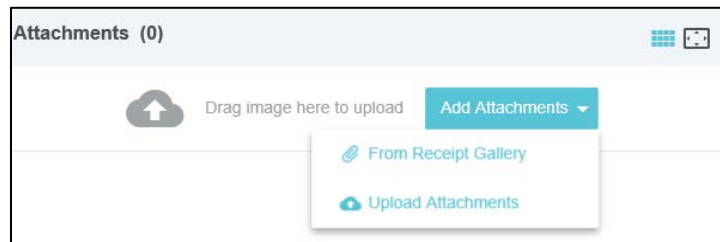
- 5) Enter the Departure and Return dates and then click **SAVE**.


- 6) Any expenses that cannot be processed automatically and will need to have the data validated will have a violation sign next to the line item.

- 7) Click on each line item and the expense will pop-up on the right-hand side of your screen. It is required that you click "Edit", verify all information and resave the line item to run appropriate compliance.

- 8) If the traveler is being reimbursed for an expense,

- 9) Attachments, receipts, and comments can be added to each specific expense. Any images of receipts sent to receipt@chromefile.com from your Stockton email address will be housed in the receipt gallery.



- 10) You have the ability to add additional line items by clicking on , and you can delete any line items that are not needed, such as the University vehicle expense type.
- 11) After you have completed and submitted your report, the report will go to your BUM for approval and then to Disbursement Services for final approval. You will receive an email if your report is returned for correction or if additional information is needed. All returned reports must be resubmitted for approval in order for the traveler to receive reimbursement.

Visit the [Travel webpage](#) for additional information and resources.