Travel Card Reconciliation Job Aid

General Information

All travel card expenses, as with any other expense incurred by the University, are required to be substantiated with an itemized receipt and full justification for the expense within 60 days of the date of the expense posting in Chrome River, per the University’s Accountable Plan Agreement with the IRS. This is the “Reconciliation” process. If you do not reconcile your Travel Card transactions within 30 days, you will receive a reminder from the system that looks like this:

![Image of a table showing travel card reconciliation process](Image)

Travel Card Reconciliation Process
(to be completed by the Employee or their Chrome River Delegate)

*Please note, these instructions are the same as creating an out of pocket reimbursement report in Chrome River until you reach step 16. If you are familiar creating a report and completing the header page, please skip to step 16.*

1. Log in to MyU (myu.umn.edu). Navigate to: Key Links > U Travel > Chrome River Login.
2. Click <+ New> in the upper right corner of the screen.
4. Enter a title in the Report Name field. Note: Report titles should be a very brief description of the expenses to differentiate one expense report to another.
5. The Pay Me In field defaults to “USD - US Dollars” and should not be changed.
6. Select the Affiliation type from the drop-down menu.
7. Select the Trip Type from the drop-down menu.
   a. Domestic (Select for travel outside Minnesota but within United States.)
   b. International (Select for travel outside United States. For example, Canada.) Travel to international locations must be registered in advance of the trip at global.umn.edu/travelregistry. Selection of this option will display two fields:
      i. Registered International Travel – Check if travel is registered.
      ii. Travel Registry ID – Enter the ID of the registered trip.
   c. Minnesota (Select for travel within Minnesota.)
   d. Non-Travel (Select for out-of-pocket purchases, local mileage/parking.)
8. Enter a date in the Trip/Expense Start field. If a non-travel expense, use the first date of purchase that will be on this report.
9. Enter a date in the Trip/Expense End field. If a non-travel expense, use the last date of purchase that will be on this report.
10. Enter a primary destination for the trip in the Destination field and select the results from the drop-down menu. For non-travel related reports, select the city of your primary office location.
11. If the trip involved more than one location, select the Add another location checkbox.
12. If the trip involved personal travel, select the Includes Personal Travel checkbox.
13. If an entity other than the University will be contributing to the cost of the trip, select the Externally Funded checkbox.
14. Enter a justification in the Business Purpose field. Reference the Justification Building Grid for guidance on how to write a complete justification.
15. Click <Save>.
16. Add an expense by clicking <Credit Card>.

17. Complete the required fields for the expense type of the expense you added. Please note, Chrome River will try to identify the type of expense based on the Merchant information. If Chrome River identified the type incorrectly, you will need to change this.
18. If any portion of the expenses are unallowable, select <A portion of this expense is unallowable> and follow further prompts. The system will either:
   a. Reduce the out of pocket reimbursement due to you, if also on the same report,
   b. Ask you if you would like to be billed for the unallowable amount, or
   c. Have it taken from your next paycheck.
19. Attach an itemized receipt and any other required supporting documentation (i.e. conference agenda), by clicking <Add Attachments>.
20. Click <Save>.
21. Add additional Travel Card (return to step 16) or out of pocket expenses (out of pocket are added by clicking <Create New>.)
22. Review all expenses on the report for completion as indicated by a green checkmark and click on the line containing any warnings to resolve the issue.
23. Review the total amount due to the employee to ensure it does not include any travel card expenses.
24. Click <Submit>. *This step can only be done by the employee, not the delegate.*
25. Certify the expenses are true and correct to the best of your knowledge by clicking <Submit>. *This step can only be done by the employee, not the delegate.*

**Applicable Policies**
Medical School BEA Policy
Medical School CPRE Policy
Reconciliation and Approval of Travel Card Activity
Traveling on University Business
Using the University Travel Card

**Applicable Job Aids**
Creating an Expense Report in Chrome River Job Aid
Justification Building Grid
Reconciling Travel Card Expenses Job Aid
Register Your International Trip Prior to Travel Job Aid
Travel Card Use Examples
Travel Planning Guide
Unallowable Expenses in Chrome River