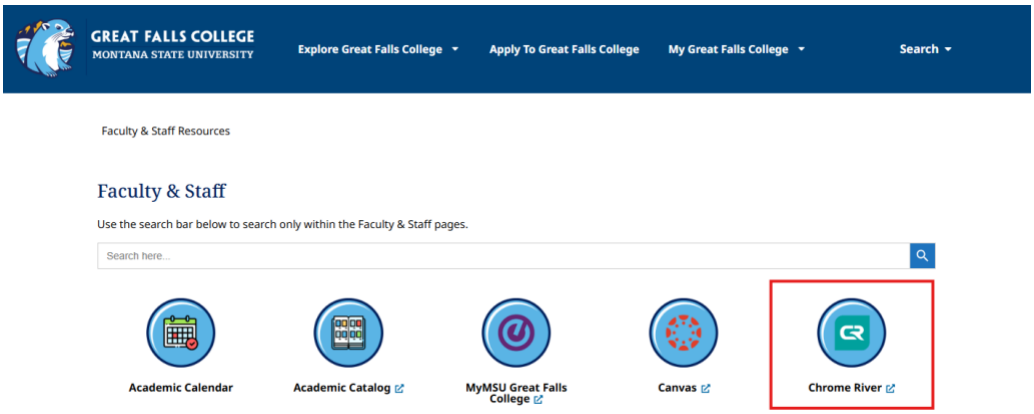
How to Create a Non-Travel Employee Expense Reimbursement for Non-P-Card Purchases

Use this guide when a P-Card is not available and an employee purchases business-related items with personal funds. The reimbursement is requested through an expense report in Chrome River and should result in a "Pay Me" amount for the employee.

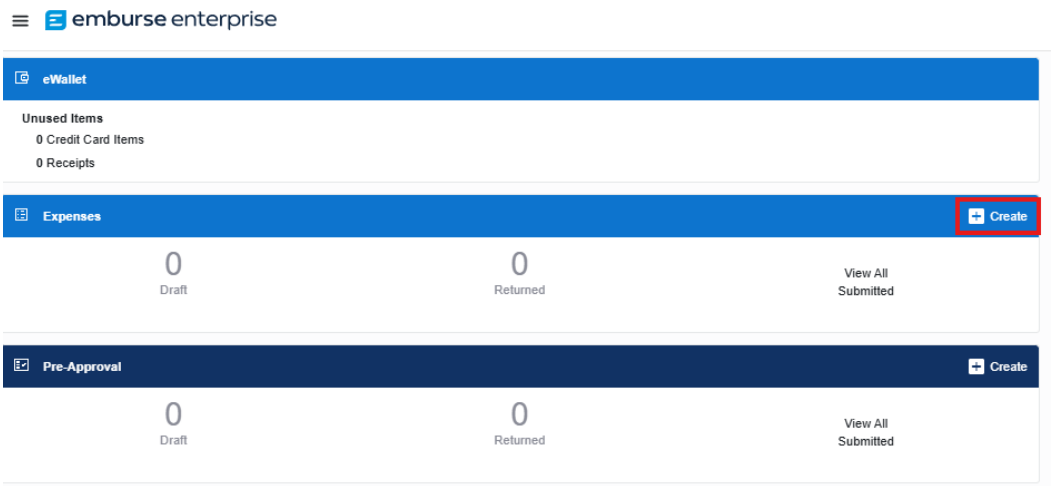
Before you begin: Confirm that your mailing address in your MyMSU Great Falls College – Personal Information Dashboard is current and reflects where the reimbursement should be sent.

