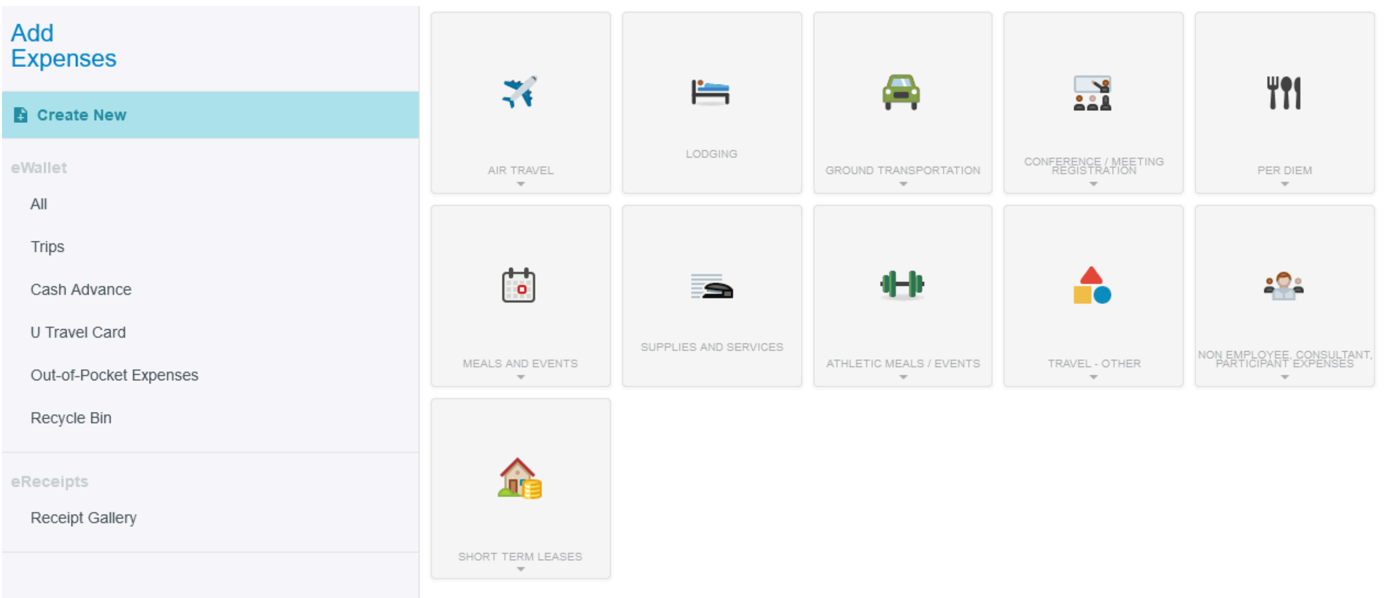
CHROMERIVER – helpful hints

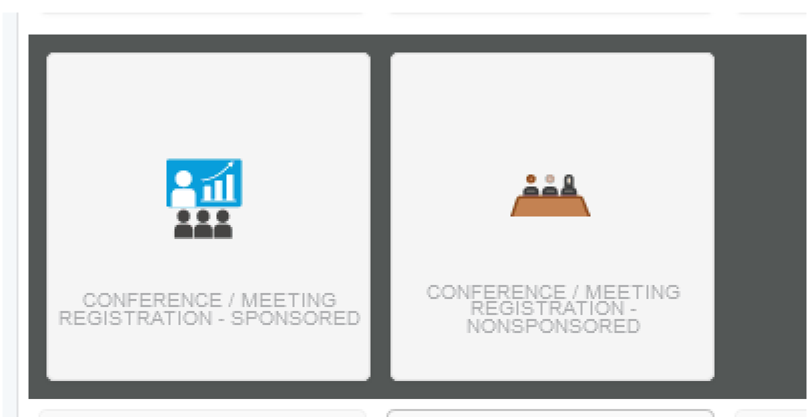
www.MyU.umn.edu

Key links > U Travel >Chromeriver

Menu of expense types:

