



EMBURSE ENTERPRISE TRAINING GUIDE

User Guide to Entering & Approving Expenses

Accounts Payable
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Chrome River Training Guide

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04/01/2025

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Overview

Chrome River is an electronic travel management solution used for entering and approving travel and individual expense reimbursements.

Chrome River

Login into Chrome River by going to the Quick Login Access page, clicking on Chrome River, and logging in with your JMU EID and Password. The system can be accessed anywhere you have internet access.

The screenshot displays the 'Quick Login Access' page. At the top, there is a search bar with the text 'Search Computing' and a magnifying glass icon. Below the search bar is a navigation menu with the following sections: 'IT HOME', 'SERVICES', 'ACCOUNTS & ACCESS', 'ADMINISTRATIVE & BUSINESS', and 'All Administrative Systems'. The 'ACCOUNTS & ACCESS' section is expanded, showing 'Quick Login Access' as the selected option. The main content area features a grid of service tiles. The first row includes: 'HR Management JobLink - Manager JobLink - Applicant' (purple), 'Finance Chrome River' (green, with 'Chrome River' circled in purple), 'Student Administration MyMadison Graduate School Admit' (tan), and 'Advance iModules Cognos Fundriver' (blue). Below this grid is a section titled 'Annual Maintenance Schedule' with a horizontal line. The second row of tiles includes: 'JMU E-mail Dukes Email SharePoint' (purple), 'e-VA AiM Facilities Management OnBase' (green), 'Canvas Cascade' (tan), and 'Effort Reporting (ERS) STAR-TOOL Tableau' (blue). A second search bar with 'Search Computing' and a 'GO' button is located in the top right corner.

After you log in with your JMU credentials, you will be taken to the Emburse Expense Enterprise home page. Your name will appear in the upper right-hand corner, with a drop-down menu.

Expenses + Create

0 Draft 0 Returned 0 Submitted
Last 90 Days

Pre-Approval + Create

0 Draft 0 Returned 0 Submitted
Last 90 days



TRAVEL PROGRAM

James Madison University will reimburse individuals traveling on official business of the University. The University expects individuals to exercise prudent judgment when arranging travel and making travel payments. Travel expense accounts are open to the public and must sustain the test of public review. The University relies on the honesty and integrity of those traveling to prevent excessive travel payments. Any falsification of payments is fraud and the University must treat it as such. Please contact the Accounts Payable Office with questions concerning travel request procedures.

Pre-Approval

When is a Pre-Approval Needed?

Pre-approvals are necessary in Academic Affairs for any expense report that is anticipated to be \$500 or more. Remember, this is the total cost of the trip and not just what the traveler is being reimbursed. In addition, a pre-approval **must** be done for all international travel, as well as bringing a foreign national visitor to campus.

Entering a Pre-Approval

A pre-approval is simply *an estimation* of costs associated with an upcoming trip. To get started, click the **+Create** button on the corner of the Pre-Approval.

Expenses + Create

0 Draft 0 Returned 0 Submitted
Last 90 Days

Pre-Approval + Create

0 Draft 0 Returned 0 Submitted
Last 90 days



TRAVEL PROGRAM

James Madison University will reimburse individuals traveling on official business of the University. The University expects individuals to exercise prudent judgment when arranging travel and making travel payments. Travel expense accounts are open to the public and must sustain the test of public review. The University relies on the honesty and integrity of those traveling to prevent excessive travel payments. Any falsification of payments is fraud and the University must treat it as such. Please contact the Accounts Payable Office with questions concerning travel request procedures.

Once you click “create” you will enter a Report Name, start date, and end date (these should be future dates for when the travel is occurring). The business purpose should clearly explain the purpose of the travel. Select the Report type: Domestic or International. Report Purpose: Conference, Other, or Recruitment. Type of Traveler: Employee or Outside Party (such as student or candidate). Allocation: The org code these expenses will be charged to. After these fields are filled out, click “Save” in the upper right-hand corner.

Cancel

Save

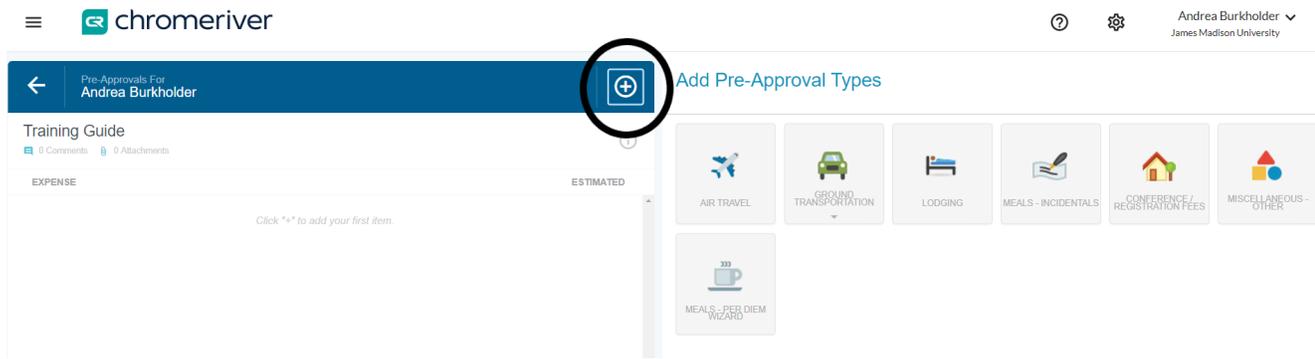
Pre-Approvals For Andrea Burkholder

Report Name	<input type="text" value="Training Guide"/>
Start Date	<input type="text" value="12/01/2022"/> 
End Date	<input type="text" value="12/08/2022"/> 
Number of Days	<input type="text" value="8"/>
Pay Me In	<input type="text" value="USD - US Dollars"/>
Business Purpose	<input type="text"/>
Report Type	<input type="text" value="Domestic"/> ▼
Report Purpose	<input type="text" value="Conference - Training"/> ▼
Type of Traveler	<input type="text" value="Employee"/> ▼

Allocations

Once the header is created, you can start adding expenses by selecting the various tiles. Click on the “plus” sign at the top on the dark blue band and the tiles will show up. From here you can decide what to add to the report; airfare,

ground transportation (which includes sub-categories), lodging, conference/registration, meals using the per diem wizard, or misc./other.



Airfare: Enter the estimated amount that the flight will cost. If airfare will be purchased with a departmental SPCC, check the “University Paid” box. If airfare will be processed as a personal reimbursement, leave the box unchecked.



Ground Transportation allows for three options in a Pre-Approval, Train, Mileage, or Car rental.

Add Pre-Approval Types

The screenshot displays a grid of pre-approval type tiles. The top row includes: AIR TRAVEL (airplane icon), GROUND TRANSPORTATION (car icon), LODGING (bed icon), MEALS - INCIDENTALS (plate and fork icon), CONFERENCE / REGISTRATION FEES (house icon), and MISCELLANEOUS - OTHER (house and circle icon). A dark grey bar highlights the bottom row of tiles: TRAIN (train icon), MILEAGE (speedometer icon), and CAR RENTAL (car icon). The GROUND TRANSPORTATION tile is selected, and a dropdown menu is open, showing the TRAIN, MILEAGE, and CAR RENTAL options.

Train: These tiles are identical to Airfare. Check the “University Paid” box if it will be paid with a departmental SPCC. Then click “Save”.

Cancel Save

 Train

Estimated Amount

Description Optional

University Paid

Mileage: To estimate the mileage on a pre-approval look at the current IRS/Fleet rates and multiply the appropriate amount by the amount of miles expected to travel. IRS rate may be used for anything under 280 miles driven per day of the trip. The Fleet rate must be used for anything driven more than 280 miles per day of the trip.

<https://www.irs.gov/tax-professionals/standard-mileage-rates>

Cancel

Save



Mileage

Estimated Amount

200.00  USD

Description
Optional

Estimated amount based on round trip mileage and current IRS rate

Car Rental: Rental cars should be based on the economy car rate. Rental cars should be secured through MotorPool when possible. Although you cannot put these expenses on an SPCC, you can secure a rental through our corporate contract with Enterprise as a direct bill to your department. To estimate the amount, look at the daily rate of an economy vehicle at the location of travel, and multiply the amount by the number of days it will be used.

