

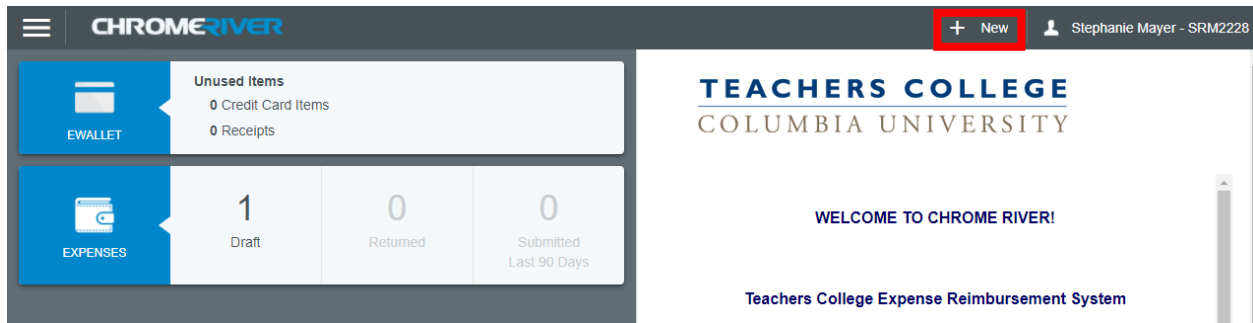
Music Rental Refund Expense Report

1. Login to Chrome River

>How to Login To Chrome River, please reference PDF Instruction [Logging in and Navigating in Chrome River](#) or Training Video [Login and Home Dashboard](#)

2. On your welcome dashboard

>Click on New (Located in the upper right section of your welcome dashboard, next to your name)



3. A new expense report creator will appear

>Type in the Report Name in the Report Name line item – the Report name is the **Semester, Year, and Music Rental Refund**

>The example below shows the desired report name as “Fall 2021 Music Rental Refund” all reports need be titled Semester Year Music Rental Refund

Cancel Save

Expenses For Stephanie Mayer - SRM2228

Report Name

Pay Me In

Trip Type

Music Rental Refund Expense Report

- In Chrome River, all Reports are 'Trips'
 - >In the Trip Type line, select "Music Rental Refund"
 - >Once selected, more line items will appear to complete your expense report
 - >These items will include Dates, Business Purpose and Locations
 - >The example below provides the line items included
- Provide the proper information for the following line item:
 - >Trip Start Date: (Semester start date)
 - >Trip End Date: (One week before the semester end date)
 - >Did you travel to more than one location?: No
 - >Location: (Manhattan/New York)

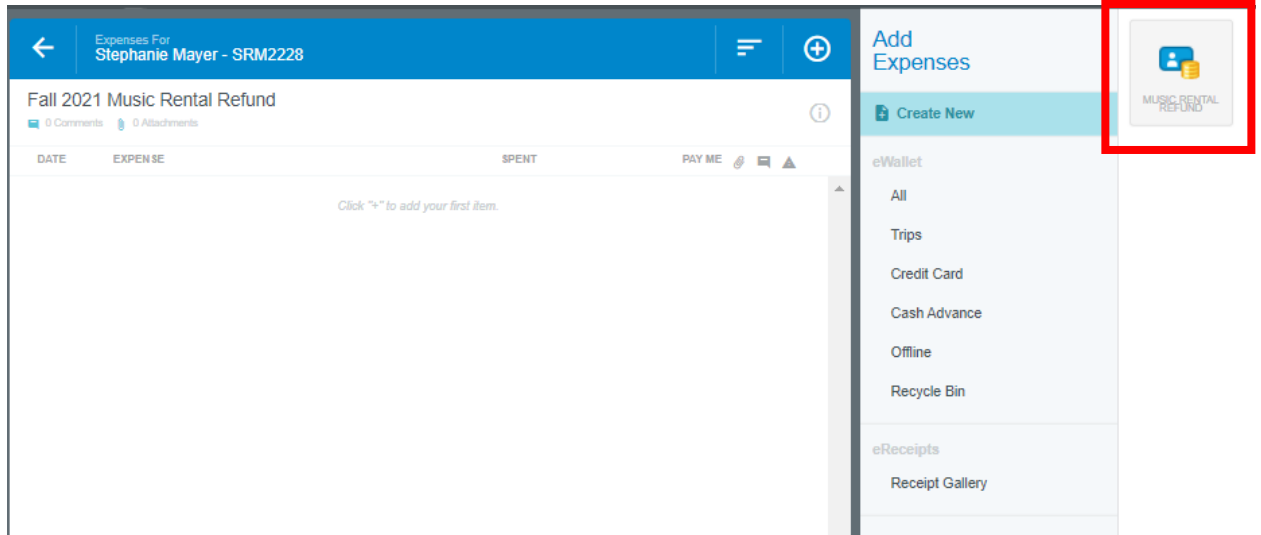
Report Name	Fall 2021 Music Rental Refund	
Pay Me In	USD - US Dollars	
Trip Type	Music Rental Refund	
Trip Start Date	09/08/2021	Start of semester
Trip End Date	12/16/2021	One week before the end of semester
Business Purpose	Music Rental Refund	
Did you travel to more than one location?	No	
Location	United States / New York / Manhattan	

