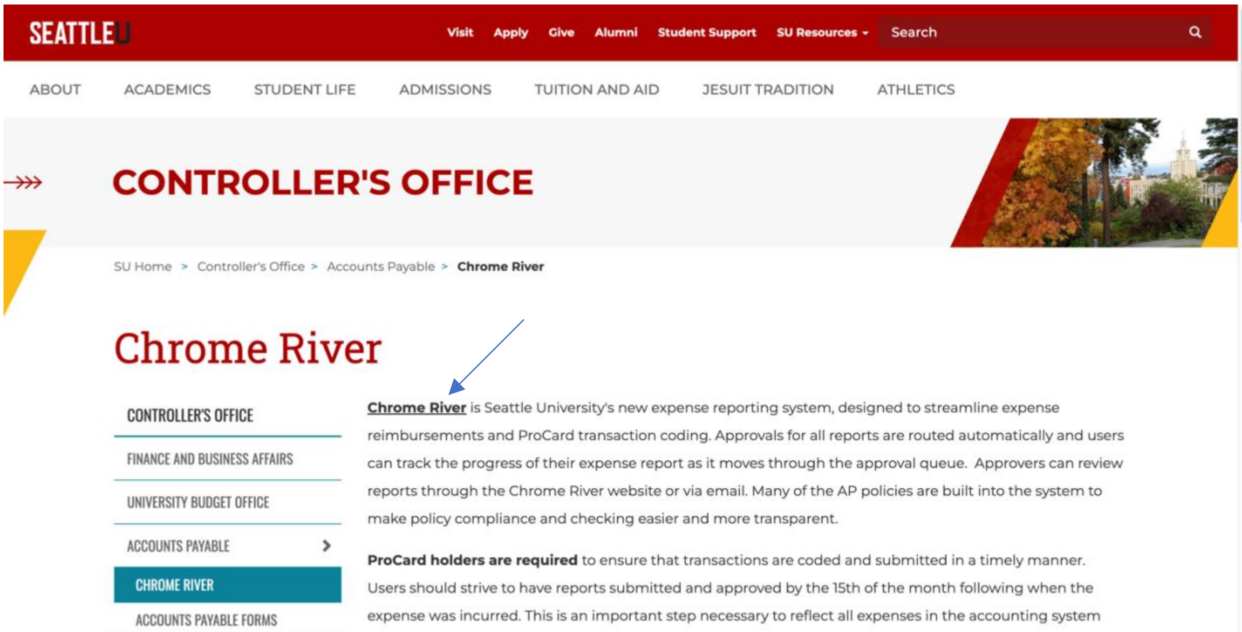
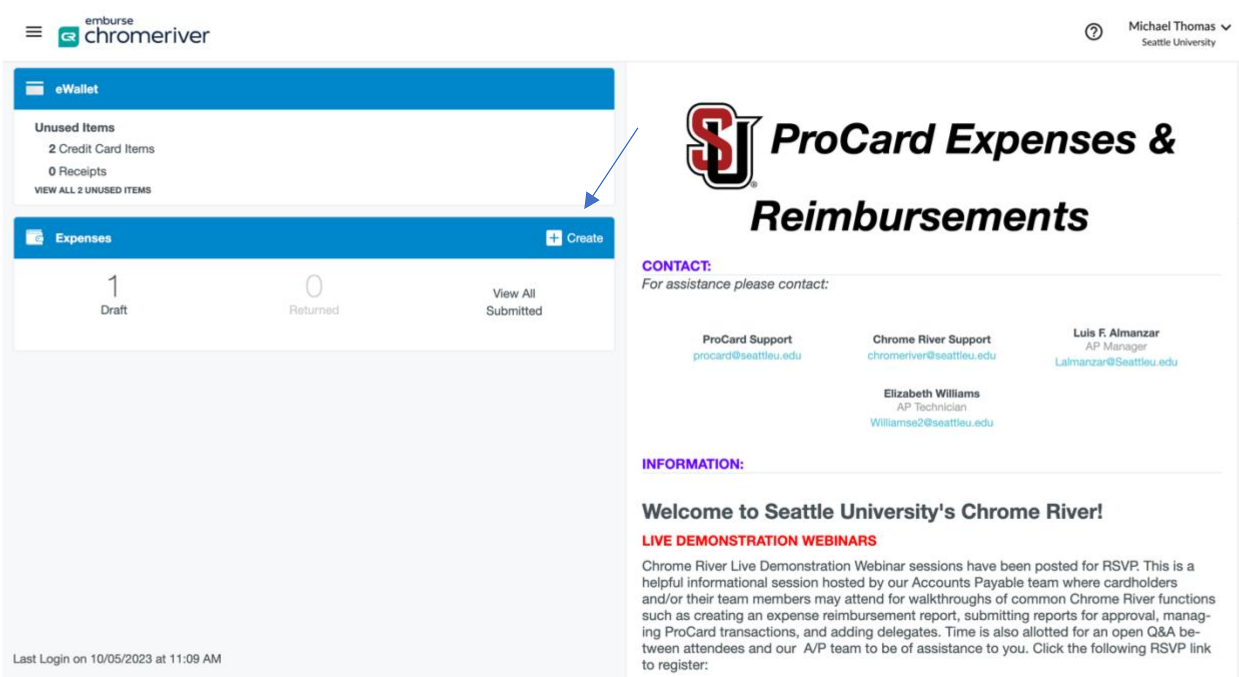
Step 1: Follow the link. https://www.seattleu.edu/controllers-office/accounts-payable/chrome-river/

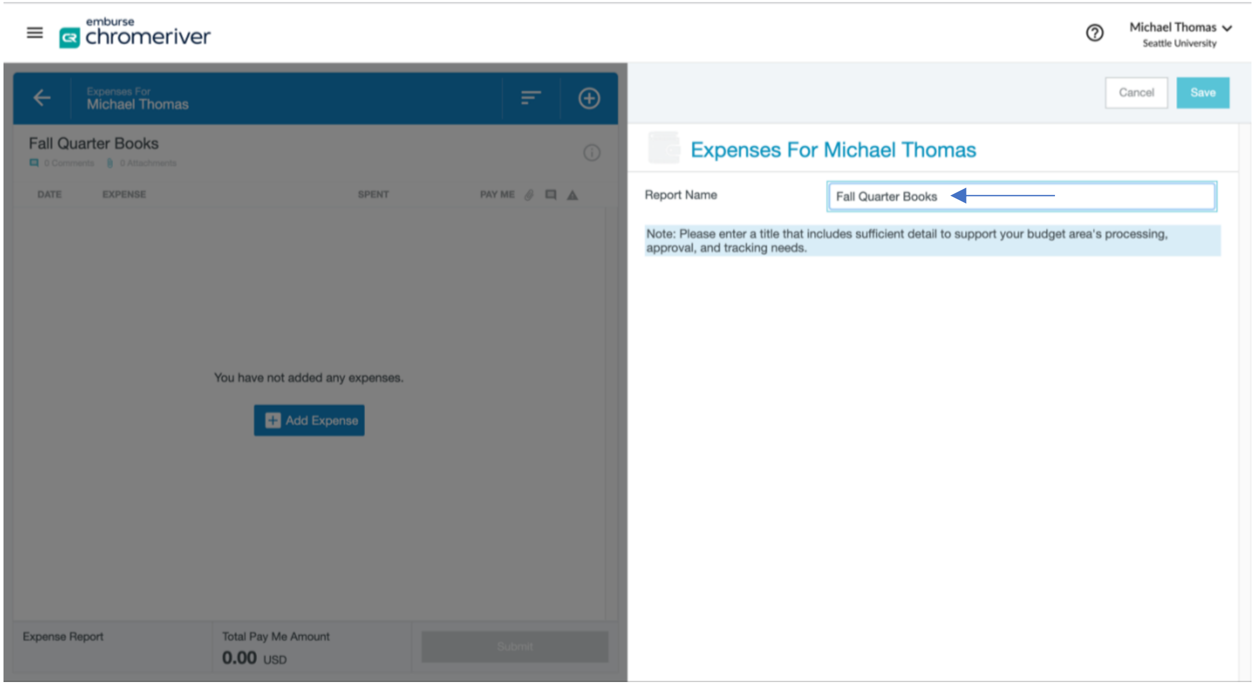
Click on **Chrome River** in the first paragraph.