Step 1: Start the Expense Report

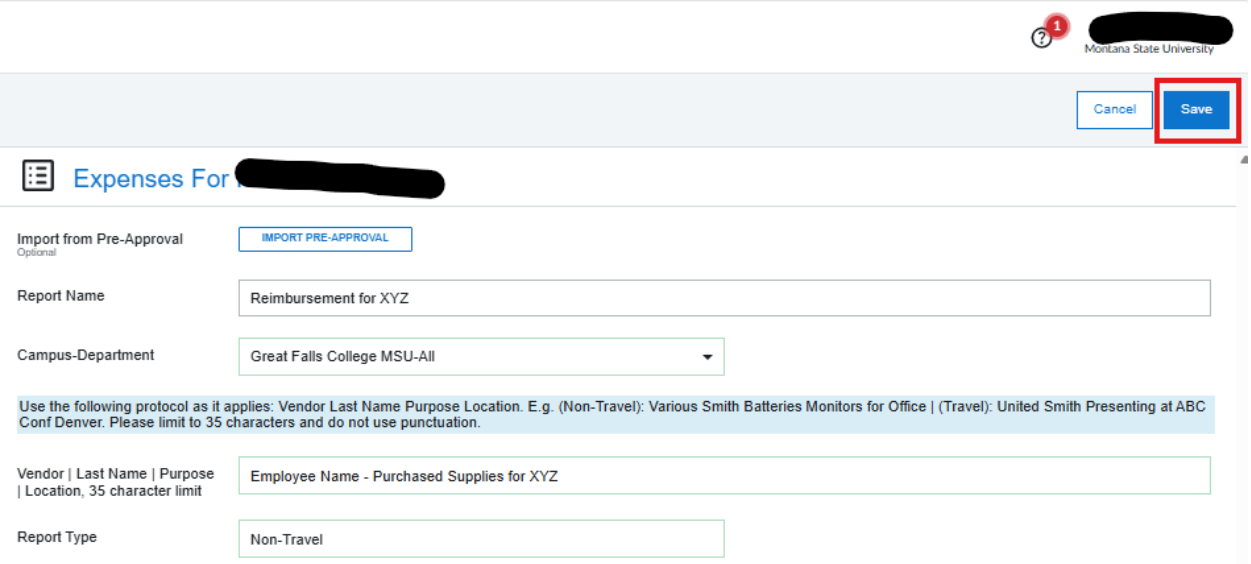
1. Open Chrome River and sign in with your NetID and password.



2. On the Dashboard, go to the Expenses section and select **Create**.

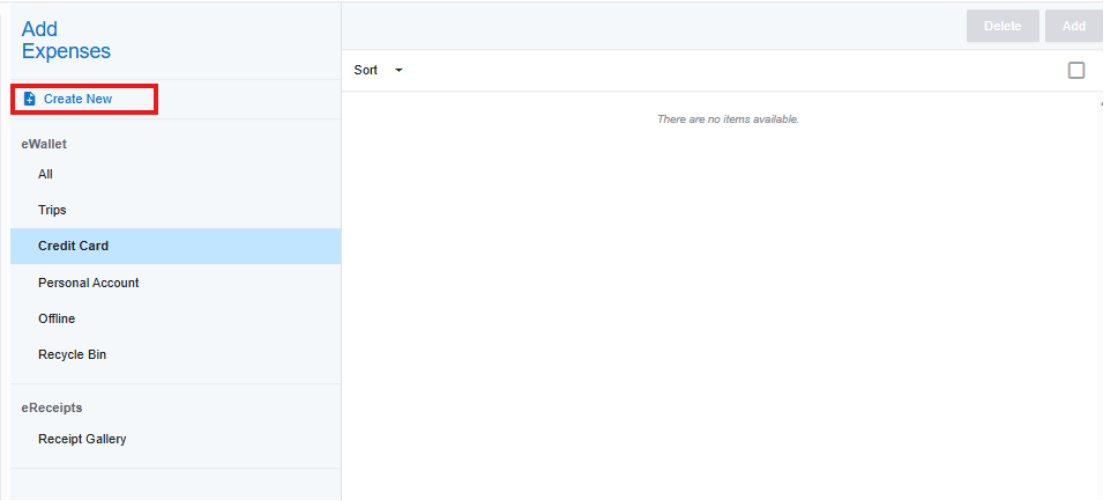


3. Enter the report header information: Report Name, Campus-Department, Vendor| Last Name| Purpose, and Report type.
    - Enter a **Report Name**.
    - For **Campus-Department**, use the drop-down menu to select **Great Falls College MSU-All**.
    - In **Vendor | Last Name | Purpose**, enter a detailed description of the purchase.
    - For **Report Type**, select **Non-Travel**.
    - Select **Save** to create the report. This will open the Add Expenses screen.

