

CHROMERIVER – helpful hints

www.MyU.umn.edu

Key links > U Travel >Chromeriver

Menu of expense types:

Add Expenses

Create New

eWallet

All

Trips

Cash Advance

U Travel Card

Out-of-Pocket Expenses

Recycle Bin

eReceipts

Receipt Gallery

AIR TRAVEL

LODGING

GROUND TRANSPORTATION

CONFERENCE / MEETING REGISTRATION

PER DIEM

MEALS AND EVENTS

SUPPLIES AND SERVICES

ATHLETIC MEALS / EVENTS

TRAVEL - OTHER

NON EMPLOYEE, CONSULTANT, PARTICIPANT EXPENSES

SHORT TERM LEASES

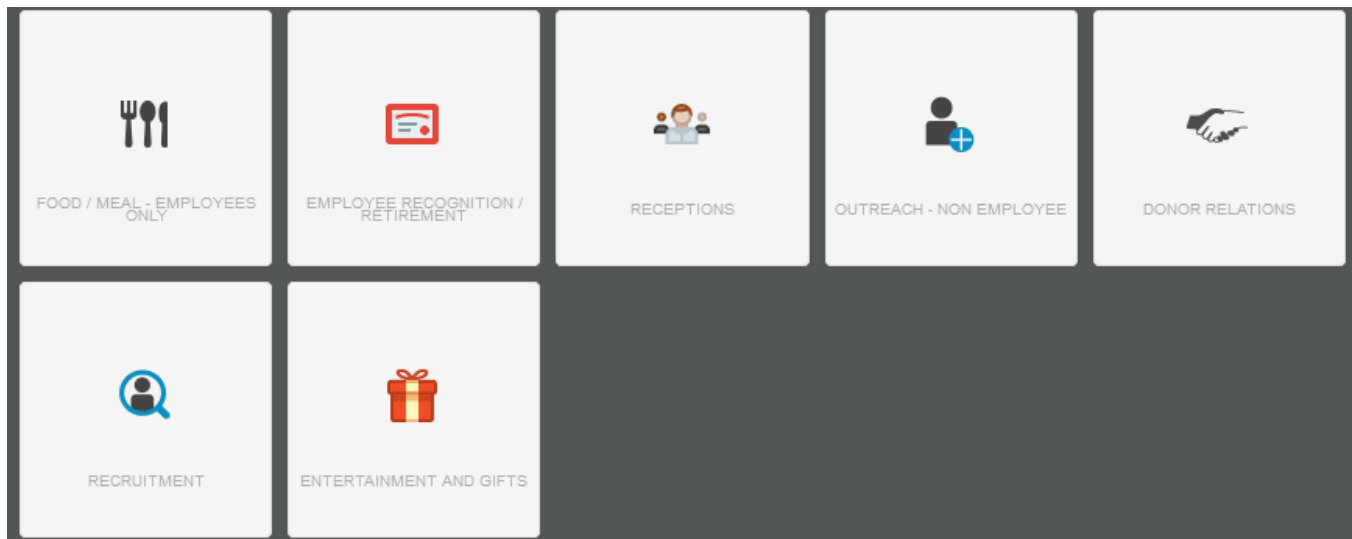
Conference registration:

CONFERENCE / MEETING REGISTRATION - SPONSORED

CONFERENCE / MEETING REGISTRATION - NONSPONSORED

- 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 cannot 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).

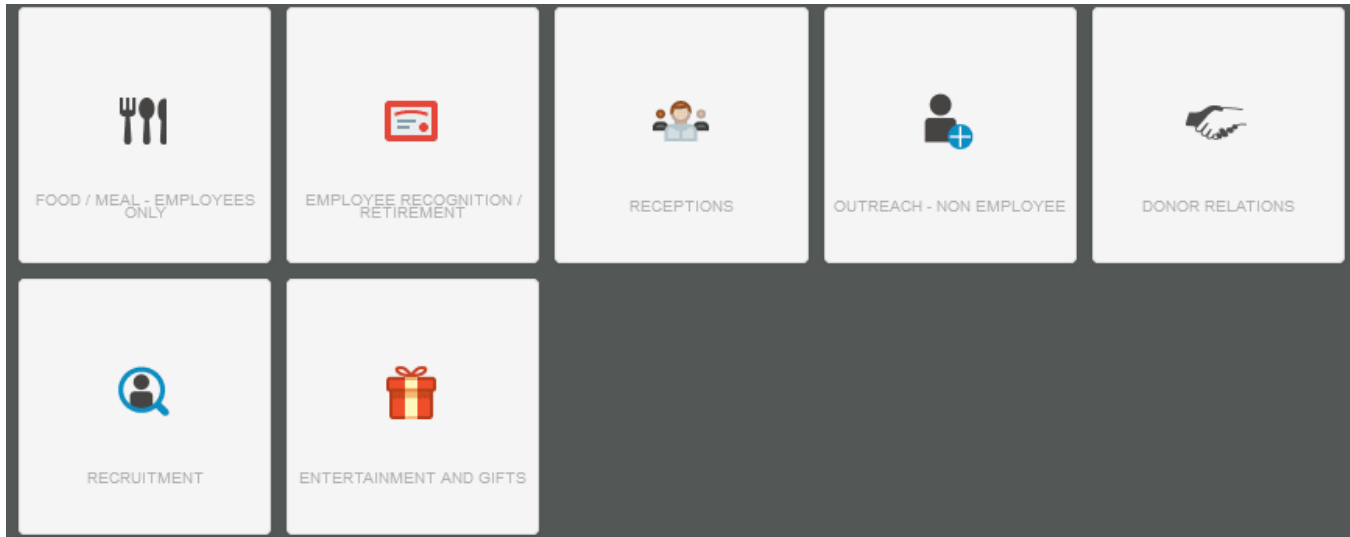
Guests (1) ⓘ

Internal ▼ Add Guests

[Upload CSV](#)

Internal ▼ Jenni Larson

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 cannot 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 must be on account 720702 (Alcohol) and CF String 1701-11135-20094. (See picture below)

Allocation

[Split Equally](#) [Clear Splits](#)

×	1000-11135-20094-1000002380 NONSP CSENG Mech Engineering Admin - Research Seminar	80 %	80.00	◀
720703-Hospitality/Entertainment				
×	1701-11135-20094 NONSP CSENG Mech Engineering Admin - Research Seminar	20 %	20.00	◀
720702-Alcohol				
		100 %	100.00	

[+ Add Allocation](#)

Supplies and Services:

**Select ITEMIZE*

Cancel

Save

Itemize



Supplies and Services

Date

11/02/2022 

Spent

0.00  USD

Business Purpose
Optional

SSS

Additional Information
Optional

Merchant
Optional

UMN Paid

☐

Attachments (0)



Drag image here to upload

Add Attachments ▾



OPERATING SUPPLIES

▼



LAB/MED SUPPLIES

▼



NON CAPITAL EQUIPMENT

▼



SERVICES

▼

- Select “services” for fees, dues, shipping, printing, etc.