

Chrome River Tips/Reminders – September 2023

1. Supporting documentation needs to be attached to the pertaining tile (i.e. Hotel tile will have the itemized hotel bill attached, Airfare tile will have the itemized paid bill and boarding tickets attached, Taxi tile will have ground transportation paid receipts attached, etc. The main expense cover page will have the Conference Program attached and any other general documentation).
2. Conference programs/brochures and/or agendas need to be attached to all Conference Expenses.
3. Per Diems are now required for meals. Individual meal receipts/reimbursements will no longer be accepted unless it is a “Business Meal.” The first and last days of the conference trip are designated as “travel days” so you must check this box off because the system does not automatically mark it off. Travel days pay at a 75% per diem rate (if any meals appear on the Program for a travel day, you will still need to make those meal deductions). In addition, on all other days in-between, the per diem rate is at 100%, so you will need to deduct any meals provided by the Conference Event. If any meals are part of the conference program, you must deduct from them your per diem expenses, regardless of whether you had the offered meals or not.
4. You should not charge any meals to your room. These expenses will not be covered since meals are reimbursed as a “per diem” only. Any meals appearing on your hotel bill must be deducted from the total. If you are not requesting per diem (for example, if a Business Meal), you will need to provide an itemized restaurant receipt from the hotel restaurant. Along with your itemized Hotel bill. All business meals also require a purpose and a list of attendees.
5. Credit Card “proof of payment” is still required along with the paid receipt that shows the form of payment. Either a copy of your statement or print outs of the charges from the credit card online accounts are acceptable. Please ensure the charges are not still in “pending” status, as Accounts Payable will reject this. Accounts Payable will not require bank statement if the receipt submitted shows a zero balance and the last 4 digits of your credit card. Each receipt is different.
6. Tips need to be listed separately (but tip must be included in “Spend Total”) under the total amount (CR automatically calculates the tip percentage and alerts if it is too high, which would then require an explanation under “Notes”). Tips for all cases need to be done this way (restaurant receipts, taxis, hotel, etc.). In the case that the tip is not listed on the receipt, but shows on the credit card charges, you still need to add it to receipt total to match your credit card charges and list the tip underneath. Then provide an

explanation in the Notes section as to why tip was not included in paid receipt, but it is on credit card. When reducing the tip amount to comply with tip percentage you must also reduce the "Spend Amount".

Time saving entry tips:

- You can view your Chrome River expenses in PDF form and you should save your expense report as a PDF before you submit, so you can see the full documents with attachments, grand total, etc. This will help you see any discrepancies before you submit the expenses. If an item is missing, you can add it to Chrome River even after you have already submitted.
- You can track the status of approvals by going into the Submitted view of your expense report and select "Tracking".
- Hotel Expenses can be itemized. If you have two or more nights to list you can use the "Recurring" tile under Hotel tile. It allows you to enter all under one Hotel Expense screen by entering Check-in and Check-out dates it will apply the expenses per night that you fill in (Lodging & Taxes, Parking, Wi-fi, etc.).
- Always refer to Hofstra Business Policy to ensure you are aware of the guidelines