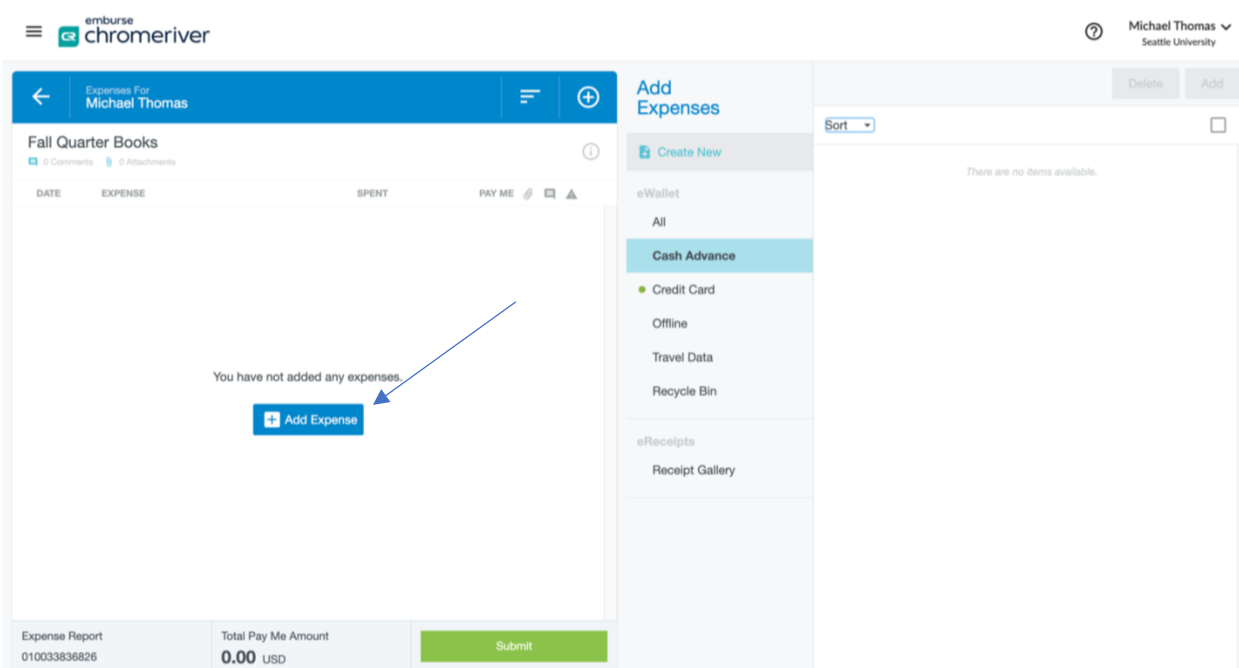
Step 2: To create a new expense report, click on “Create”.



