Chrome River: Report and Travel Types

During the initial set up of a new expense report, two fields to complete are Reporting Type and Travel Type

How to select the Report Type

- Click on the Report Type drop-down arrow, a list will appear
- Select the appropriate option based on the following criteria:
  - Employee:
    - NAIC, NIPR, or IIPRC Employee
  - Zone/Grant:
    - Zone – Commissioner and Regulator travel and expenses
      - Approved by the Zone and paid from Zone Funds
    - Grant – Commissioner and Regulator travel and expenses for NAIC sponsored education and training programs
      - Approved by the State and paid from State Grant Funds
  - Commissioner/Regulator:
    - Commissioner and Regulator travel and expenses
      - Approved by and paid by the NAIC, NIPR, or IIPRC
  - Consumer Reps:
    - Consumer Liaison Representatives approved travel and expenses

How to select the Travel Type

- Click on the Travel Type drop-down arrow, a list will appear
- Select the appropriate option based on the following criteria:
  - Employee Domestic Travel
    - Employee travel within all 50 U.S. States and Territories
    - Employee non-travel expenses
    - Expenses will be coded to Account Number 59000
  - Consumer Rep
    - Consumer Liaison Representative travel and non-travel expenses
    - Expenses will be coded to Account Number 59001
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- **Cmsr/Reg Domestic Travel**
  - Commissioner and Regulator travel within all 50 U.S. States and Territories
  - Commissioner and Regulator non-travel expenses
  - Expenses will be coded to Account Number **59100**

- **All International Travel**
  - Employee travel outside the U.S. and U.S. Territories
  - Authorized NAIC Commissioner or Regulator travel outside the U.S. and U.S. Territories
  - Expenses will be coded to Account Number **59150**

- **Sales and Marketing Travel**
  - Employee travel and expenses associated with Sales and Marketing
  - Expenses will be coded to Account Number **59200**

- **Midwest, Western, Northeast, or Southeast Grant Funds**
  - Commissioner and Regulator travel, and/or education and training expenses for
    - NAIC sponsored education and training program
    - NAIC sponsored meetings
  - Expenses will be coded to the corresponding Zone Account

- **State Zone Fund**
  - Commissioner and Regulator travel, and/or education and training expenses for
    - NAIC sponsored education and training programs
    - NAIC sponsored meetings
  - Expenses will be coded to Account Number **75075**

- **State Restricted Training**
  - Commissioner and Regulator travel, and/or education and training expenses funded by a vote of zone technical training funds allocated to the state
  - Expenses will be coded to Account Number **75076**

- **Zone Fund**
  - Commissioner and Regulator travel expenses funded by a vote of zone technical training funds to attend Zone Conferences
  - Expenses will be coded to Account Number **82000**

- **Zone Technical Training**
  - Commissioner and Regulator travel expenses funded by a vote of zone technical training funds
  - Expenses will be coded to Account Number **82050**