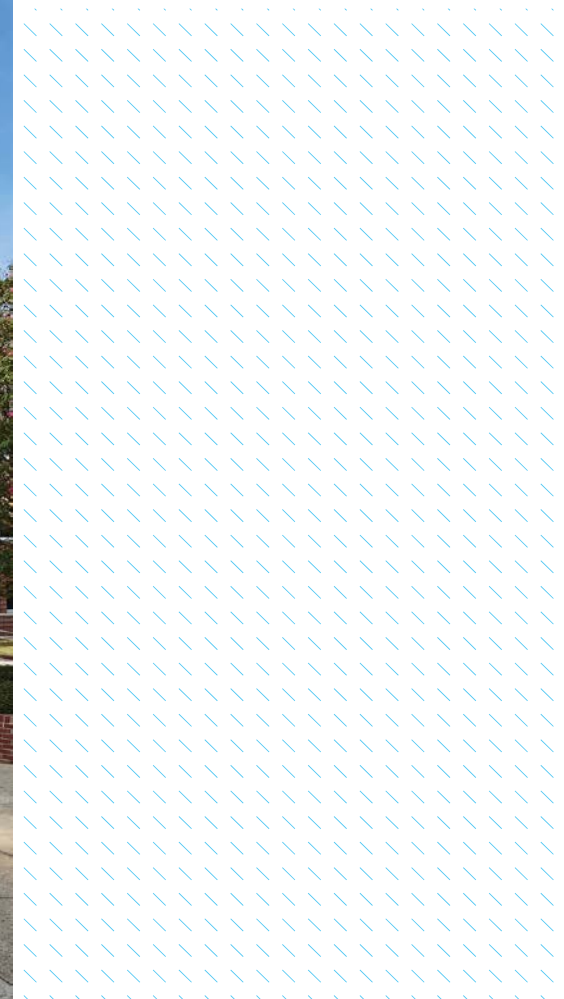




THE UNIVERSITY OF  
**MEMPHIS**

# Chrome River Managing Travel Card Transactions



Shared Services Center

eWallet

Unused Items
0 Credit Card Items
0 Receipts

Expenses + Create

0 Draft 0 Returned 0 Submitted Last 90 Days

Pre-Approval + Create

0 Draft 0 Returned 0 Submitted Last 90 days



CONTACT

For Expense Reimbursement and Travel Card assistance, please contact:

Travel Reimbursement Support (901.678.2052, sharedservices@memphis.edu)
Travel Card Support (901.678.3775, cardsupport@memphis.edu)
Non-Travel Reimbursement Support (901.678.2271, accountspayable@memphis.edu)

NOTICE

HELP

Full HELP is available throughout the application in the Chrome River Help Center.

UofM Travel Policy, Frequently Asked Questions, Create a Pre-Approval How To, Create an Expense Report How To, Snap & Send, CR Mobile App, CR Snap Mobile APP

chromeriver

Keith Yates  
University of Memphis

Expenses For Keith Yates

Import Travel Pre-Approval

Report Name

Cancel Save

chromeriver

Keith Yates  
University of Memphis

Expenses For Keith Yates

Import Pre-Approval

REPORT NAME	ORIGINAL AMT	REMAINING
Chrome River Conference 2022 July		
Athletic Compliance Test	8,000.00USD	8,000.00USD
Test Blanket Import Edit Error	200.00USD	200.00USD
Test Blanket	200.00USD	200.00USD
Baseball Tampa FL AAC Tournament	30,000.00USD	30,000.00USD
BMES conference 2022	1,810.00USD	1,810.00USD

Choose Pre-Approval from list

Expense Report Total Pay Me Amount **0.00** USD Submit



Expenses For  
Keith Yates



Cancel

Save

0 Comments 0 Attachments

DATE EXPENSE SPENT PAY ME

You have not added any expenses.

+ Add Expense

End Date 07/07/2022

Number of Days 7

Is this expense for research-purposes? No

Affiliation Staff

Report Type Individual Travel

Travel Type International

International Destination San Antonio, TX

Enter Destination

List Any Additional Destinations

Optional

Personal Days?