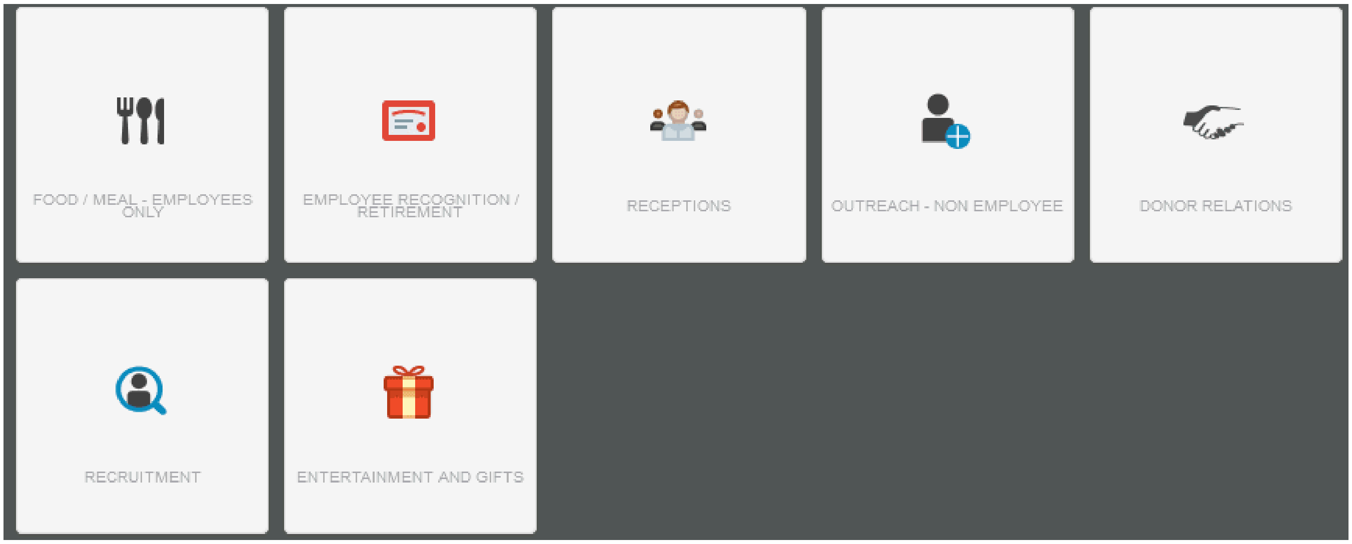


Conference registration:

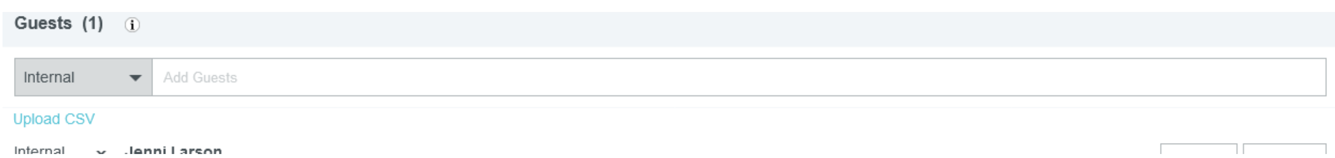


- Use SPONSORED if you are charging your expense to a grant [Fund 3xxx]
- Use NONSPONSORED if you are charging your expense to a non-grant account [Fund 1000, 1024, 1026, 1701, 1801]

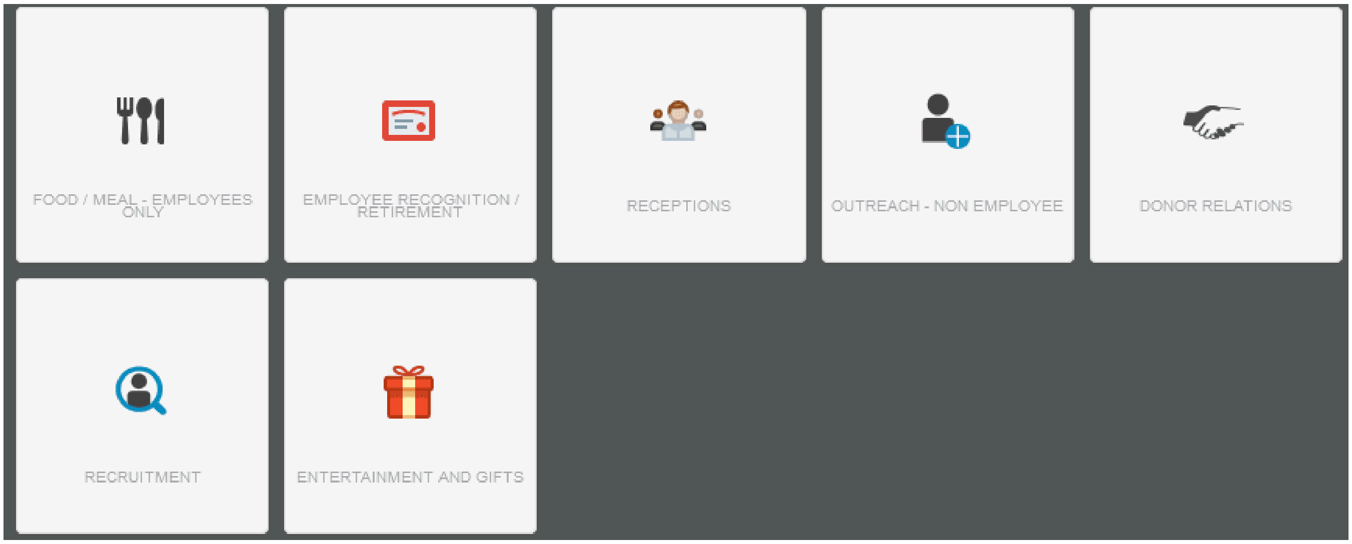
Meals and Events:



