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Chrome River User Manual

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PRE-APPROVAL EXPENSE FILE DETAILS

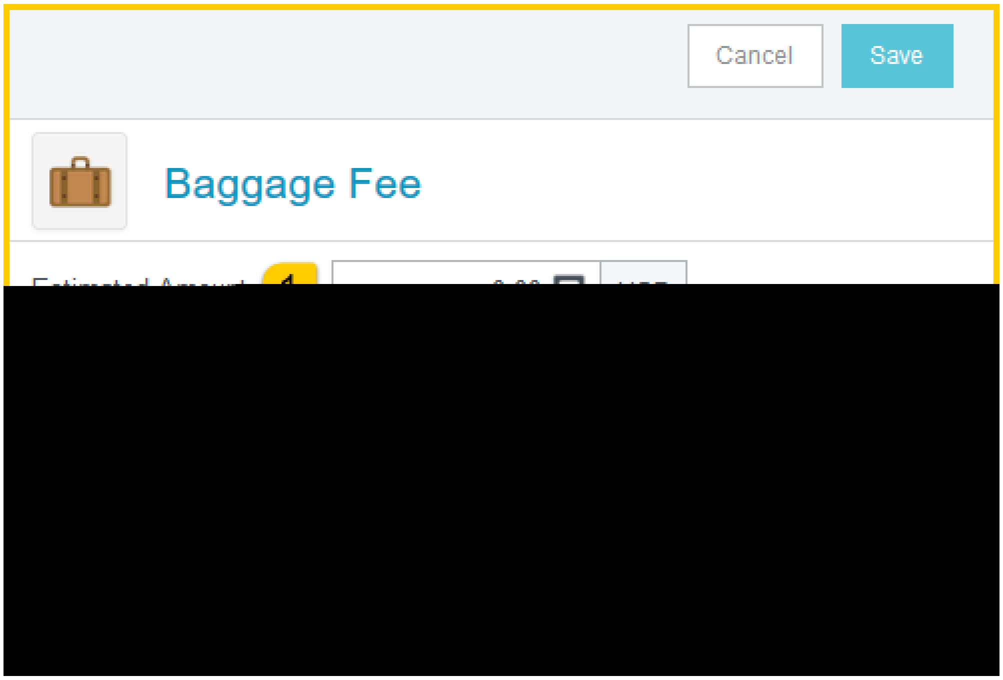
Air Travel

Airfare

The most economical mode of airline travel is generally tourist or economy class. Specific Justification must be furnished with the Expense Report when these classes are not used. If these classes are not available, a verifying statement from the travel agency or airline must be furnished with the Expense Report. Early boarding fees are a non-reimbursable.

Baggage

One checked bag per departing and arriving flights is reimbursable, charges for baggage in excess will require justification.



[redacted]

1. Estimated Amount: Enter the estimated amount for this expense type.
2. Description: Provide any additional information about this expense. This field is optional for most expense types.
3. To Be Paid By: Select the option that best describes the anticipated payment method for the expense. Options include:
   a) Accounts Payable Invoice
   b) Foundation Funds
   c) No Cost to WSU
   d) Personal Funds
   e) Procurement Card (WSU issued)

Complete the expense tile form and click Save at the upper right side of the screen to continue.