Pre-Approval Report Applied

× Chrome River Conference 2022 July

REMAINING (USD) SPENT (USD)

Airfare 840.00 0.00

Baggage Fee 60.00 0.00

Meals - Per Diem 611.00 0.00

Total 1,511.00 0.00

Expense Report

Total Pay Me Amount  
0.00 USD

Submit

Expenses For Keith Yates

BMES conference 2022  
0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Fri 09/16/2022	Lodging	600.00 USD	0.00	
Fri 09/16/2022	Taxi / Rideshare	50.00 USD	50.00	
Fri 09/16/2022	Airfare	1,000.00 USD	1,000.00	
Wed 10/12/2022	Meals - Per Diem	48.00 USD	48.00	
Thu 10/13/2022	Meals - Per Diem	64.00 USD	64.00	
Fri 10/14/2022	Meals - Per Diem	48.00 USD	48.00	

- ### Add Expenses
- Create New
  - eWallet
    - All
    - Trips
    - Statements
    - Credit Card
    - Offline
    - Cash Advance
    - Recycle Bin

eReceipts  
Receipt Gallery

Delete Add

All Items All Merged

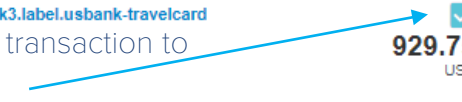
Sort Group by: None 1

transaction.feed.creditcardusbank3.label.usbank-travelcard

Airfare 08/23/2022 DELTA

Select card transaction to reconcile

**929.75 USD**





eWallet

All

Trips

Statements

● Credit Card

● Offline

Cash Advance

Recycle Bin

eReceipts

● Receipt Gallery

Delete

Add to Report



Sort

Travel card transactions should be reconciled no later than 30 days after the transaction date.



transaction.feed.creditcardusbank3.label.usbank-travelcard

Airfare

08/19/2022

▼ SOUTHWES

Statement Date: 08/22/2022

Amount Original: 357.97 USD

Details: Merchant: SOUTHWES Location: 800-435-9792, TX 75235 AIR:SOUTHWES Passenger: COOK/SHELBY Ticket Number: 5262155886489 Departure Date: 09/27/2022 Number of Legs: 2 Routing: MEM/MDW Airline Code: WN

Travel Card Transaction Date

357.97  
USD



transaction.feed.creditcardusbank3.label.usbank-travelcard

Conference

09/22/2022

▼ DIVISION F\* INTEGRATIN

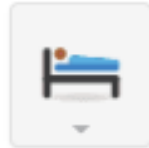
Statement Date: 09/23/2022

Amount Original: 267.5 USD

Details: Merchant: DIVISION F\* INTEGRATIN Location: WAMEGO, KS 66547

Departure Date

267.50  
USD



transaction.feed.creditcardusbank3.label.usbank-travelcard

Lodging

10/01/2022

▼ MERIDIEN HOTELS

Statement Date: 10/03/2022

Amount Original: 820.62 USD

Details: Merchant: MERIDIEN HOTELS Location: CHICAGO, IL 60605

820.62  
USD



Expenses For  
Keith Yates

BMES conference 2022

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Fri 09/16/2022	Lodging	600.00 USD	0.00	⚠
Fri 09/16/2022	Taxi / Rideshare	50.00 USD	50.00	⚠
Fri 09/16/2022	Airfare	1,000.00 USD	1,000.00	⚠
Wed 10/12/2022	Meals - Per Diem	48.00 USD	48.00	⚠
Thu 10/13/2022	Meals - Per Diem	64.00 USD	64.00	⚠
Fri 10/14/2022	Meals - Per Diem	48.00 USD	48.00	⚠

Expense Report  
010028085935

Total Pay Me Amount  
**1,210.00** USD

Submit

Cancel Save

Airfare

Date 08/23/2022

Spent 929.75 USD

Business Purpose Purpose – attend conference, represent the bme program at the meeting and at the bme council of chairs meeting

Description Optional

Class Economy / Coach

Please type the Index or Description you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection.

Allocation

224604 Biomedical Engineering Idcr Biomedical Engr

+ Add Allocation

Downloaded Details

transaction.feed.creditcardusbank3.label.usbanktravelcard

Attachments (0)

### BMES conference 2022

DATE	EXPENSE	SPENT	PAY ME	
Tue 08/23/2022	Airfare	929.75 USD	0.00	
Fri 09/18/2022	Lodging	600.00 USD	0.00	
Fri 09/18/2022	Taxi / Rideshare	50.00 USD	50.00	
Fri 09/18/2022	Airfare	1,000.00 USD	1,000.00	
Wed 10/12/2022	Meals - Per Diem	48.00 USD	48.00	
Thu 10/13/2022	Meals - Per Diem	64.00 USD	64.00	
Fri 10/14/2022	Meals - Per Diem	48.00 USD	48.00	

### Airfare

Receipt required for this expense #201

An itemized receipt is required for this expense. An approved credit card transaction receipt by itself is not sufficient.

