An expense is incurred, with personal funds or with the ATC Card.

Start here:

- **Expense Owner**
  - Gives receipts to delegate or uploads receipts image/scans into Chrome River
  - Enters expense report lines or "click and drag" ATC card transactions and receipts into expense report
  - Approves/Submit expense Report
  - Expense Owner is reimbursed/Travel Expense is paid!

- **Delegate (if assigned)**
  - Uploads or scans receipts into Chrome River when received from Expense Owner
  - Enter expense report lines or "click and drag" Card transactions and receipts into expense report
  - Submit Expense Report to Expense Owner

- **Budget Approver**
  - Checks for available funding, documentation, correct lodging and per diem allowances. Have the ability to return expense report to owner if necessary. If approved report goes to next step.

- **Expense Approver**
  - Verifies that all transactions are valid business expenses & that travel occurred. This is the final approval.

If the expense report is allocated to multiple index numbers, the expense report will route to each index budget approver. When all have approved, it will advance to the Travel Office for payment.