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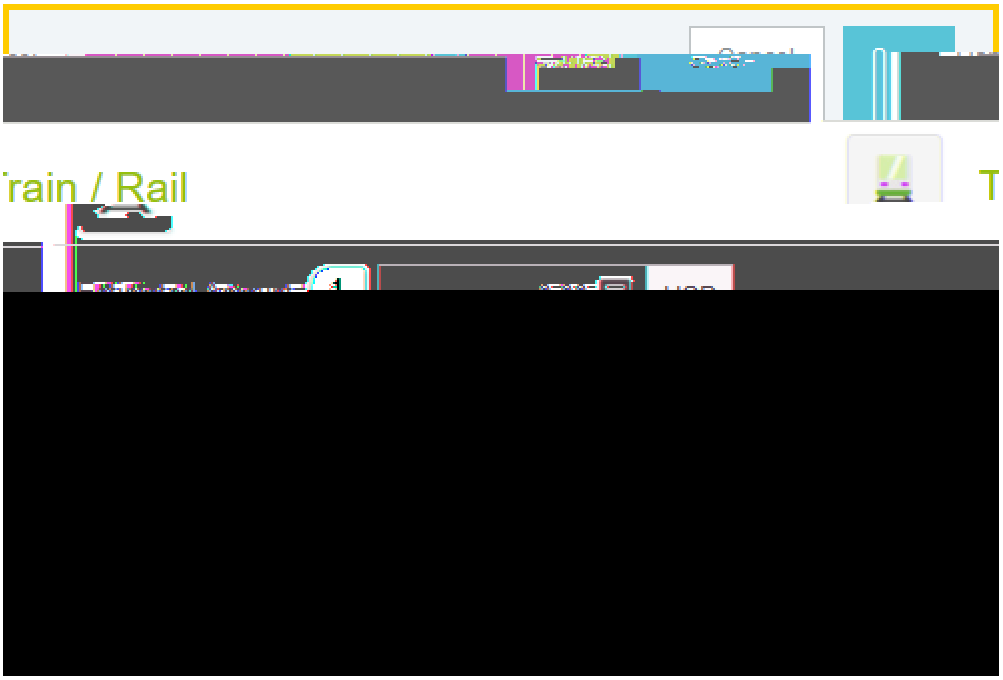
Train / Rail

Train / Rail

The most economical mode of passenger train travel is generally first-class day coach. Specific justification must be furnished with the Expense Report for reimbursement of train fare when first class is not used.



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1. Estimated Amount: Enter the estimated amount for this expense type.
2. Description: Provide any additional information about this expense. This field is optional for most expense types.
3. To Be Paid By: Select the option that best describes the anticipated payment method for the expense. Options include:
   a) Accounts Payable Invoice
   b) Foundation Funds
   c) No Cost to WSU
   d) Personal Funds
   e) Procurement Card (WSU issued)

Complete the expense tile form and click Save at the upper right side of the screen to continue.

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Ground Transportation

a) Accounts Payable Invoice
b) Foundation Funds
c) No Cost to WSU
d) Personal Funds
e) Procurement Card (WSU issued)

Complete the expense tile form and click Save at the upper right side of the screen to continue.

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Gasoline

Will be reimbursed if a rental vehicle is also on the Expense Report. The mileage reimbursement rate for personal vehicles includes the cost of gasoline.

1. Estimated Amount: Enter the estimated amount for thi (l)13.e2(t f5.1 (s)-7.24 21.7 (e)10.9 (m)7. (t lir.6 (th)

7. Deduction: Clicking on the None button will provide the option to select either Distance or Amount. See step 17 for additional details.

