

How to Claim an Expense Reimbursement

UPDATE: May 20, 2020



Expense reimbursements are processed through Chrome River, found at MyTrent/Finance:



Chrome River will open in the main Dashboard page, and will show the message of the day, draft and submitted expense reports, pre-approvals and any required approvals. To return to this screen at anytime, click on the Chrome River logo at the top left.

Creating a New Expense Report or Pre Approval

Click **+New** at the top of the page and chose either:

- Expense report: for business travel or expenses incurred using personal funds; or
- Pre-approval form: required when expenses are anticipated to exceed \$4,000 or a cash advance is being requested.

Complete the required details

- Report name – should be something meaningful to you the claimant
- Start and End dates –please use actual dates of your trip or purchase, when known
- Fiscal Year – defaults to current fiscal, but may need to be changed for year-end purposes
- Business purpose – reason for expense, how expense is directly related to university business or the research project, note there is a minimum 15 character requirement.
- Report type: Canadian or International travel and expense, or Request Cash Advance (Canadian versus International will drive object code allocation and tax treatments)
- Person not affiliated with Trent University - when the account holder must enter an expense claim on behalf of an individual not on Trent Payroll (i.e. guest speaker, collaborator, student, etc.)

If individual is not on list, contact accountspayable@trentu.ca to have file setup

Adding Expenses

Click the plus sign in the blue banner at the top of the report.

Select expense type from the Category Tiles, such as Air Travel, Office Expenses, Dues and Fees etc.

- These tiles drive object code allocation and in some cases tax treatment; for example, Air Travel will be allocated to the Travel object code and Books/Publications have a different tax rate applied.
- Please use the date of the purchase and the location of the purchase, as this information will drive the allocation between accounting periods and tax rebate calculations.

Allocation

If you do not know the GL Account number you can search by name; for example, if you want to charge a TUFA PEF account, type TUFA in the ALLOCATION field and a list of TUFA PEF accounts will be displayed.

If your account is not available please email accounts payable or research finance for set up.

Attaching a Receipt

Receipts can be sent by email to receipt@ca1.chromeriver.com or uploaded prior to or while creating a claim. CR Snap app can also be downloaded to allow direct uploading of receipts.

Saving the item

Click Save and a message will pop up to say “**Form Requires Attention. Please see below**” - Please tick this box if your receipt shows HST/GST as a separate line but not when they are combined with other fees. This box drives whether or not we will claim a tax rebate.

Compliance Warnings

The Business and Travel Expense Guidelines are built into this tool and you will receive compliance warnings if you have submitted an item that falls outside of the policy. In most cases these warnings will ask for an explanation to be provided before you can move on, however some items will result in a hard stop until the issue is resolved.

Submitting your Claim

Once any warnings have been addressed you may submit your claim. Please send the receipts in an envelope labelled with your CR claim number to Finance for filing.

Tracking a Claim

Once submitted, you can track the progress of your claim by clicking on “Submitted Last 90Days” in the main Dashboard. The claim will have status of PENDING, APPROVED or EXPORTED, click on the report and then on TRACKING to see where it is in the process.

Approving a Claim

Claims are routed to a supervisor and/or budget holder for approval. Approvers will be notified by email and an approval banner will appear on your dashboard. Please review the claim, any compliance warnings and attachments. Approvers can return the whole claim or an individual expense line to the claimant for further explanation, or adjust the amount to be reimbursed.

Cash Advances

- Before requesting a cash advance, a pre-approval must be completed.
- Cash advances are requested by selecting Cash Advance Request in the Report Type drop down list in a New Expense Report.
- Once a cash advance has been requested it will appear in your eWallet and can then be applied against future expense reports to reduce the reimbursement requested.
- To apply a cash advance against an expense report create a New Expense Report, you can then import your Pre-Approval and apply the cash advance from the eWallet.
- If the full advance was not spent and some funds are to be returned, please make a payment to Trent where you will receive a receipt and then use the Cash Return Tile to clear the unused advance; note, you will be asked for your receipt number.