

## Chrome River: Outstanding Receipts Report

1. Log into Chrome River: <https://www.uidaho.edu/engr/services/finance>

2. From the menu tab in the upper left corner choose eWallet



3. Clicking the eWallet tab will provide you a number of viewing options.



- a. Choose "Credit Card" to determine what expenses are currently pending. If no credit card charges appear, then there is nothing left for you to do. If there are unreconciled expenditures proceed to "b".
  - b. Choose "Receipt Gallery" to determine what receipts you have already submitted. If you choose to view expenses and receipts simultaneously you can choose "All".
4. Instructions for sending receipts to Chrome River can be found in the "References" tab at the Financial Services website: <https://www.uidaho.edu/engr/services/finance/employee-resources>