Date	08/23/2022
Spent	929.75 USD
Business Purpose	Purpose – attend conference, represent the bme program at the meeting and at the bme council of chairs meeting
Description	
Class	Economy / Coach

**Allocation**

224604	Biomedical Engineering Idcr Biomedical Engr
--------	------------------------------------------------

**Downloaded Details**

transaction.feed.creditcardusbank3.label.usbanktravelcard Add Receipt

**Attachments (4)**

Drag image here to upload Add Attachments



BMES conference 2022

0 Comments 4 Attachments

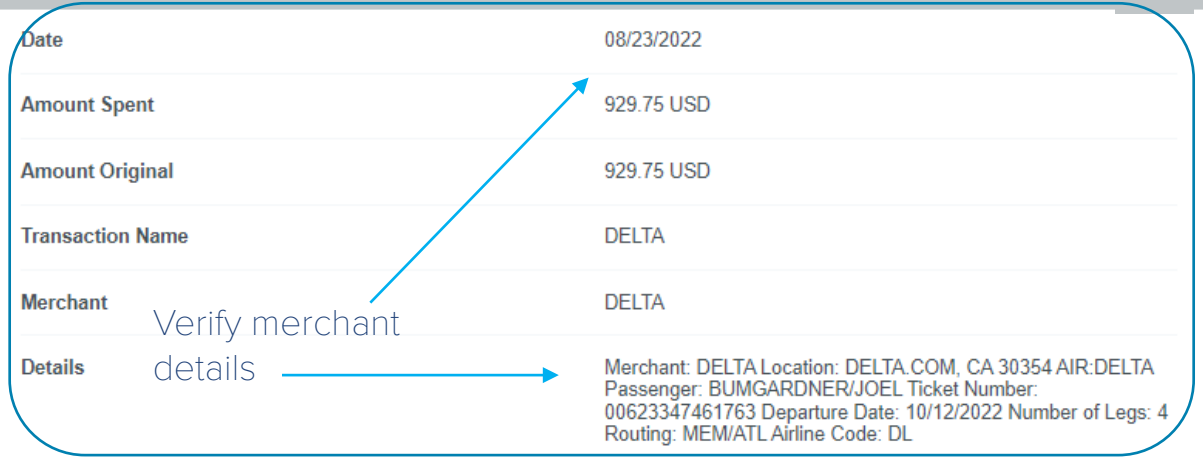
DATE	EXPENSE	SPENT	PAY ME	
Tue 08/23/2022	Airfare	929.75 USD	0.00	✓
Fri 09/16/2022	Lodging	600.00 USD	0.00	⚠
Fri 09/16/2022	Taxi / Rideshare	50.00 USD	50.00	⚠
Fri 09/16/2022	Airfare	1,000.00 USD	1,000.00	⚠
Wed 10/12/2022	Meals - Per Diem	48.00 USD	48.00	⚠
Thu 10/13/2022	Meals - Per Diem	64.00 USD	64.00	⚠
Fri 10/14/2022	Meals - Per Diem	48.00 USD	48.00	⚠



Delete line items that are not being reconciled.

transaction.feed.creditcardusbank3.label.usbanktravelcard

Date	08/23/2022
Amount Spent	929.75 USD
Amount Original	929.75 USD
Transaction Name	DELTA
Merchant	DELTA
Details	Merchant: DELTA Location: DELTA.COM, CA 30354 AIR:DELTA Passenger: BUMGARDNER/JOEL Ticket Number: 00623347461763 Departure Date: 10/12/2022 Number of Legs: 4 Routing: MEM/ATL Airline Code: DL



Comments (0)

Add Comment Post

Attachments (4)


Drag image here to upload Add Attachments



Expenses For Keith Yates

BMES conference 2022

DATE	EXPENSE	SPENT	PAY ME
Tue 08/23/2022	Airfare	929.75 USD	0.00
Fri 09/16/2022	Lodging	600.00 USD	0.00
Fri 09/16/2022	Taxi / Rideshare	50.00 USD	50.00
Fri 09/16/2022	Airfare	1,000.00 USD	1,000.00
Wed 10/12/2022	Meals - Per Diem	48.00 USD	48.00
Thu 10/13/2022	Meals - Per Diem	64.00 USD	64.00
Fri 10/14/2022	Meals - Per Diem	48.00 USD	48.00

Images Edit Itemize 

Delete  
Duplicate

The delete button for lodging is here

**Edit & Resave Line Item** #PX01

After the import of the Pre-Approval, it is required you click 'Edit', verify all information and resave the line item to run appropriate compliance checks.

**Lodging expense needs to be fully itemized.** #HC01

Lodging expense needs to be fully itemized.

