





## CHROME RIVER QUICK STEPS

### Reconcile an Expense Line Item

Once the line item(s) that will not be reconciled on this Expense Report has been deleted, it is time to review and update the expense(s) that will be reconciled on this Expense Report.

If the expense item was paid with a USI corporate travel card, then drag and drop t



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### Attachments

Each expense **requires** a receipt. If a receipt is not already attached, then click **Add Attachments**. Select either **From Receipt Gallery** or **Upload Attachments**. Upload the receipt (PDF, PNG, and JPEG formats only).

- **From Receipt Gallery** will open the Receipt Gallery in the traveler's Chrome River account, where the traveler may choose the correct attachment to upload to the credit card transaction.
- **Upload Attachments** will allow the traveler to select a file from the computer to upload to the credit card transac .



### Step 4: Submit the Expense Report

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An Expense Report may only be submitted when all the expenses have green checkmarks.

To submit an open Expense Report, click **Submit** in the lower right-hand corner of the Expense Summary Section.

After **Submit** has been clicked, the Submit Confirmation screen will appear. This is the last opportunity to review the Expense Report.

If all the information looks correct, then click **Submit** again. If an error is found, then click Cancel, and fix said error.

A message will briefly appear, at the top of the screen, if the report was submitted successfully.