James Madison University

Delete

Edit



Car Rental

Estimated Amount

300.00 USD

Description

Economy car in Austin TX is about \$60.00 a day during the time of travel. The vehicle will cost about \$240 plus taxes and fees.

Lodging: To estimate the cost of lodging enter the number of days of travel, the number of rooms, and the current Per Diem Rate for the area. The Estimated Amount will auto-populate. <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Cancel

Save



Lodging

Number Of Days

8

Number of Rooms

1

Per Diem Rate

96.00

Estimated Amount

768.00



USD

Description

Per Diem rate in Harrisonburg, VA is \$96.00/night.

Conference/Registration Fees: Any fees associated with the conference can go into this tile, including membership fees. If these fees are paid in advance with a departmental SPCC, click the “University Paid” box. If this will be processed as a personal reimbursement to the traveler, leave the box unchecked.

Cancel

Save



Conference / Registration Fees

Estimated Amount

300.00



USD

Description
Optional

Conference fee. |

University Paid



Miscellaneous – Other: This tile is for anything that is anticipated to come up during the trip that the other tiles have not accounted for. This can include taxis, baggage fees, rental car fuel, and so on.



Miscellaneous - Other

Estimated Amount

175.00 USD

Description
Optional

Taxi to and from airport, and rental car fuel.

Per Diem Wizard: This tile will prompt you to enter the start date of travel, the end date of travel, and the location. Then, click “Add Entries”. *Please note the per diem wizard works the same way in a preapproval and an expense report.*

Per Diem Wizard

Start Date

12/01/2022

End Date

12/08/2022

Days

8

Description
Optional

Meals per diem in Harrisonburg, VA

Location

Harrisonburg-Harrisonburg (city), Virginia (VA), United States

Add Entries

Cancel

At this point, all of the meals for the entire trip are put on the righthand side of the report. When you click on a date it will give you the option to make “deductions” for any meals the conference will provide. The first and last day of travel will always need to be marked as “Travel Days”. This gives the traveler 75% of the per diem rate. After all deductions and travel days have been checked, click “Add to Report”

DATE	LOCATION	AMOUNT
× Thu, 12/01/2022	Harrisonburg, Virginia (VA),United States	44.25 USD
Deductibles <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input checked="" type="checkbox"/> Travel Day <input type="checkbox"/> Additional Deduction		
× Fri, 12/02/2022	Harrisonburg, Virginia (VA),United States	59.00 USD
× Sat, 12/03/2022	Harrisonburg, Virginia (VA),United States	59.00 USD
× Sun, 12/04/2022	Harrisonburg, Virginia (VA),United States	59.00 USD
× Mon, 12/05/2022	Harrisonburg, Virginia (VA),United States	59.00 USD
× Tue, 12/06/2022	Harrisonburg, Virginia (VA),United States	59.00 USD
× Wed, 12/07/2022	Harrisonburg, Virginia (VA),United States	59.00 USD
... Thu.	Harrisonburg.	44.25

Clear All **Add to Report**

Submitting A Pre-Approval:

After all of the anticipated expenses for the trip accounted for on the report, click the green “Submit” button at the bottom of the page. The Pre-Approval will funnel through the appropriate approvers.



Training Guide



0 Comments 0 Attachments

EXPENSE	ESTIMATED
Mileage	200.00 USD
Car Rental	350.00 USD
Lodging	768.00 USD
Conference / Registration Fees	300.00 USD
Miscellaneous - Other	175.00 USD
Meals - Incidentals	44.25 USD
Meals - Incidentals	59.00 USD
Meals - Incidentals	44.25 USD
PA Report ID 010001312334	Total Estimated Amount 2,735.50 USD

Entering an Expense Report:

Expense reports can be started at any time and saved as a draft; however, the report cannot be submitted until the travel is completed and all the expenses associated with the business trip are accounted for. When entering an expense, the date on the tile should always be the date of purchase as shown on the receipt.

Report Header

Expense headers are an introduction to the report. The "Header" cannot be edited once saved.

Expenses For Andrea Burkholder

Report Name	<input type="text" value="Training"/>
Pay Me In	<input type="text" value="USD - US Dollars"/>
Report Type	<input type="text" value="-- Select --"/>
Report Purpose	<input type="text" value="-- Select --"/>
Type of Traveler	<input type="text" value="-- Select --"/>
Non Employee	<input type="text" value="-- Select --"/>
Travel Start	<input type="text" value=""/>
Travel End	<input type="text" value=""/>
Business Days	<input type="text" value="0"/>

Report Name:

The name should include information about what the report is about, "CAPS Conference June 1-3"

Pay Me In:

The only option is USD. International receipts will also be reimbursed in USD.

Report Type:

The drop down includes Athletics, Domestic, International, Non-Travel Individual Reimbursement, and Student Teacher Evaluation. Most commonly, the report type will be Domestic or International.

Report Purpose:

The drop down includes Conference-Training, Non-Travel Individual Reimbursement, Other, Recruitment, Student Teacher Evaluation and Team Travel.

Type of Traveler:

This is either Employee, Outside Party, or Student

Travel Start & End Dates:

Enter the full date range of travel i.e.: June 2, 2023 – June 7, 2023

Business Days:

We count the first day as "Day 1" – if travel is from June 1-June 2nd it is two business days.

Business purpose:

Each report must include a detailed description or business purpose. Give as much information and detail as you can to create a clear picture for the audit.

Description:

Each line item gives the option of posting a description of that expense. For example, a taxi description should indicate why the taxi was used: "Taxi taken from the airport to the hotel."

Allocation:

The allocation is the org code that will pay for the expense. Multiple org codes, including grants, can be used on a single line item. The Allocation can be split by percentages or dollar amounts. As many org codes that are needed can be added to line items by clicking "Add Allocation".

Allocation

100432 - ACCOUNTS PAYABLE

+ Add Allocation Presets

CREATE PRESET

Comments (0)

Example of a split allocation (charging more than one department or org code)

Allocation

Split Equally

Clear Splits

×	100432 - ACCOUNTS PAYABLE	50 %	192.50	◀
×	100727 - CASH AND INVESTMENTS	50 %	192.50	◀
	100727 - CASH AND INVESTMENTS	100 %	385.00	

+ Add Allocation Presets

CREATE PRESET

Non-Reimbursable expenses should be allocated to 9900.

Allocation

9900 - Non-Reimbursable

+ Add Allocation Presets

CREATE PRESET

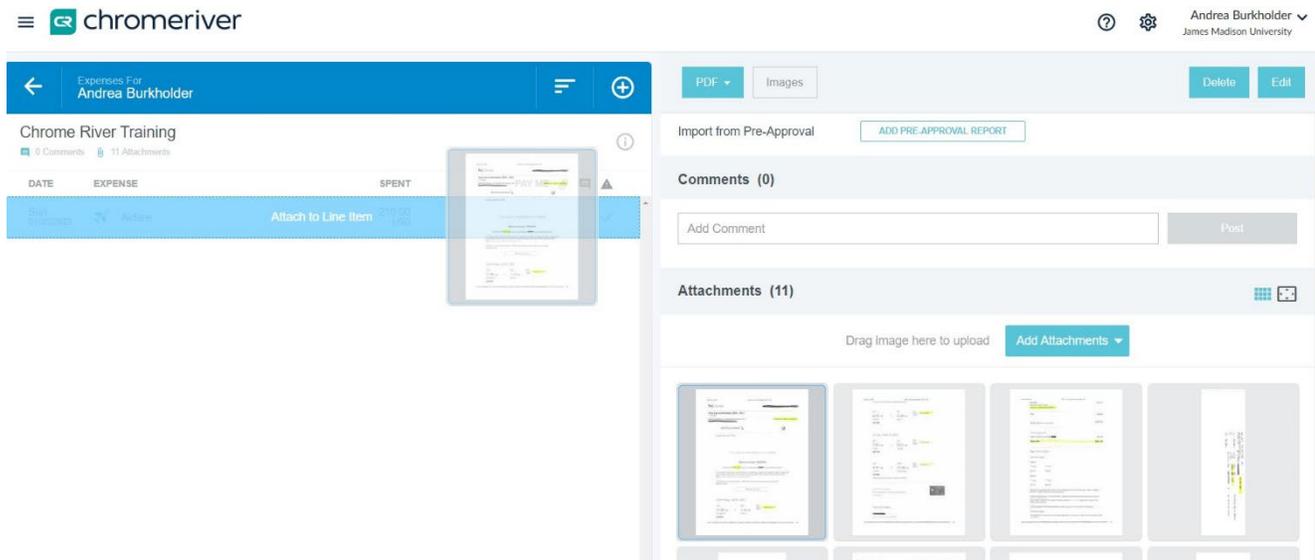
University Paid expenses (SPCC payments) should be allocated to 9800.

