



CHROME RIVER QUICK STEPS

Adding a New Expense Line Item

There are two main options for an expense:

- Credit Card Expense: is a trip item paid with a USI corporate travel card.
- Direct Expense: is a trip item paid by the traveler with personal funds and needs to be reimbursed.

Adding a Credit Card Expense

To add a credit card expense line, click the circle with a plus sign located in the Expense Summary blue banner.



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Adding a Direct Expense

If an expense incurred is not listed on the Expense Report, then a new expense line item. ~~2~~ Report, 1f. 1b. ~~2~~ Inter-~~2~~ inl. ~~3~~ If an T