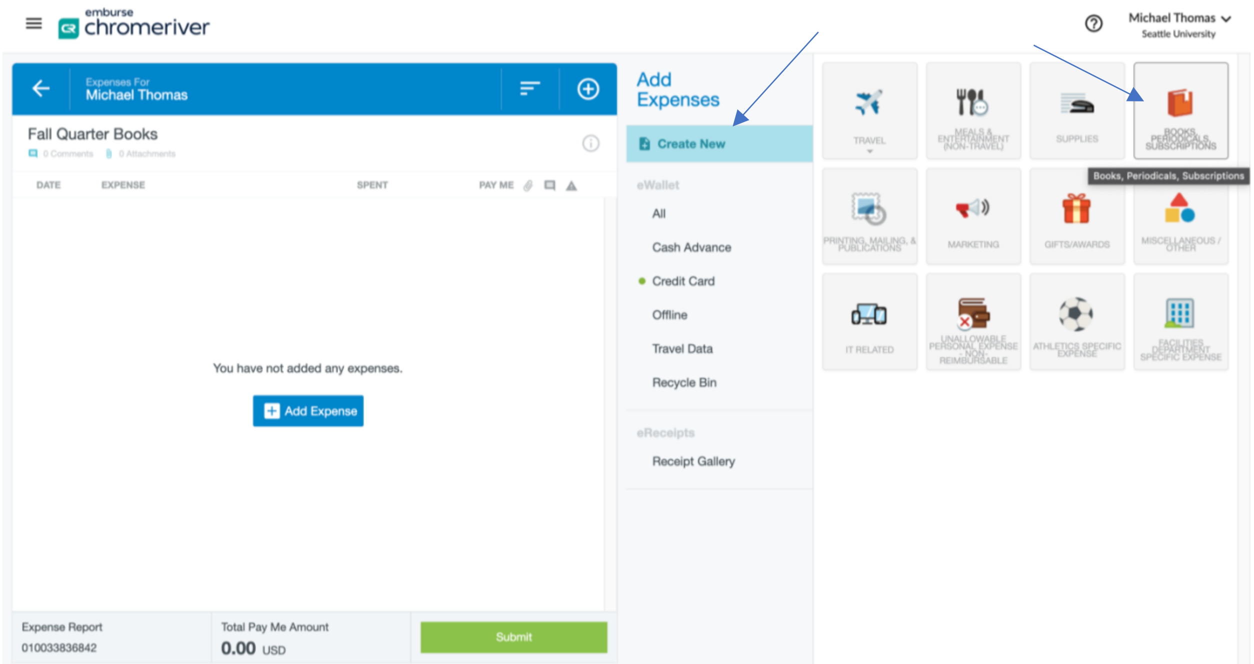
Step 3: Fill out the report name with the current quarter followed by books.



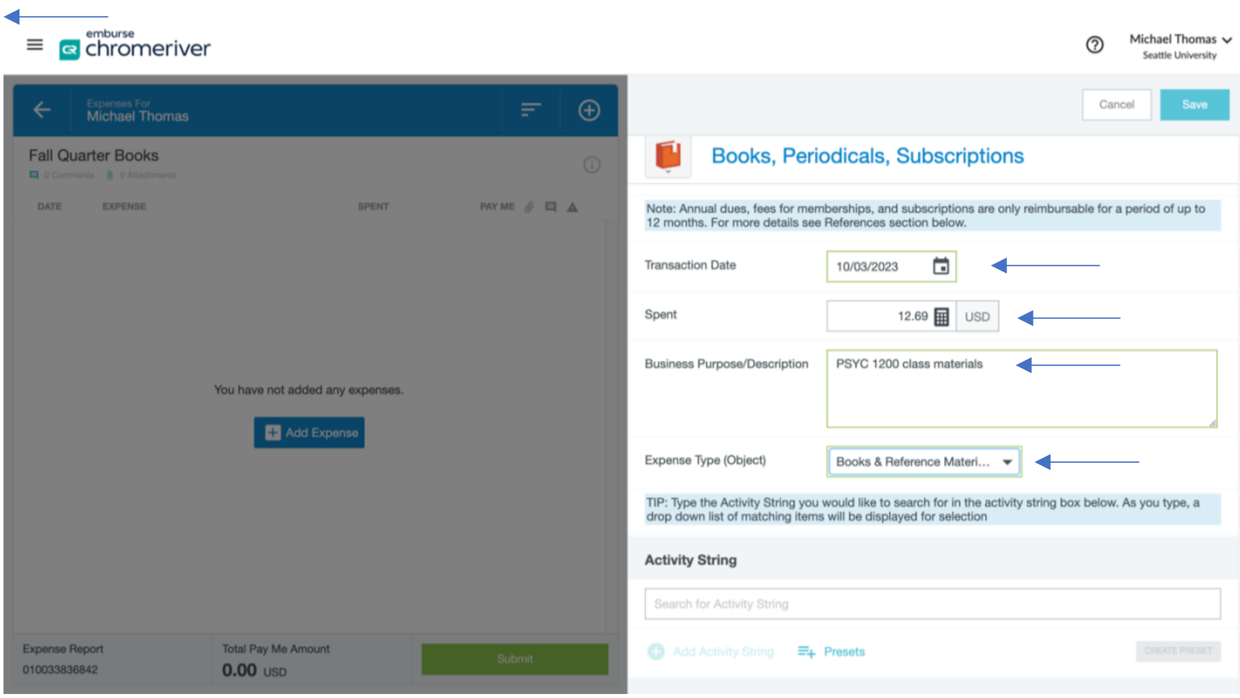
Step 4: Click on “Add Expense” to begin the report for an individual transaction.