Spent	385.00		USD
Description	Conference fee		
Receipt Attached	<input checked="" type="checkbox"/>		
University Paid	<input checked="" type="checkbox"/>		
Guests (1)			
Internal	Add Guests		
Upload CSV			
Internal	<input type="checkbox"/>	Andrea Burkholder <i>Administrative Assistant</i> <i>James Madison University</i>	
			100 %
			385.00
			100 %
			385.00
Allocation			
9800 - University Paid Expense			

Uploading Receipt Images

Scan all the receipts to yourself as a PDF, you can “drag & drop” the file into Chrome River on the header page or click “Add attachment” and upload from your desktop.

Once uploaded, each receipt must be moved to the expense line it is associated with. To do this, simply drag the receipt from the gallery and drop it on the appropriate line.



Non-Travel Individual Expense Report

A non-travel reimbursement is used when the expense owner does not travel for business but rather is seeking reimbursement for a JMU business-related expense where the departmental SPCC is not used. Examples of this can be tuition reimbursement, lab supplies, fieldwork supplies, equipment rentals, reference materials, shipping, educational supplies, etc. **To create a Non-Travel Individual Reimbursement, the “Report Type” and “Report Purpose” must both say “Non-Travel Individual Reimbursement”.**

Expenses For Andrea Burkholder

Report Name	<input type="text" value="Training Guide Non-Travel/Non-Travel"/>
Pay Me In	<input type="text" value="USD - US Dollars"/>
Report Type	<input type="text" value="Non-Travel Individual Reimbur..."/>
Report Purpose	<input type="text" value="Non-Travel Individual Reimbur..."/>
Type of Traveler	<input type="text" value="Employee"/>
Non Employee Optional	<input type="text" value="-- Select --"/>

After the Non-Travel Header is created, click “save” and select the tile that best describes the reimbursement. An itemized receipt is required for all reimbursements, showing proof of payment.

Add Expenses

Create New

eWallet

All

Trips

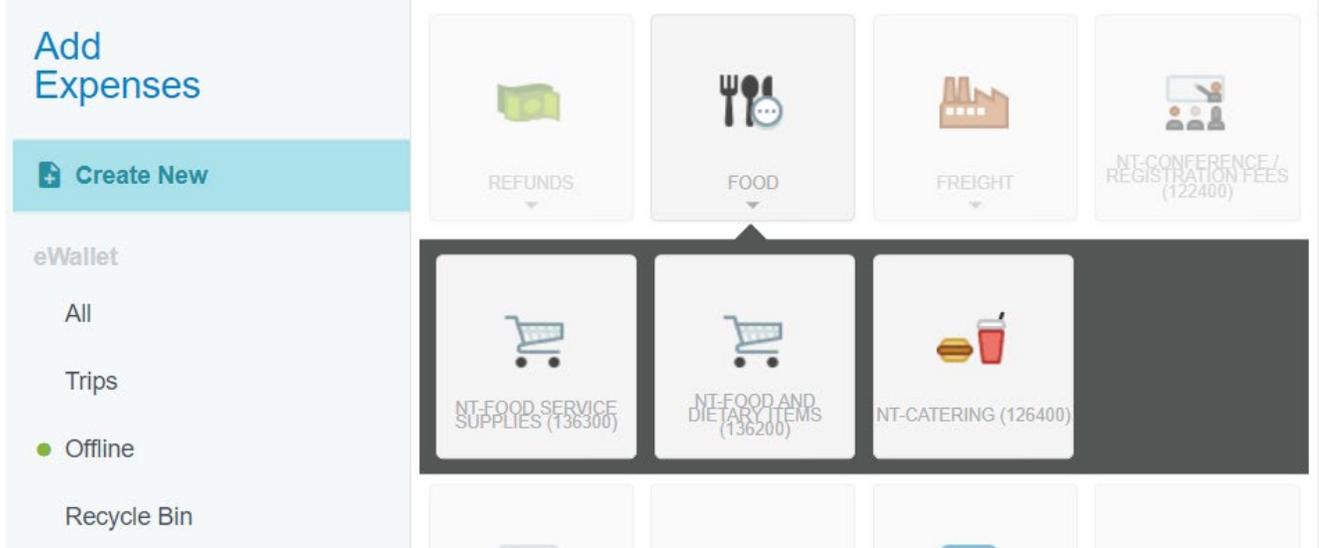
● Offline

Recycle Bin

eReceipts

● Receipt Gallery

 REFUNDS	 FOOD	 FREIGHT	 NT-CONFERENCE / REGISTRATION FEES (122400)
 NT-IT CONFERENCE / REGISTRATION FEES (122800)	 NT-EDUCATIONAL SUPPLIES (137400)	 NT-MEMBERSHIP FEES (122100)	 NT-RECREATIONAL SUPPLIES / ATHLETIC SUPPLIES (137800)
 NT-MISCELLANEOUS - OTHER (131200)	 NT-POSTAGE (121400)	 NT-PASSPORT / VISA FEE (124700)	 NT-OFFICE SUPPLIES (131200)
 NT-FOREIGN EXCHANGE FEE (124200)	 NT-COPYING / PRINTING (121500)	 NT-COURIER SERVICES (121100)	 NT-EQUIP - RENTALS / PURCHASE (153400)
 NT-FACILITIES RENTAL (153500)	 NT-FIELD SUPPLIES (134300)	 NT-LABORATORY SUPPLIES (134100)	 NT-EMPLOYEE TUITION REIM (122500)
 NT-REFERENCE MATERIAL (222400)	 NT-MEDICAL / DENTAL SUPPLIES (134200)		



Food: The “Food” tile breaks down into three sub-categories: “Non-Travel food service supplies”, “Non-Travel Food and Dietary Items” and “Non-Travel Catering”. For all food service supplies, catering, and food and dietary reimbursements, an uploaded list of attendees as well as a detailed agenda of the event is required.

Non-Travel Food Service Supplies: This tile is used to reimburse items such as plates, napkins, cups, etc. Please specify a reason for not using the departmental small purchase credit to purchase the items.

Non-Travel Food and Dietary Items: This tile is used to reimburse food items purchased at the store for an event. Please note if items are being brought back to campus and they are over \$250 you must have an Aramark Approval form attached to your report. This includes ice. Please leave a comment explaining why the departmental small purchase credit card was not used to purchase the items.

Non-Travel Catering: If an event is held on campus and a meal is being provided from an outside source, you may use this tile to reimburse.

Other types of Non-Travel Reimbursements: Non-Travel (NT) Conference/Registration fees and Non-Travel (NT) Membership fees, may only be reimbursed under “non-travel” if the employee does not have any physical travel related to these expenses. If the person is traveling, then they must be reimbursed after their trip is complete on a regular expense report.

Non-Travel Employee Tuition Reimbursement can be submitted for reimbursement after the employee has completed the coursework and proof of a passing grade or certificate of completion must be uploaded with proof of payment.

Entering an Expense Report for Travel

Create the Header

Report Name:

The name should include information about what the report is about, “CAPS Conference June 1-3”

Pay Me In:

The only option is USD. International receipts will also be reimbursed in USD.

Report Type:

The drop down includes Athletics, Domestic, International, Non-Travel Individual Reimbursement, and Student Teacher Evaluation. Most commonly, the report type will be Domestic or International.

Report Purpose:

The drop down includes Conference-Training, Non-Travel Individual Reimbursement, Other, Recruitment, Student Teacher Evaluation and Team Travel.