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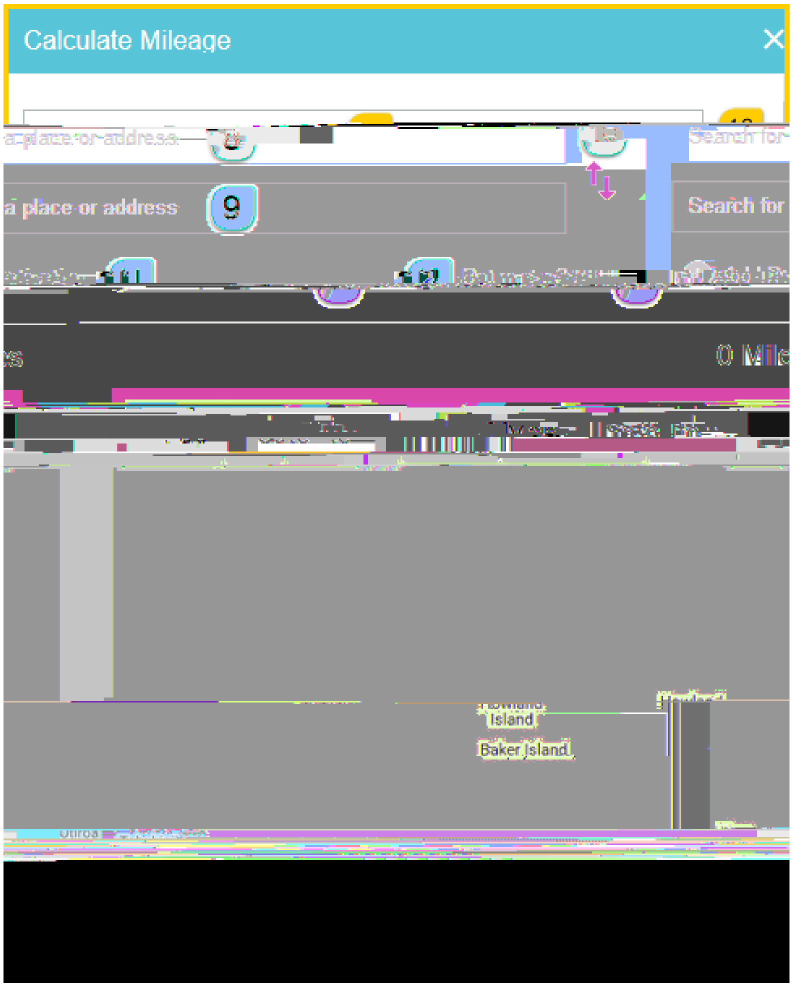
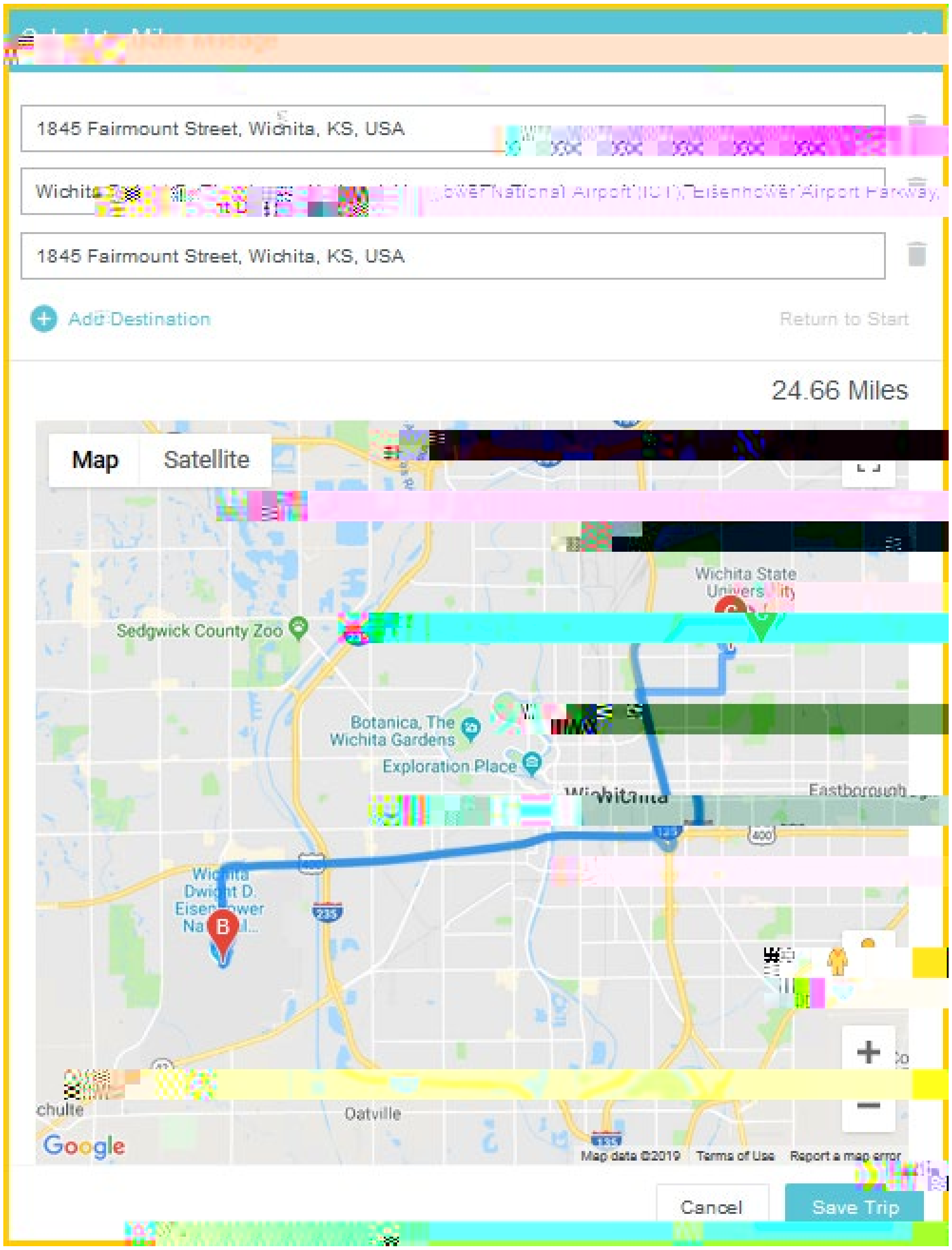