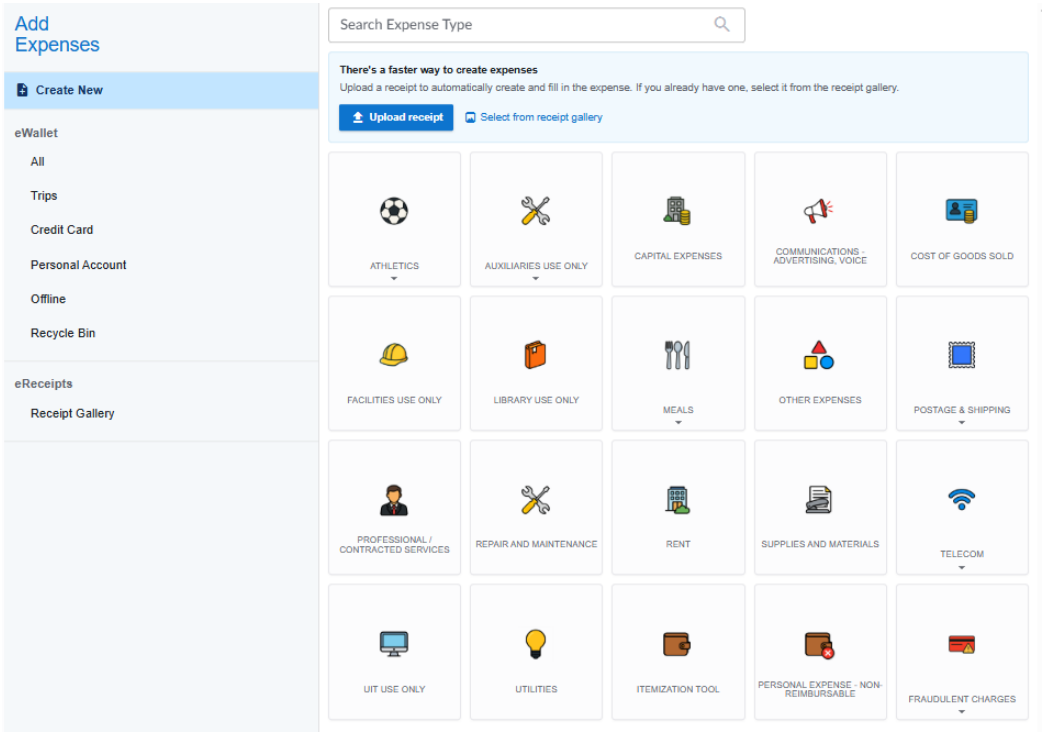


Step 2: Add a New Expense

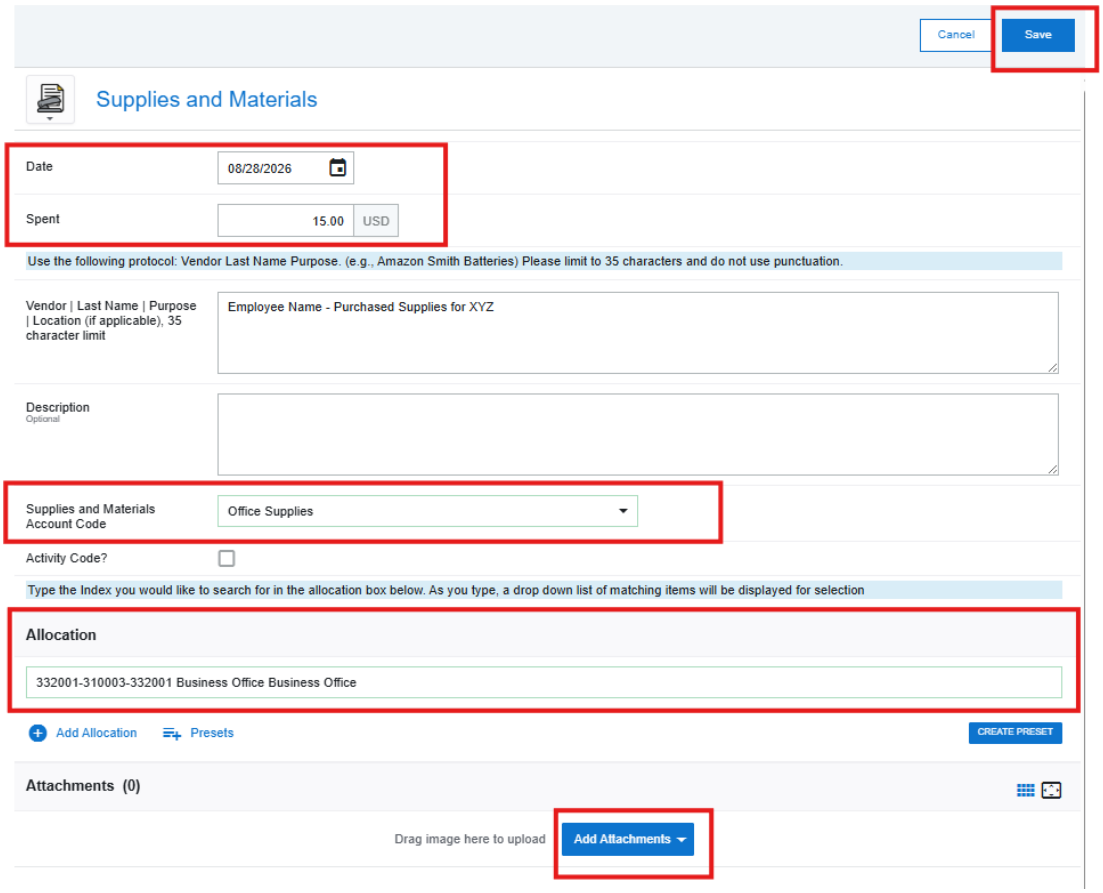
On the Add Expenses screen, select **Create New**.



4. Select the appropriate **Expense Type**.

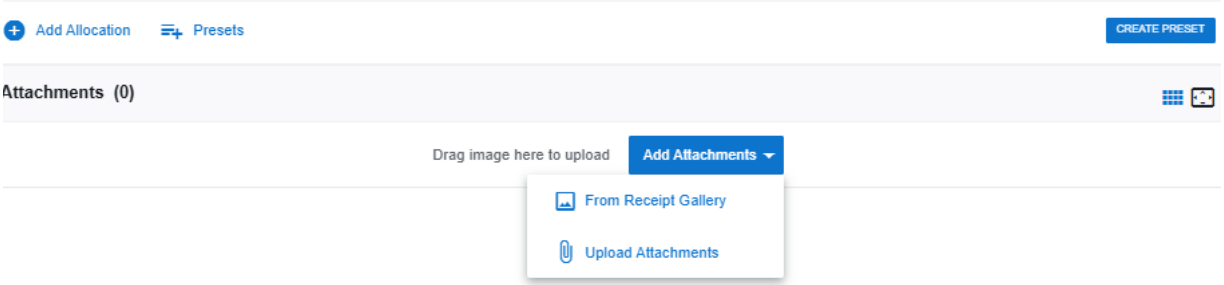


5. The date will default to the current date.
6. Enter the reimbursement amount in the **Spent** field. The amount must match the receipt that will be attached to the report in Step 3.
7. The **Vendor | Last Name | Purpose** field will auto-populate from the report header.
8. Enter additional details in the **Description** field, if needed.
9. Select the appropriate **Account Code** from the drop-down list.
10. In the **Allocation field,** start typing the index number you wish to use. A drop-down list of matching items will be displayed to choose from.
11. If you need to add an additional index to the report, beneath the **Allocation** field, select **Add Allocation** to search for the index where the expenses should be posted.



Step 3: Attach the Receipt

1. From the **Add Attachments** drop-down menu, select the method you want to use to attach the receipt to the expense report.
2. For this example, select **Upload Attachments**, navigate to the file location where you saved your receipt, and select the file. You will see the receipt at the bottom of the screen.
3. Select **Save**.



Step 4: Review and Submit the Report

1. Review the expense report summary on the left side of the screen.
2. Confirm that a green check mark appears next to the expense report. This indicates that the report is complete.
3. Verify that the reimbursement amount appears in the **Pay Me** column in the summary.
4. Select **Submit**. The report will be routed for approval and payment.