Type of Traveler:

This is either Employee, Outside Party, or Student

Travel Start & End Dates:

Enter the full date range of travel i.e.: June 2, 2023 – June 7, 2023

Business Days:

We count the first day as “Day 1” – if travel is from June 1-June 2nd it is two business days.

Business purpose:

Each report must include a detailed description or business purpose. Give as much information and detail as you can to create a clear picture for the audit.

Description:

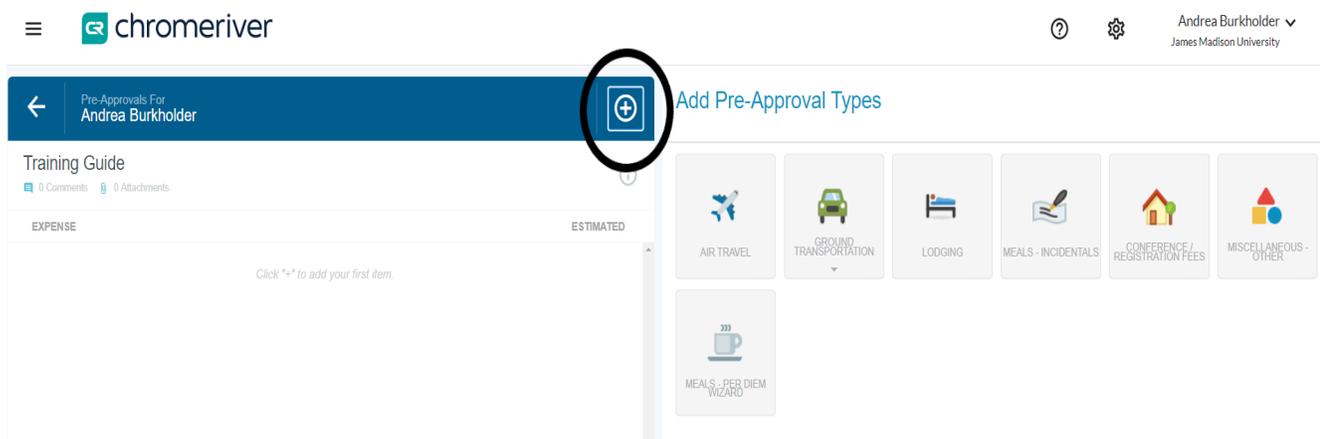
Each line item gives the option of posting a description of that expense. For example, a taxi description should indicate why the taxi was used: “Taxi taken from the airport to the hotel.”

Expenses For Andrea Burkholder

Report Name	<input style="width: 90%;" type="text" value="Chrome River Training"/>
Pay Me In	<input style="width: 90%;" type="text" value="USD - US Dollars"/>
Report Type	<input style="width: 90%;" type="text" value="Domestic"/>
Report Purpose	<input style="width: 90%;" type="text" value="Conference - Training"/>
Type of Traveler	<input style="width: 90%;" type="text" value="Employee"/>
Non Employee <small>Optional</small>	<input style="width: 90%;" type="text" value="-- Select --"/>
Travel Start	<input style="width: 80%;" type="text" value="01/02/2023"/> <input style="width: 10%; height: 20px;" type="button" value="📅"/>
Travel End	<input style="width: 80%;" type="text" value="01/04/2023"/> <input style="width: 10%; height: 20px;" type="button" value="📅"/>
Business Days	<input style="width: 80%;" type="text" value="3"/>

Building the Report:

At this point, you should have all the details of the trip and receipts to begin building your expense report. Click on the circled “plus” sign to get the tiles to pop up and select the expense you need to add.



Airfare: The State will reimburse economy seating; and will not pay for seat selection, change ticket fees, or internet/telephone charges. If any of these charges were to appear on the flight receipt, put in the full amount of the ticket in the “spent” and use allocation 9900 to remove the non-reimbursable charge.

To enter airfare, click on “Air Travel” and “Airfare”. The date should be the date of purchase. Spent is the total spent. Business purpose should be as much information as you can give to explain where they went and why. Select the airline, class, and receipt attached”. If it was pre-paid on an SPCC, click “University Paid” and use allocation 9800.

 AIR TRAVEL	 GROUND TRANSPORTATION	 HOTEL	 MEALS / ENTERTAINMENT
--	--	---	--

 AIRFARE	 BAGGAGE FEE	 CHANGE TICKET FEE	 SEAT ASSIGNMENT FEE
 INTERNET / TELEPHONE			

 **Airfare**

Date	09/14/2022 
Spent	350.00  USD
Business Purpose	Flying to Seattle Washington to present at the NCA Conference
Description <small>Optional</small>	
Airline	United 
Class	Economy/Coach 

Receipt Attached

University Paid

Allocation

100432 - ACCOUNTS PAYABLE

+ Add Allocation ≡+ Presets

CREATE PRESET

Baggage Fee: To add Baggage Fees to the report, click on “Airfare” and “Baggage Fee”. Enter the date of purchase and the total amount spent. The state will reimburse checked luggage. The state will not reimburse any baggage costs that were not due to the traveler (examples include traveling with family members who may have traveled but not for JMU)



Baggage Fee

Date

Spent

Description Optional

Receipt Attached

Allocation

100432 - ACCOUNTS PAYABLE

Ground Transportation:

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS / ENTERTAINMENT

CAR RENTAL

CAR RENTAL FUEL

STATE VEHICLE FUEL

MILEAGE

PARKING

PUBLIC TRANSIT

TRAIN

TAXI / SHUTTLE

TOLLS

Rental Car: The State will only pay for economy vehicles. The state cannot pay add-ons such as advance toll options, advance fuel options, or insurance. If the traveler is abroad, they can get the additional insurance, as they are only covered under JMU's liability insurance for domestic travel. Outside parties can also select to be reimbursed for insurance as they are not covered under JMU's liability insurance.

Date	04/04/2023 
Spent	234.00  USD
Description	Needed a rental car to drive to and from the hotel while visiting with JMU Donors.
Rental Agency	Budget 
Location <small>Optional</small>	San Diego, CA
Were there additional car add-ons added to the bill	<input type="checkbox"/>
Receipt Attached	<input checked="" type="checkbox"/>
Allocation	
100432 - ACCOUNTS PAYABLE	

Train: Trains follow the same rules as airfare. The state can pay for standard travel only. Whenever possible, Trains should be paid in advance using a JMU SPCC.



Train

Date

05/10/2023



Spent

45.00



USD

Rail Class

Standard Travel



Description

Traveling from Virginia to New York for Conference |

Guests (1)



Mileage: Mileage should have a consistent “base point”; the location where the traveler starts and ends. Usually, this is their JMU work address. However, if a person is traveling somewhere and their destination is *closer* to their home address, then we would enter their home address instead of JMU. Mileage rates: The IRS rate is the higher rate and can be used for distances that are 280 miles *or less* per day of travel. If the traveler exceeds 280 miles per day of travel, then you must use the fleet rate.

Enter the date of travel, select the rate, and click on “Calculate Mileage”



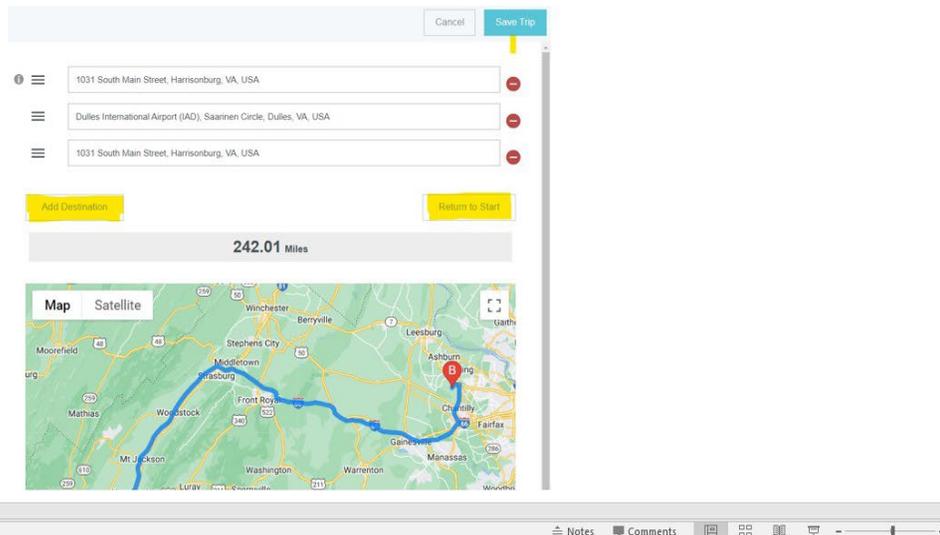
Mileage

Date	<input type="text" value="05/11/2023"/>	
Spent	<input type="text" value="0.00"/>	<input type="text" value="USD"/>
Business Purpose	<input type="text" value="Driving to & from Dulles airport."/>	
Description	<input type="text"/>	
Rate	<input type="text" value="-- Select --"/>	
Rate	<input type="text" value="0.625"/>	
Miles	<input type="text" value="0.00"/>	<input type="button" value="Calculate Mileage"/>