- Food/Meal Employees only:
  - Use when ordering food/refreshments for a group
  - Tips <u>cannot</u> exceed 20%
  - Justification should include info about the event/gathering, date, and attendees. You can list the approximate headcount for a large group. For a smaller group, please include the names (if possible).

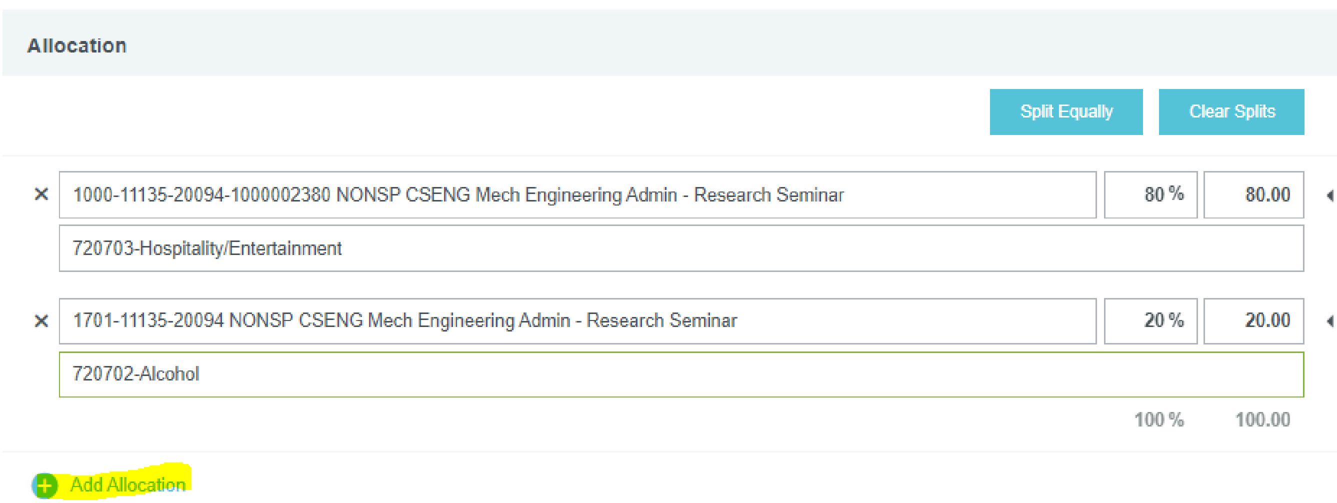


Hospitality for non-UMN affiliates:



