Chrome River Enhancements/Travel Office Reminders

02/20/2019

1. Travelers or delegates can now "memorize" frequently used expense items in order to easily add them to future reports. For example, a user who creates the same Cell Phone Charge expense every month would be able to tap MEMORIZE EXPENSE to have the items created as an Offline transaction in the eWallet. The next time the traveler or delegate creates a report for this expense, he or she would select the memorized expense from the eWallet just like any other Offline transaction. Tapping ADD will open the memorized expense in edit mode to allow the user to make any necessary adjustments and save the line item to the new report. The memorized expense will remain in the eWallet for future use. In addition, if travelers frequently drive to the same location and claim mileage, he or she can save the expense line and the map for future use. See Memorized Expense Guide on Travel Website.

2. Travelers or delegates can now edit certain fields on the header of a returned Pre-Approval report. The editable fields include the report name, travel dates, business purpose, departure and destination cities and state, travel card, advance amount and index; whereas previously the user had to submit the report and recall it in order to make the necessary changes.

3. Travelers or delegates can add expense line items to an existing or new expense report directly from the left navigation menu by accessing the Receipt Gallery. This will streamline the expense entry process for travelers or delegates who do not have a travel card and have receipts for reimbursable expenditures. In the Receipt Gallery, users simply check the desired receipt, tap Add to Report, and then choose whether to start a new report by creating line items with the receipt or to create them as line items on an existing draft report.

4. As a reminder, Pre-Approvals are set to automatically expire 60 days after the return date of the trip. Travelers must file their Expense Report for reimbursement before the Pre-Approval expires in order to prevent having to create a new Pre-Approval.

5. The Travel Office has created a new travel report in Argos called "Travel by Index/Org". This report allows users to download all travel by index or by org for a specified date range. It will provide the traveler's name, document number, amount, index, account code, description, transaction date and can easily be downloaded into excel by right clicking on the report. This report can be found in the Finance Campus Wide Reports folder, under Travel and Expense Reports. If you do not have access to this folder please complete a tiger tracks request to obtain access. If you have access to the folder but not to the report, please send an email to leyslisa@isu.edu and the travel office will work with IT to provide you access.

6. The State of Idaho Board of Examiners have increased the State of Idaho mileage rate to match the federal rate of .58 and have increased the Idaho in-state per diem rate to $49.00. The breakdown by meal will be- Breakfast: $7.00, Lunch: $16.00 and Dinner $26.00. This change is effective 02/20/2019.