Enter the starting location, and the destination, and then click “Return to start”. You can enter up to 10 entries on one mileage line if there are multiple business-related stops. Click “Save Trip” and “Add to report”

Entering Mileage

- Click on the “Ground Transportation” tile
- Mileage
- The start address should be their JMU work address unless their home is closer to the destination
- Enter the address of where they went
- Click “return to start”
- Use the “Add Destination” Button to add up to 10 entries on one line.



Deduction in Mileage

In the mileage tile, we cannot use account code 9900 if it is necessary to manipulate the reimbursement amount. Instead, where it says “Deduction” click on “None” and a drop-down will appear. Here you can decide to deduct a specific amount or a distance from the mileage report. However, this cannot be used to circumvent the IRS rate of 280 miles per day. If the report exceeds 280 miles per day the fleet rate must be selected.

Rate	IRS Rate
Rate	0.625
Miles	2.38 Calculate Mileage
Deduction	None
Allocation	None Distance Amount
100432 - ACCOUNTS PAYABLE	

Taxi: The state will only pay for transportation to/from official business – examples of this include the airport, conference, and hotel. Put in the date of purchase, the amount spent (this should include the fare plus tip), and then the tip amount.

We can tip 20% of the total (this includes taxes & fees because there are not any per diems associated with a taxi). Your description should include details of where they went and why.



Taxi / Shuttle

Date	05/04/2023	
Spent	15.76	USD
Spent amount should include fare plus tip		
Tip Amount	2.60	
Tip Percentage	20	
Description	Took a taxi from the airport to the conference hotel.	
Receipt Attached	<input checked="" type="checkbox"/>	

Helpful Hints: if the person tips over 20%, you must **reduce the tip, and the amount spent** by the same amount.

Parking, Car Rental Fuel, State Vehicle Fuel, Public Transit (bus, metro) and tolls:

Enter the date, the amount spent, and a description, and include the receipt.

Entering a Hotel Expense

JMU can only reimburse the traveler whose name appears on the hotel bill

The travelers must pay for their hotel bill to be reimbursed. Travelers may not claim the reimbursement if anyone other than themselves pays for the hotel. This includes partners, parents, colleagues, and so forth.

To be considered for reimbursement the hotel bill must be fully itemized and show proof of payment.

Hotel Header: When you click on "hotel" you will be prompted to create the header

- Date = of checkout
- Spent = The total amount spent (even if we are not able to reimburse everything).
- Business Purpose
- Receipt attached.
- Allocation

Itemize

After you create your header, you need to itemize the entire bill.

Cancel Save Itemize



Hotel

Date

05/15/2023 

Spent

500.00 

USD

Business Purpose

Lodging during conference. |

Description
Optional

Receipt Attached

Add Itemization
Done

Hotel

TOTAL AMOUNT	500.00
REMAINING	500.00

HOTEL LODGING /
PERDIEM

HOTEL ROOM TAX /
FEES

HOTEL PARKING

HOTEL INTERNET /
TELEPHONE

HOTEL BUSINESS
MEALS

HOTEL MEETING
ROOM

HOTEL
TRANSPORTATION

HOTEL - OTHER

HOTEL EQUIPMENT
RENTAL

PERSONAL NON-
REIMBURSABLE

Hotel Lodging/Per Diem

The hotel lodging/ Per Diem tile is used to itemize the room rates. If the room rates are the same for one or more consecutive nights in a row you may combine them. If they are different, you must itemize them separately.

The “Date should be the date of checkout. “Spent” is the total amount spent on the room(s). Click on “Calculate”

Hotel Lodging / PerDiem

Date

Spent USD

Allowable Total USD Calculate

Receipt Attached

- Enter the check-in date, the check-out date, the location (this should be on the hotel’s address), and number of rooms.

- “Rooms” also refers to “occupants”. If two people travel together on JMU business and share a room, they would each be entitled to a per diem, and you should enter “2” next to rooms.
- Click “Save”

Calculate Allowable Total ✕

Start Date	05/01/2023	
End Date	05/03/2023	
Location	San Diego-San Diego County, California (CA), United Sta...	
Rooms	1	
Nights		2
Average Daily Room Rate		181.00 USD
		<input type="button" value="Cancel"/> <input style="background-color: #00a0c0; color: white;" type="button" value="Save"/>

Calculate Allowable Total ✕

Rooms	1	
Nights		2
Average Daily Room Rate		181.00 USD
Base Total		362.00 USD
Allowable Total		724.00 USD
		<input type="button" value="Cancel"/> <input style="background-color: #00a0c0; color: white;" type="button" value="Save"/>

Note: The “Calculate Allowable Total” screen gives information about what the state will reimburse; these are for the room rates only (not including taxes). Entering the correct location is imperative for the system to calculate the correct per diem which is what the State will pay for lodging in a specific area.

In the example above, the location is San Diego, May 2023. Per diems are based on the date and location, it is important to be precise with these details. This is for a two-night stay as indicated on the screenshot. The “Average Daily Room

Rate” is the *base per diem*; the state allows us to reimburse up to 200% of this amount with justification. The “base total” is simply the base per diem multiplied by the number of nights ($\$181.00 \times 2 = \362.00). The “Allowable Total” is 200% of the base total and is the *maximum* the state will reimburse. Anything over this amount cannot be reimbursed with state funds.

Hotel Room Taxes/Fees: Taxes and fees can be combined, even if the room rates are itemized separately.



Hotel Room Tax / Fees

Date

05/15/2023



Spent

50.00



USD

Description

Optional

Receipt Attached



Hotel Parking

Hotel parking should go into the appropriate tile. The state can reimburse self-parking fees. If self-parking is not offered at a hotel, then valet parking can be reimbursed. A screenshot from the hotel's website should be uploaded for auditing purposes.



Hotel Parking

Date	<input type="text" value="05/15/2023"/>
Spent	<input type="text" value="50.00"/> <input type="text" value="USD"/>
Description	<input type="text" value="Self-Parking for two nights."/>
Receipt Attached	<input checked="" type="checkbox"/>

Hotel Personal Non-Reimbursable

The state will not reimburse personal expenses on a hotel bill. These must be itemized in the personal non-reimbursable" tile. These expenses include but are not limited to, fees for early check-in or late check-out, room service, internet fees, laundry services, and movies/entertainment.



Personal Non-Reimbursable

Date	<input type="text" value="05/15/2023"/>
Spent	<input type="text" value="100.00"/> <input type="text" value="USD"/>
Description	<input type="text" value="Room service and movie rental."/>
Personal Charge	<input checked="" type="checkbox"/>

Allocation

9900 - Non-Reimbursable

NOTE: Split Allocation: Hotel Lodging Per Diem & Split Taxes

If a hotel's lodging per diem exceeds the allowable total, or if there is no justification for going over the base per diem, then the reimbursement amount must be reduced to the allowable total and the taxes for those nights must be prorated by the same percentage.

To do this, enter the "Spent" amount as usual, scroll down to "Allocation" and click "Add Allocation" and enter 9900 for personal, non-reimbursable. In the example below, the "Allowable" total is \$428.00, and the amount spent is \$500. In the allocations, put \$428.00 into the org code that is paying for the expense, and the remaining in 9900. Write down the percentage splits to apply to the tax line that corresponds with the lodging that went over the allowable total.

