**Chrome River Quick Guide – Report Types**

Pre-Approval Report Types

Pre-Approval Travel – Employee

* Use this report type for pre-trip travel authorization

Pre-Approval Blanket

* Use this report type for blanket travel authorization

Expense Report Types

Travel – Employee

* Use this report type when reimbursing an employee for personal paid, after the fact, travel expenses.

Travel – Blanket

* Use this report type when reimbursing an employee, student, resident, or fellow for blanket expenses only.

Non-Travel – Employee Only

* Use this report type when reimbursing for non-travel purchases made by employees, including student, residents, fellow and dental students.

ProCard Reconciliation

* Use this report type for recording all ProCard non-travel transactions

ProCard Travel Reconciliation

* Use this report type for Athletics team travel and one transaction supporting multiple travelers