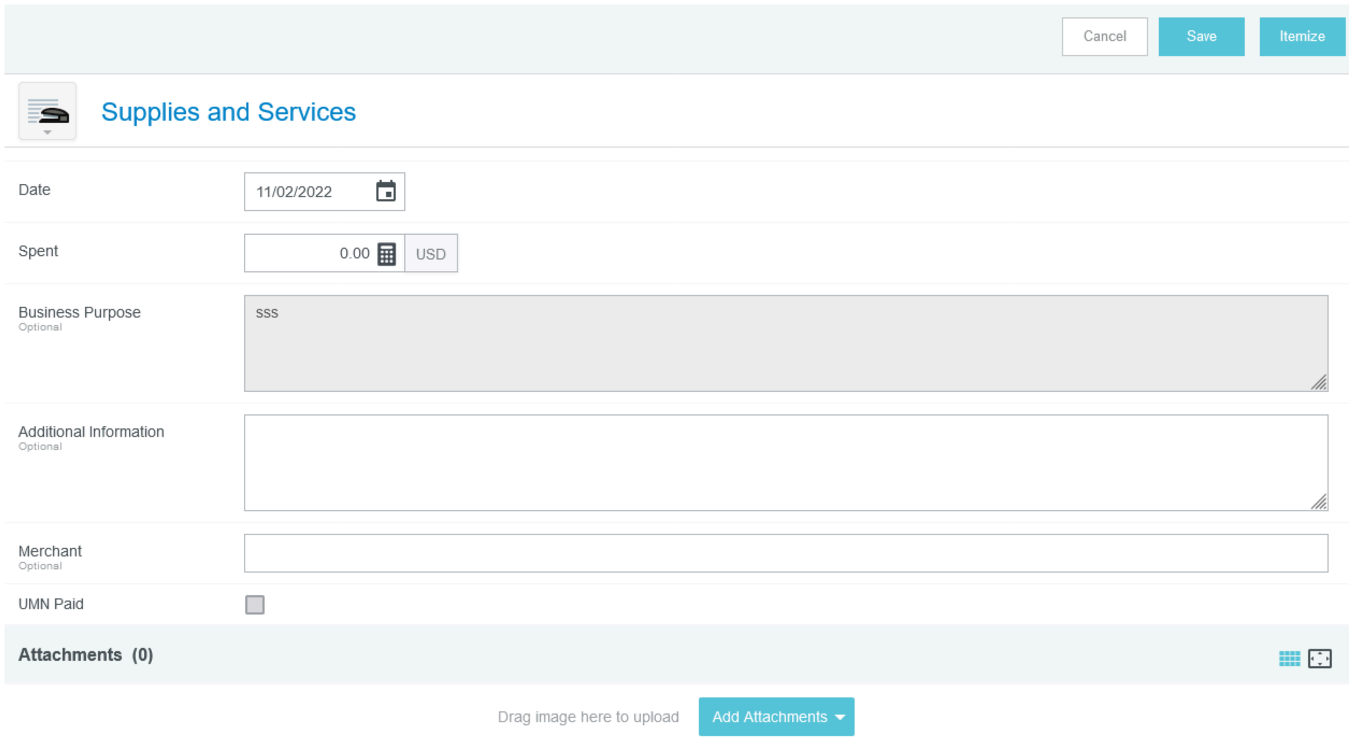
Meals and Events => Outreach - Non Employee

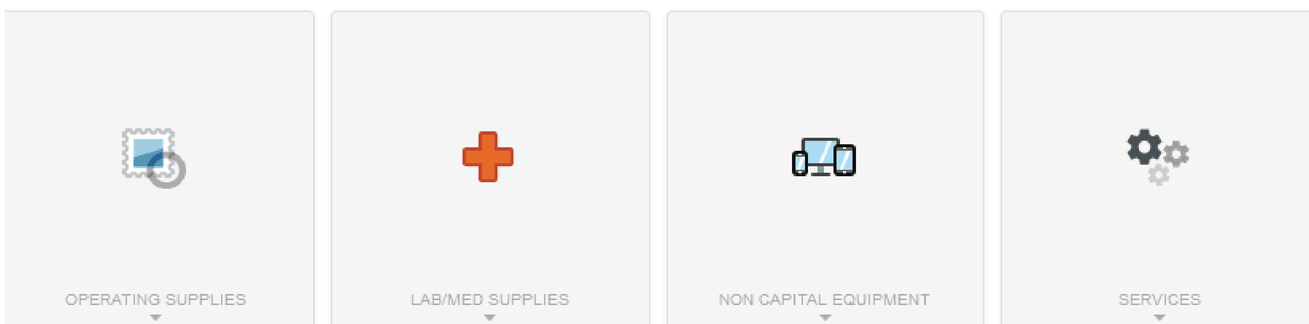
- Use when taking a group to a meal with at least one non-UMN affiliate such as a guest speaker.
- Limit is $100/person, tips <u>cannot</u> exceed 20%
- Justification should include info about the event/gathering, date, and attendees. Please list all attendees using the “Guests” section of Chrome River – or you may attach a list of names.
- Receipts: Best practice is to request separate receipts for food and alcohol purchases.
- Receipts must be itemized.
- Alcohol <u>must</u> be on account 720702 (Alcohol) and CF String 1701-11135-20094. (See picture below)



Supplies and Services:

**Select ITEMIZE*





- Select "services" for fees, dues, shipping, printing, etc.