Spent	500.00	USD	
Allowable Total	428.00	USD	Calculate
Receipt Attached	<input checked="" type="checkbox"/>		

Allocation

[Split Equally](#) [Clear Splits](#)

×	100432 - ACCOUNTS PAYABLE	85.6 %	428.00	◀
×	9900 - Non-Reimbursable	14.4 %	72.00	◀
		100 %	500.00	

Save this line item and click "Itemize" then "Taxes and Fees". Enter the taxes for the specific night, scroll down, click "add allocation" and add the 9900 allocations; instead of entering a dollar amount, insert the percentage that the org code can pay, and the percentage that is non-reimbursable from the previous screen.

Spent	250.00	USD	
Description Optional	Prorating the hotel taxes with the room rate. The percentage splits must match the room's percentage split.		
Receipt Attached	<input checked="" type="checkbox"/>		

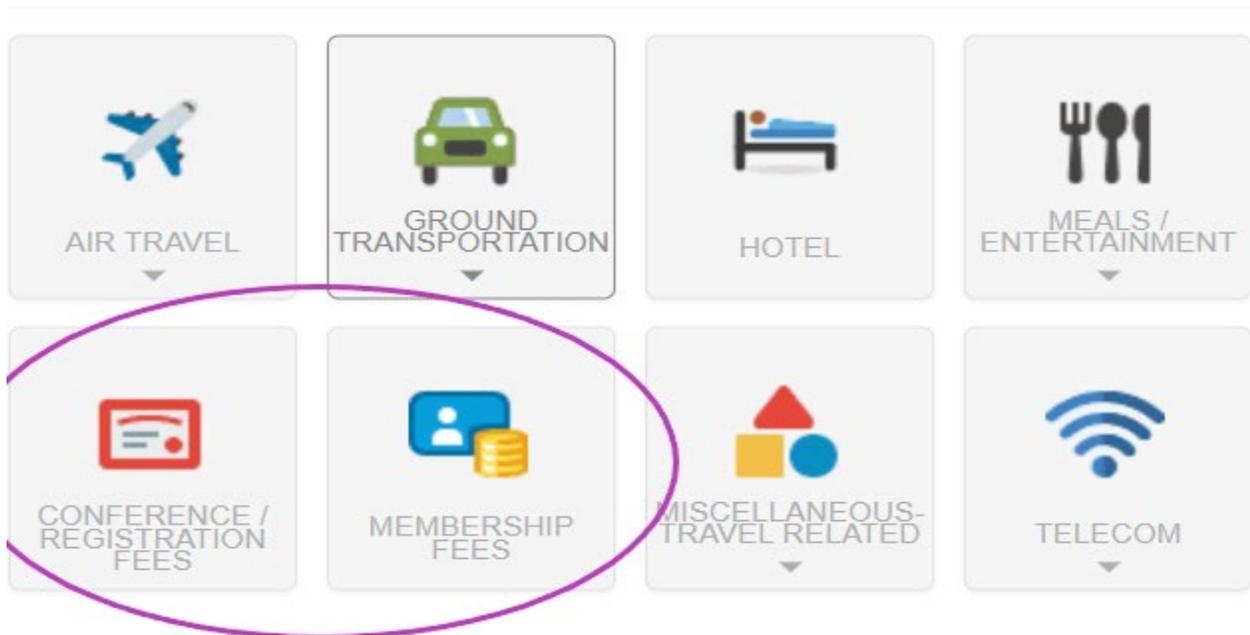
Allocation

[Split Equally](#) [Clear Splits](#)

×	100432 - ACCOUNTS PAYABLE	100432 - ACCOUNTS PAYABLE	85.60 %	214.00	◀
×	9900 - Non-Reimbursable		14.40 %	36.00	◀
			100 %	250.00	

Entering Conference/Registration and Membership Fees.

Conference and Membership fees must be included on the expense report and cannot be reimbursed until after the conference has concluded. Please note that the “date” will always be the date of purchase.



A grid of eight expense category buttons. The first row contains: AIR TRAVEL (airplane icon), GROUND TRANSPORTATION (car icon), HOTEL (bed icon), and MEALS / ENTERTAINMENT (fork and knife icon). The second row contains: CONFERENCE / REGISTRATION FEES (ticket icon), MEMBERSHIP FEES (person and coins icon), MISCELLANEOUS-TRAVEL RELATED (house and circle icon), and TELECOM (Wi-Fi icon). A purple oval highlights the CONFERENCE / REGISTRATION FEES and MEMBERSHIP FEES buttons.

Cancel

Save



Conference / Registration Fees

Date	04/26/2023 
Spent	86.00  USD
Description	Conference fees to attend the National Communication Association.
Receipt Attached	<input checked="" type="checkbox"/>
University Paid	<input type="checkbox"/>

International Travel

All international travel *must* have a Pre-Approval attached to it.

Currency Converter

Creating an international expense report involves the same steps as a domestic expense report. However, you must enter receipts into the system in the currency the purchase was in.

Click on the “USD” next to the amount and a drop-down will appear with all the currencies. Select the appropriate one and Chrome River will convert the currency into USD. The system is live and will convert based on real-time currency rates from the date of purchase.

Conference / Registration Fees

Date: [Calendar icon]

Spent: 0.00 USD

Dropdown menu items:

- SRD - Suriname Dollars
- SSP - South Sudanese pound
- STN - São Tomé and Príncipe Dobra
- SVC - El Salvador Colones
- SYP - Syria Pounds
- SZL - Swaziland Emalangeni
- THB - Thailand Baht
- TJS - Tajikistan Somoni
- TMM - Turkmenistan Manats
- TMT - Turkmenistan Manats
- TND - Tunisia Dinars
- TOP - Tonga Pa'anga
- TRY - Turkey New Lira
- TTD - Trinidad and Tobago Dollars
- TVD - Tuvalu Dollars
- TWD - Taiwan New Dollars
- TZS - Tanzania Shillings
- UAH - Ukraine Hryvnia
- UGX - Uganda Shillings
- USD - US Dollars