- Click Save, when all information is properly selected for the respective line items

Cancel	Save
--------	------

Music Rental Refund Expense Report


7. The Add Expenses screen will appear
8. On this screen
 - >Select the 'Music Rental Refund' tile




9. Provide the appropriate information for the following
 - >Date : The date you paid your deposit
(Confirm date is within the proper semester stated in step 5)
 - >Spent: \$75
 - >Semester and Year: (example: Fall 2021)
 - >Add Attachments: (Provide attachment of form deposit and, later proof the key was returned). **Upload a picture of the form provided to you at the time you received the key and paid the deposit with the Bursar's Office.** You will be attaching (1) from when you paid your deposit and (4) from when you returned your key. If you lose the form (1) that was stamped by the bursar's office, you will need to request a copy of the Bursar's Office deposit slip and then upload that document to the report.


You will need to upload two attachments – Form 1 and Form 4

Music Rental Refund Expense Report

 **Music Rental Refund**



Date should be the transaction date/purchasing date.

Date  Date you paid your deposit

Spent 

Semester and Year


Index

Attachments (0)  

Drag image here to upload

If having issues uploading attachments reference [Receipt Options](#) training video.

10. Once you upload both images of your forms, and when all proper information is provided
>Click on Save in the top right hand corner again.



Music Rental Refund Expense Report

11. On the left hand side, click green Submit once the amount and refund support are properly added to your report

DATE	EXPENSE	SPENT	PAY ME
Mon 10/11/2021	Music Rental R...	75.00 USD	75.00

Spent 75.00 USD

Semester and Year Fall 2021

Index

151000 Revenue - General
Revenue - General

Comments (0)

Add Comment Post

Attachments (2)

Drag image here to upload Add Attachments

Expense Report 010047859911 Total Pay Me Amount 75.00 USD **Submit** 1 of 1

>Click on Submit

Expense Report 010047504381 Total Pay Me Amount 75.00 USD **Submit**

12. The final submission confirmation screen will appear and provide a summary of your expense report.

- >Review and confirm all information provided
- >Click on Submit to submit your report for approval

Music Rental Refund Expense Report


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.

Fall 2021 Music Rental Refund

13. You will receive a notification that your report was submitted

>Pictures of deposit forms 1 and 4 are below as a reference.


 **Music and Music Education**
in the Department of Arts and Humanities
PRACTICE ROOM KEY RENTAL

Name: _____
Date: _____

\$75 Deposit
(index 151000, account 5712)

(1) This section goes to
STUDENT ACCOUNTS & CHROMERIVER (TC Only)

Music Rental Refund Expense Report

 **Music and Music Education**
In the Department of Arts and Humanities

PRACTICE ROOM KEY RENTAL

Certification of Returned Key
(index 151000, account 5712)

Key returned on: _____

Student is authorized refund of \$75 deposit
by: _____

Refund received on: _____
From: _____

(4) After key is returned, this section goes to
STUDENT ACCOUNTS or CHROMERIVER(TC Only)