

UVic Employee E-Bike Loan Pilot Program: Chrome River Instructions

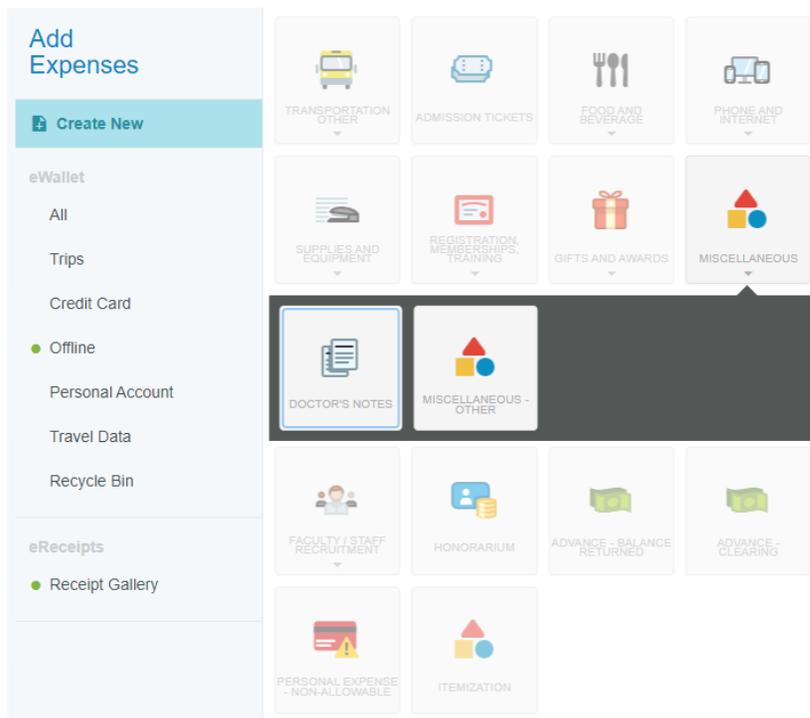
E-Bike Reimbursement Steps

1. On a new expense report, select 'No' to the 'is this payment for a student, guest or non-employee?' and select "Business Expense" from the 'Report Type' drop down list.

For emergency payments, please contact Accounts Payable directly.

Is this payment for a student, guest or non-employee?	<input type="text" value="No"/>
Report Type	<input type="text" value="Business Expense"/>
Is a portion of this expense going to be allocated to Pro-D?	<input type="checkbox"/>
Is this for Petty Cash replenishment?	<input checked="" type="checkbox"/>
Is special handling required?	<input type="checkbox"/>

2. Select the check box 'Is this for Petty Cash replenishment'
3. Add your expense using the 'Miscellaneous' and 'Miscellaneous – other' expense tile(s)



The screenshot shows the 'Add Expenses' interface in Chrome River. On the left is a sidebar with navigation options: 'Add Expenses', 'Create New', 'eWallet' (with sub-items: All, Trips, Credit Card, Offline, Personal Account, Travel Data, Recycle Bin), 'eReceipts' (with sub-item: Receipt Gallery), and 'Receipt Gallery'. The main area displays a grid of expense categories. The 'MISCELLANEOUS' category is expanded, showing sub-categories: 'DOCTOR'S NOTES' and 'MISCELLANEOUS - OTHER'. Other visible categories include: TRANSPORTATION OTHER, ADMISSION TICKETS, FOOD AND BEVERAGE, PHONE AND INTERNET, SUPPLIES AND EQUIPMENT, REGISTRATION, MEMBERSHIPS, TRAINING, GIFTS AND AWARDS, FACULTY / STAFF RECRUITMENT, HONORARIUM, ADVANCE - BALANCE RETURNED, ADVANCE - CLEARING, PERSONAL EXPENSE - NON-ALLOWABLE, and ITEMIZATION.



4. Enter the cost of the E-Bike, up to a max. of \$3,000
5. In the Allocation section, enter FAST account 10103-00000 in the search box and select that FAST account

Allocation - Fund, Org, Account

10103-00000 10103-Camp Sec - Balance sheet Accounts
00000-Balance Sheet

6. The second allocation box that appears will default to account '7200 – Supplies'. Click in this box and enter expense account code '1239 – E-Bike Loan Receivable' and select that account code.

Allocation - Fund, Org, Account

1239 - E-Bike Loan Receivable

7. Add your E-Bike receipt under the 'Attachments' section.
Note: The E-Bike must be on a separate receipt.
8. The 'Total Pay Me Amount' should now list the cost of the E-Bike, to a max. of \$3,000.
9. Click the 'Submit' button.
10. The 'Select Approver' screen displays. Select "Alexis Osmond" as the account holder from the drop down list and click the 'Submit' button.

Note: All expense reports in Chrome River will go to the account holder and to your one over one/supervisor. Your one over one/supervisor will also receive an approval email (you do not need to select them here).

*It is recommended that you let them know, in advance of submitting your report that they can expect to receive this notification.

Need help or have a question? Please contact expensegmt@uvic.ca