Allocation

Search for Allocation

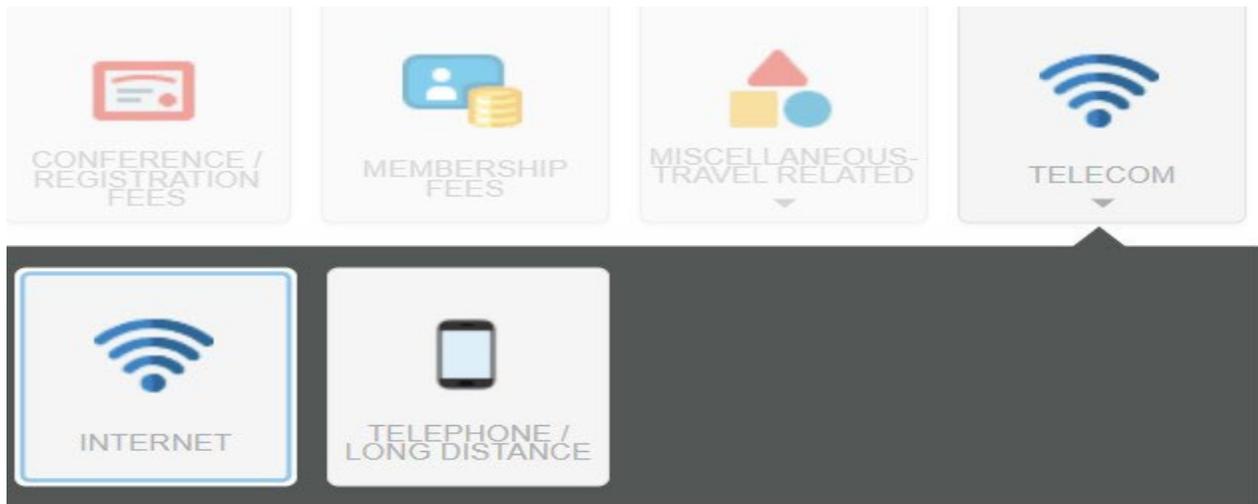
Date: 04/26/2023

Spent: 86.00 EUR

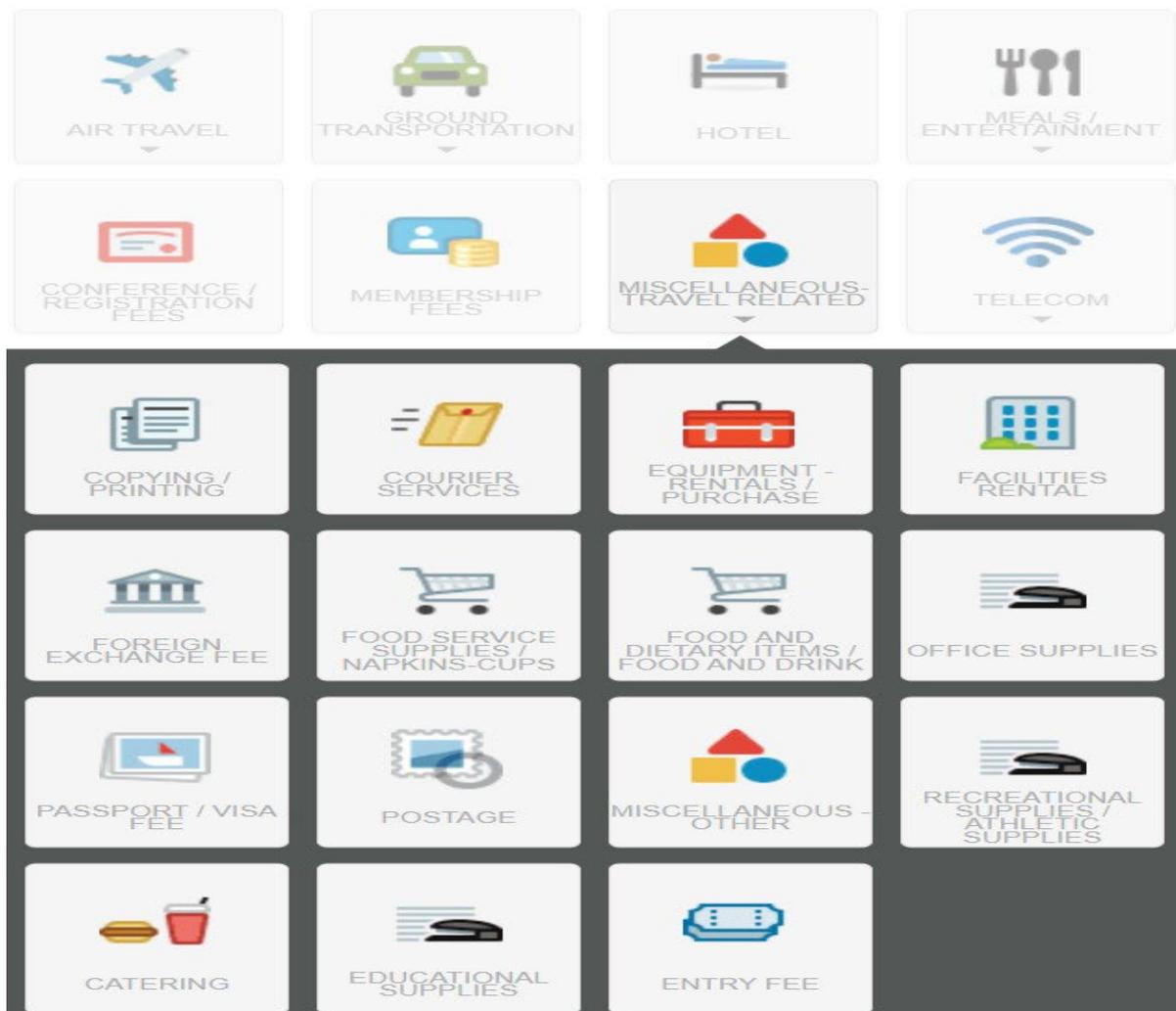
FX Rate: 1.1732705325 100.90 USD

Description: Conference fees to attend the National Communication Association.

Telecom: The telecom tile is primarily used for long-distance telephone fees which might occur while a JMU employee is on official business abroad and needs to conduct business/communicate with JMU.



Miscellaneous Travel Related: Any other reimbursable expenses that occur while the person is on travel status will be found in this tile.



Reimbursing an External Person

- If an external person travels on behalf of the University, they are entitled to payment for their expenses. Most commonly, this is candidates for a faculty position, and we bring them to campus for an interview.
- Occasionally, students will also travel on behalf of the university (to conferences)
- The same travel reimbursement rules apply to non-employees. Itemized receipts are needed for reimbursement.

To enter a non-employee into the system they must fill out the “non-employee vendor enrollment form” and email it to chromerivervendors@jmu.edu

- Students should fill out the form using their SA (Jaccard number), outside parties must use their SSN.
- You will get a confirmation email when they are in the system.
- Create your report as usual, but “Type of Traveler” will either be “Outside Party” or “Student” (pick accordingly)
- Click on the “non-employee” drop-down and select the traveler's name from the list.

Report Type	Domestic ▼
Report Purpose	Recruitment ▼
Type of Traveler	Outside Party ▼
Non Employee	-- Select -- ▼
Travel Start	05/03/2023 
Travel End	05/04/2023 

Before submitting an Expense Report for an external person, they must sign the Cover Page and upload it as you would a receipt.

- Click on “PDF”

Open Delete **PDF** Submit

Training

Report Owner **Andrea Burkholder**
Administrative Assistant

Expense Report ID **QA0058999097**

Ask them to review the charges on the first page and sign the second page.

Hotel	500.00
Total	586.00
Allocation Summary	
Allocations Charged	Amount (USD)
100005 -	ART, DESIGN & ART HISTORY 336.00
Total	336.00

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Expense Report

Report ID: QA00-5899-9097

Report Name	Training
Expense Owner	Andrea Burkholder
Expense Owner	VACCAAJ / 100067870
Created By	Andrea Burkholder
Date	May 16, 2023
To Be Paid In	USD



Please place this cover sheet in front of hardcopy receipt pages and then scan or fax to:
Email: expense-qa@chromefile.com Fax: (617) 208-2534

I hereby certify that the travel undertaken in this reimbursement has been reviewed and approved as necessary for the conduct of business of the Commonwealth.

Submitting an Expense Report & Attaching a Pre-approval

- When you've completed your report click "submit" at the bottom of the report.
- Submit Confirmation will pop up in the upper right-hand corner.
- If the report requires a pre-approval, click on "pre-approval" and select the correlating pre-approval that was created prior to travel. Then click "submit."

Submit Confirmation

I hereby certify that the expenses on this report will be/were incurred on official business of the Commonwealth of Virginia and include only such expenses as necessary in the conduct of business.