8. Search for a place or address: Enter the address of the location you are leaving from. When you begin typing, the system will provide selections.
9. Search for a place or address: Enter the address of the location you are going to. When you begin typing, the system will provide selections.
10. Switch order icon: Click this icon to reorder the locations added in step 8 and 9.
11. Add Destination: Click this link to add additional destinations.
12. Return to Start: Click this link to automatically add an entry returning to the beginning location.



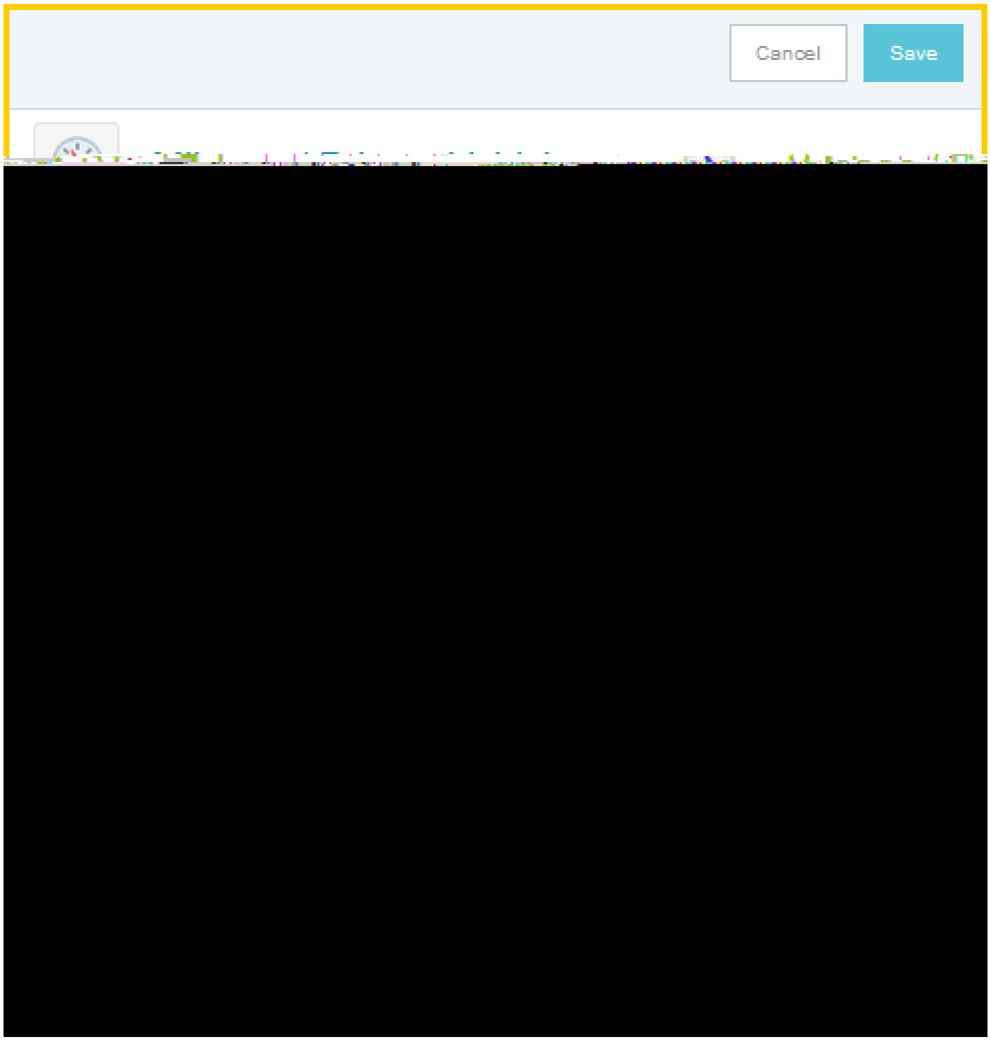
1845 Fairmount Street, Wichita, KS, USA

Wichita [illegible] ower National Airport (ICT), Eisenhower Airport Parkway,

1845 Fairmount Street, Wichita, KS, USA

24.66 Miles

Add Destination
Return to Start
Map
Satellite
Wichita State University
Sedgwick County Zoo
Botanica, The Wichita Gardens
Exploration Place
Wichita
Eastborough
Wichita Dwight D. Eisenhower Na...l...
B
C
235
135
400
chulte
Oatville
Google
Map data ©2019
Terms of Use
Report a map error
Cancel
Save Trip



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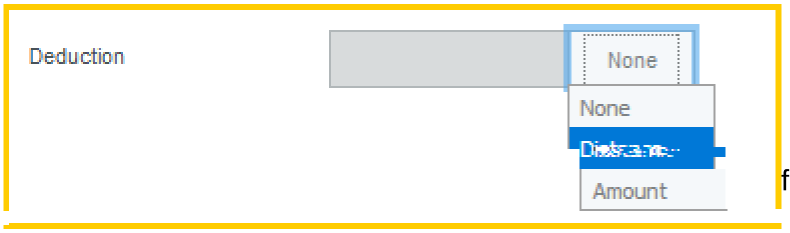
