

Chrome River Common Rejection Reasons (from Accounts Payable)

1. Business Purpose must be clear and entered in the "Business Purpose" field on the overall expense report and on the expense form for each receipt
2. Business Meals must be submitted with the attendee names populated in the "Attendee" Section and you must enter either as an internal attendee (HU employee) or External attendee (donor, visiting speaker, student etc.). Completing this section requires the attendee is identified as donor, visiting speaker, student etc.
3. Missing Conference/ Meeting agendas
4. Missing boarding passes
5. Lumping of multiple receipts on one-line, each receipt must be processed separately, and expense line must have the receipt attached. Receipts must not be added to the header
6. Missing detail/itemized receipts
7. Spend amount field amount entered must be the total paid (restaurants and taxis)
8. Tips must be entered on Tip Amount field
9. Deduction of meals provided at hotel, meeting, or conference (via Chrome River Per-Diem Wizard)
10. Deduction of per diem for travel days (first and last date) (via Chrome River Per-Diem Wizard)
11. Per-diem previously submitted in prior expense reports and you cannot claim per-diem for more than once
12. Misuse of Miscellaneous Tile. Great efforts have been made to ensure that any item expected to be entered for reimbursement has an appropriate (more specific) tile available.
13. Misuse of Tiles in general
14. Duplicate entries
15. Claiming per-diem on a day that a business meal was claimed (on the current expense report or on any previous or future reports)
16. Only submit **your** expense reports through Chrome River, checks will only be made out to your name.
17. All receipts must show proof of payment (credit card statement is not required if the receipt shows 0 balance due or cc payment)
18. Adding mileage logs is not necessary - Chrome River automatically calculates mileage when you use the appropriate tile and enter the to/from destinations
19. Using appropriate dates on the EXPENSE REPORT (the to/from date)
20. Appropriate use of receipt date
21. Use comment area or description section to provide additional explanation or clarification of any receipt you are submitting that requires clarification. **Remember every expense report must stand on its own and be clear to anyone reviewing the receipts/reports submitted.**