PDF ▾

Cancel

Pre-Approval

Submit

Business Meals

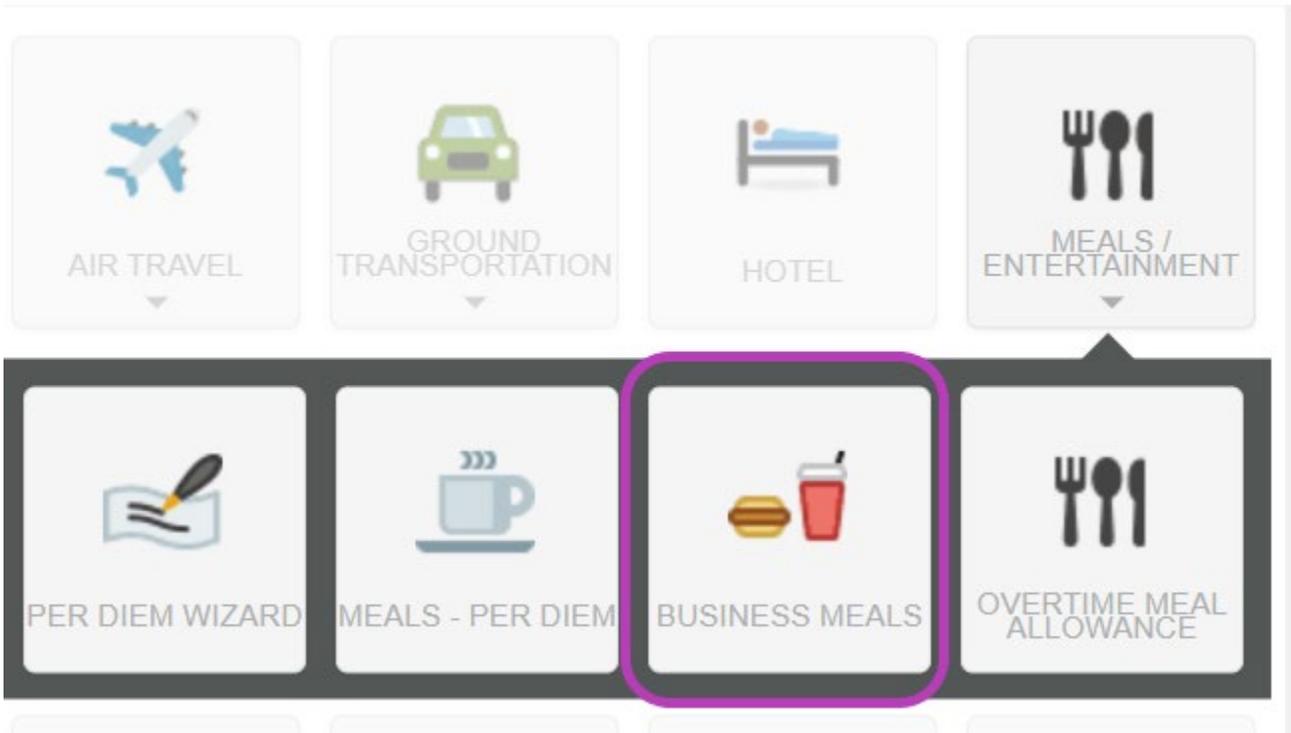
- Meals while on official business must involve a substantive and bona fide business discussion with a non-University employee.
- A University employee should pay for the entire business meal and submit the receipt for reimbursement.
- An original, itemized receipt is required for reimbursement of all business meals.
- Tips for official business meals are limited to 20% of the food/drink before taxes.
- An approving authority may authorize a meal reimbursement of up to 50% over the applicable per diem rates with sufficient justification.

- Alcohol is not reimbursable.

To get started, create a header for the report.

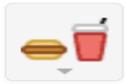
1. The date the meal took place
2. The Report type
3. The Report Purpose
4. Type of Traveler
5. Travel Start & End Date
6. Number of Business Days
7. Save

Click on the “Meals and Entertainment” tile & “Business Meal.”



Create your Business Meal Header

***Enter the date of the meal, and click on "Calculate"



Business Meals

Date

05/04/2023



After pressing the Calculate Button, please adjust the spent amount to be the total of your Food, Tip and Tax Amounts

Spent

0.00



USD

Tax Amount

0

Tip Amount

0.00

Tip Percentage

0

Allowable Food Total

0.00

USD

Calculate

Overage Total

0.00

USD

Business Purpose

Business Meal Calculate:

- Location – based on the receipt where the meal took place
- Meal Type – Breakfast, Lunch, or Dinner.
- Attendees – Enter the number of people who attended the business meal.
- Based on this information the system will calculate the following:
 - "Per Attendee" allowance
 - "Base Total (which is the per diem for the entire meal)
 - "Allowable Food Total" which is 50% over the per diem that can be given with proper justification.

Calculate Allowable Total

Location: Harrisonburg-Harrisonburg (city), Virginia (VA), United St...

Meal Type:

 Breakfast

 Lunch

 Dinner

Attendees: 2

Per Attendee	15.00 USD
Base Total	30.00 USD
Allowable Food Total	45.00 USD

Buttons: Cancel, Save

Calculate Allowable Total

Calculate Overages

SPENT AMOUNT

Food: 30.00

Food: 

Spent 30.00 USD of 45.00 USD
Over 0.00 USD

Total Spent	30.00 USD
Total Overages	0.00 USD

Buttons: Cancel, Save

- Enter the “Food” total – this is the *subtotal* of the food purchased (without tax)
 - Click Save

This will take you back to the “Business Meal Header” screen.

- Enter the tax amount
- Enter the tip – tip cannot exceed 20% of the subtotal
- Please note – the subtotal from the “calculate” is automatically put into the “spent” field. This WILL make the tip percentage higher than it is.

Date

05/04/2023



After pressing the Calculate Button, please adjust the spent amount to be the total of Food, Tip and Tax Amounts

Spent

30.00



USD

Tax Amount

3.69

Tip Amount

6.00

Tip Percentage

30

Allowable Food Total

45.00

USD

Calculate

Overage Total

0.00

USD

At this point, adjust the "Spent" to be the total of the food, tip, and tax amounts. The tip percentage will be adjusted accordingly to reflect the true percentage.



Business Meals

Date

05/04/2023



After pressing the Calculate Button, please adjust the spent amount to be the total of your Food, Tip and Tax Amounts

Spent

39.69



USD

Tax Amount

3.69

Tip Amount

6.00

Tip Percentage

20

Allowable Food Total

45.00

USD

Calculate

Adding External Guest

A business meal must have at least one external guest.

- Scroll down to where it says "Guests"
- Select "External"

- Add New External Guest
- **Please note** this is also how you would add an external guest to any expense that required one (hotel, non-travel catering, etc.)

Guests (1) ⓘ

External ▾ Add Guests

Upload CSV

Internal × And Adm Jam

References

Food and Beverage

Attachments (0)

- 🔍 **Andrea Smith**
JMU Candiate
JMU candidate
- 🔍 **Claire Fulk**
Recruit
Cisco
- 🔍 **Clamp a**
jmu
jmu
- 🔍 **Doug Alderfer**
Asst Superintenende
RCPS

+ Add New External Guests?

Guests (1) ⓘ

EXTERNAL

First Name

Last Name

Title

Company Name

Cancel

Chrome River Reminders:

- Meals per diem are determined from where lodging occurred, and where the person laid their head at night. If a person travels to multiple locations during travel status, the per diem must change as well.
- To enter a report on behalf of another user, the primary user must first make you a delegate for their account
- All expenses must have an itemized receipt showing proof of payment.
- Receipts should be attached to the line items they correlate with (See pg. 15)
- All expenses must be in the user's name for reimbursement. A spouse/parent, etc. cannot pay for a hotel, or airfare on behalf of someone traveling for JMU and it be reimbursed to a JMU employee.

- Employees cannot pay for other employee expenses and seek reimbursement (Hotel, Airfare, Conference fees)
- All expenses should include the full amount, if something is not reimbursable allocate the non-reimbursable portion to 9900, except for taxis and business meals.
- Hotel services or purchases that aren't reimbursable should be itemized in the Personal Non-Reimbursable tile.
- The state cannot reimburse alcohol.
- The state will not reimburse personal expenses including transportation costs to or from personal meals, sightseeing, etc.
- Public transportation policy states that travelers must select economy vehicles when securing rental cars, and select coach/economy seating on trains, and planes. Luxury cars, limousines, XL taxis, and optional add-ons such as "Priority Pickup" are not reimbursable with state funds.
- Parking is included in the Public Transportation policy, and travelers must park in the lowest economy lot at airports, train and bus stations.
- Travelers must opt for self-parking when available at hotels.
- Mileage: The area within a 25-mile radius is the employee-designated base point, and mileage is not reimbursable if traveling within 25 miles of their base point.

Chrome River Helpful Links

- ▶ Chrome River Training Materials: <https://www.jmu.edu/financeoffice/accounting-operations-disbursements/accounts-payable/chrome-river-training.shtml>
- ▶ Assigning a delegate [https://www.jmu.edu/financeoffice/files/ap-files/how to become a delegate.pdf](https://www.jmu.edu/financeoffice/files/ap-files/how%20to%20become%20a%20delegate.pdf)
- ▶ Entering a Business Meal [https://www.jmu.edu/financeoffice/files/ap-files/how to enter business meals.pdf](https://www.jmu.edu/financeoffice/files/ap-files/how%20to%20enter%20business%20meals.pdf)
- ▶ Entering a Hotel Expense [https://www.jmu.edu/financeoffice/files/ap-files/How To Enter Hotel Expenses.pdf](https://www.jmu.edu/financeoffice/files/ap-files/How%20To%20Enter%20Hotel%20Expenses.pdf)

Contact Information

Accounts Payable: acctspayable@jmu.edu (Departmental mailbox monitored during business hours)

Chrome River

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