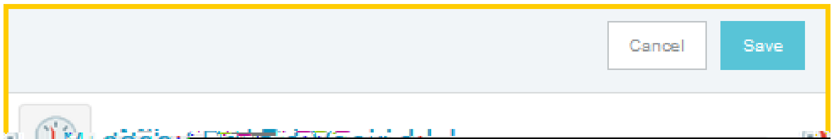
14. Estimated Amount: Notice the Estimated Amount was calculated and populated based upon the information previously entered on the Calculate Mileage page.
15. Description: Notice the Description was populated based upon the information previously entered on the Calculate Mileage page.
16. Miles: Notice the Miles field was populated based upon the information previously entered on the Calculate Mileage page.
17. Deduction: To reduce the calculated mileage, click the None button and select one of the options presented.
    a) Distance: Selecting this option allows the user to enter a specific number of miles to deduct from the mileage calculated in steps 1-13. The system will multiply the number of miles enter by the mileage rate, then deduct the calculated amount from the Estimated Amount field.

b) Amount: Selecting this option allows the user to enter a specific dollar amount to deduct from the mileage calculated in steps13. in5936 40.11 Tf0.0idkingcthe8%¢'button ¢u§_m"ãÒ2, y) = CªEf"#


Deduction
None
None
Distance
Amount

form after a dis5.ftance deduction has5.f been adde


Cancel
Save

[redacted]

t side of the sceen to continue.