Date 09/16/2022

Spent 600.00 USD

Description estimated hotel costs

**Allocation**

224604 Biomedical Engineering  
Idcr Biomedical Engr

**Comments (0)**

Add Comment Post

BMES conference 2022

0 Comments 4 Attachments

DATE	EXPENSE	SPENT	PAY ME
Tue 08/23/2022	Airfare	929.75 USD	0.00

Add remaining travel card transactions for the trip

Images

Edit Delete

transaction.feed.creditcardusbank3.label.usbanktravelcard

Date	08/23/2022
Amount Spent	929.75 USD
Amount Original	929.75 USD
Transaction Name	DELTA
Merchant	DELTA
Details	Merchant: DELTA Location: DELTA.COM, CA 30354 AIR: DELTA Passenger: BUMGARDNER/JOEL Ticket Number: 00623347461763 Departure Date: 10/12/2022 Number of Legs: 4 Routing: MEM/ATL Airline Code: DL

Comments (0)

Add Comment Post

Attachments (4)

Drag image here to upload Add Attachments



eWallet

All

Trips

Statements

● Credit Card

● Offline

Cash Advance

Recycle Bin

eReceipts

● Receipt Gallery

Choose credit card

Delete

Add to Report



Sort



transaction.feed.creditcardusbank3.label.usbank-travelcard

Airfare

08/19/2022

▼ SOUTHWES

Statement Date: 08/22/2022

Amount Original: 357.97 USD

Details: Merchant: SOUTHWES Location: 800-435-9792, TX 75235 AIR:SOUTHWES Passenger: COOK/SHELBY Ticket Number: 5262155886489 Departure Date: 09/27/2022 Number of Legs: 2 Routing: MEM/MDW Airline Code: WN

357.97  
USD



transaction.feed.creditcardusbank3.label.usbank-travelcard

Conference

09/22/2022

▼ DIVISION F\* INTEGRATIN

Statement Date: 09/23/2022

Amount Original: 267.5 USD

Details: Merchant: DIVISION F\* INTEGRATIN Location: WAMEGO, KS 66547

267.50  
USD



transaction.feed.creditcardusbank3.label.usbank-travelcard

Lodging

10/01/2022

▼ MERIDIEN HOTELS

Statement Date: 10/03/2022

Amount Original: 820.62 USD

Details: Merchant: MERIDIEN HOTELS Location: CHICAGO, IL 60605

820.62  
USD



Check mark credit card transactions related to the trip



Expenses For  
Keith Yates



PDF

Images

### BMES conference 2022

1 Comments 14 Attachments

DATE	EXPENSE	SPENT	PAY ME
Tue 08/23/2022	Airfare	929.75 USD	0.00
Thu 09/22/2022	Conference	267.50 USD	0.00

Notice pay me amount is zero because the travel card has already been charged.



Expense Report 010028085935	Total Pay Me Amount <b>0.00</b> USD	<b>Submit</b>
--------------------------------	----------------------------------------	---------------

## Expenses For Keith Yates

Report Name	BMES conference 2022
Non-Travel Expense Report	<input type="checkbox"/>
Business Purpose	Purpose – attend conference, represent the bme program at the meeting and at the bme council of chair s meeting
Start Date	10/12/2022
End Date	10/14/2022
Number of Days	3
Is this expense for research-purposes?	No
Affiliation	Faculty
Report Type	Individual Travel
Travel Type	Out of State
Domestic Destination	San Antonio, TX
List Any Additional Destinations	
Personal Days?	<input type="checkbox"/>

Expenses For  
Joel Bumgardner

BMES conference 2022

0 Comments 4 Attachments

DATE	EXPENSE	SPENT	PAY ME
Tue 08/23/2022	Airfare	929.75 USD	0.00
Thu 09/22/2022	Conference	267.50 USD	0.00

Expense Report  
010028085935

Total Pay Me Amount  
**0.00** USD

Submit

### Submit Confirmation

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Pre-Approval Applied: BMES conference 2022 [Remove]

Available Balance: 1,810.00 USD

PDF

Cancel

Submit

### BMES conference 2022

Report Owner  
Keith Yates  
Manager, Shared Services

Expense Report ID  
010028085935

Business Purpose  
Purpose – attend conference, represent the bme program at the meeting and at the bme council of chairs meeting

### Financial Summary

	AMOUNT (USD)	APPROVED (USD)
Total Expense Reported	1,197.25	0.00
Amount Due Employee	1,197.25	0.00
Amount Due Employee	0.00	0.00

### Applied Pre-Approval Report

DATE	REPORT NAME	AMT (USD)
08/23/2022	BMES conference 2022	0.00

Remaining Balance  
**1,810.00**

### Expense Summary



End Travel Card Transactions