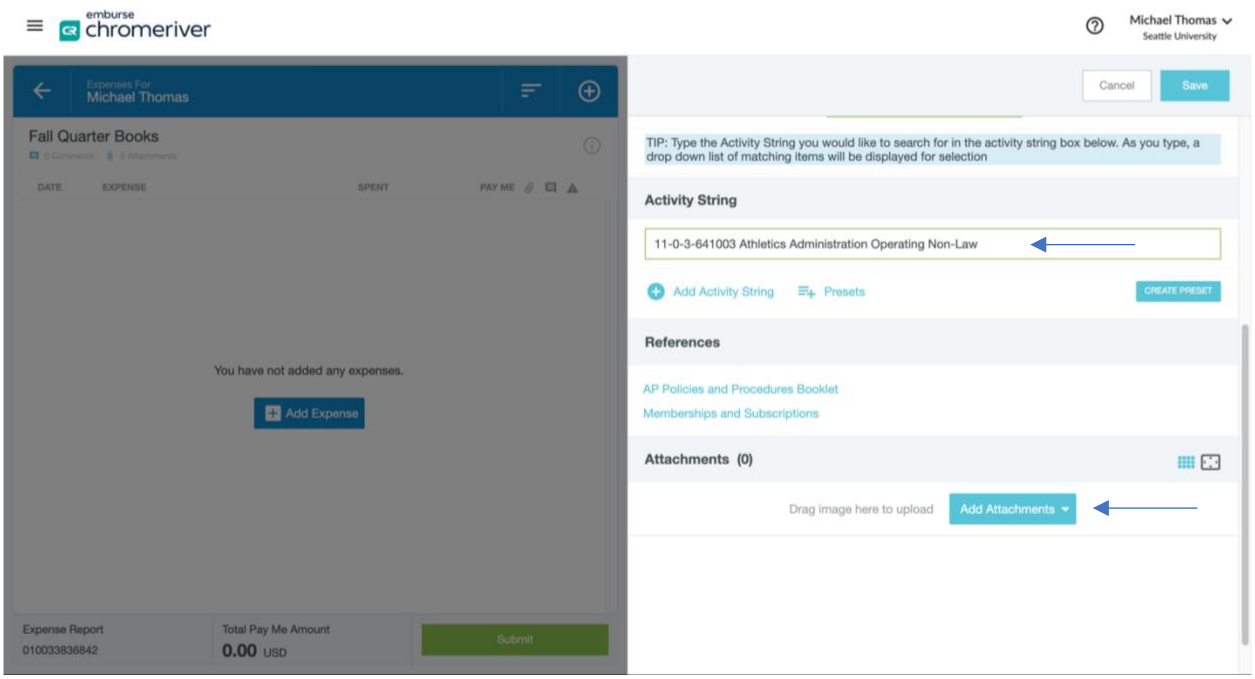
Step 5: Click on “Create Expense” then click on the box “Books, Periodicals, Subscriptions”.



Step 6: Fill in the transaction date and amount spent. Under “Business Purpose/Description” please list the course followed by class materials. Expense type (Object) will be Books & Reference Material.



Step 7: Under Activity String, type in "Athletics Administration Operating Non-Law". You must add the receipt in attachments section.



Step 8: Click save then you can submit the report or add another reimbursement by click on the + sign.