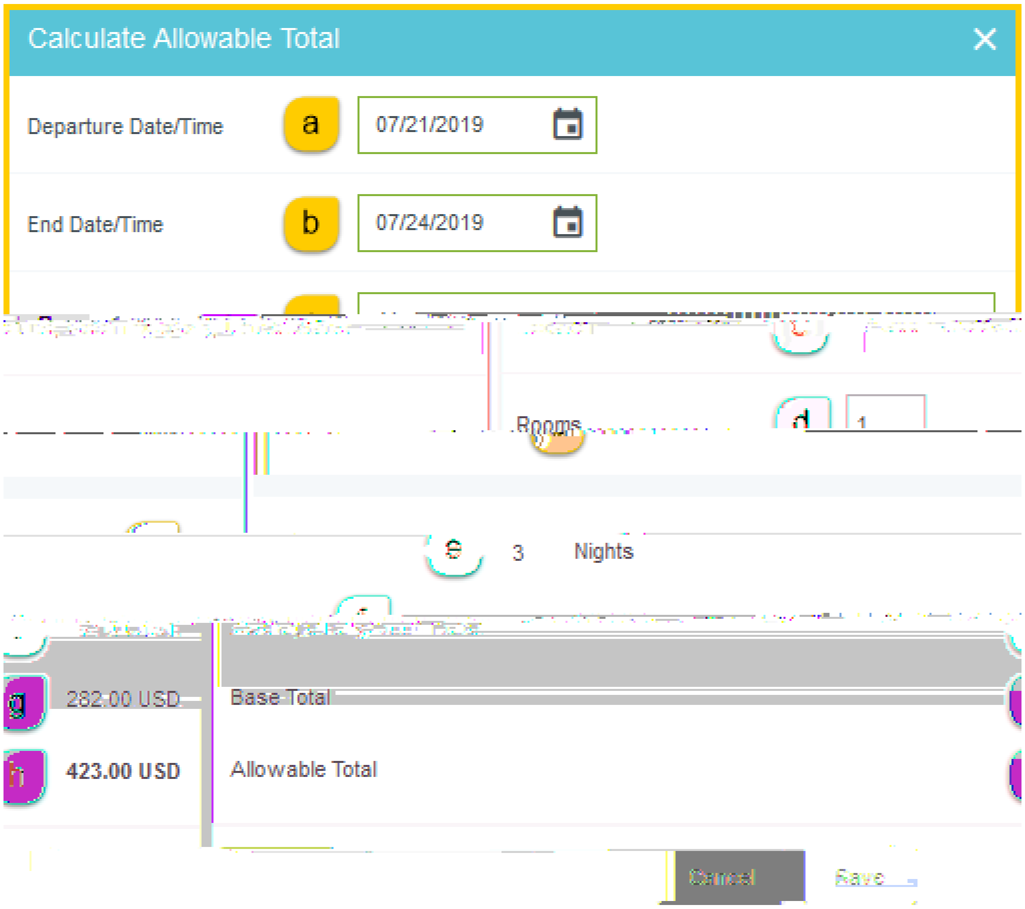
Public Transit

Transportation charges incurred during travel to conduct official business such as: city bus, shuttle service and other forms of transportation are reimbursable. Receipts for these charges are not required if purchased with personal funds. Public

Hotel

Hotel

Daily lodging rates will be determined SOLEY by the use of the CONUS - U.S. General Services Administration defined rates found at: https://gsa.gov/portal/content/104877 rates are adjusted bi-annually. Rates for Outside the Contiguous United States (OCONUS) are found at: https://www.defensetravel.dod.mil/site/perdiemCalc.cfm. Taxes associated with lodging are not considered when applying the maximum lodging limit to the traveler's lodging rate.



Departure Date/Time 07/21/2019

End Date/Time 07/24/2019

Rooms 1

3 Nights

282.00 USD Base Total

423.00 USD Allowable Total

a) Departure Date/Time Enter the anticipated departure date for the trip.
b) End Date/Time Enter the anticipated end date of the trip.
c) Location: Begin typing to locate and select the appropriate location of your stay.
d) Rooms: Enter the number of hotel rooms.
e) Nights: This field is automatically calculated based upon the date range entered in steps a) and b).
f) Average Daily Room Rate This is the base allowable lodging amount per night.
g) Base Total: This is the calculated total of the Average Daily Room Rate multiplied by the calculated number of nights.
h) Allowable Total: This is the total maximum lodging amount allowed. This amount applies only to the room rate – not taxes and fees.

Click the Save button located at the bottom right side of the screen.

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1. Departure Date: Enter the anticipated departure date for the trip.
2. Departure Time: Ente