

June 2023 Expense Reports

- 05/29 – 06/02/2023 = JUN23 WEEK 1: Due 06/23/2023
- 06/05 – 06/09/2023 = JUN23 WEEK 2: Due 06/23/2023
- 06/12– 06/16/2023 = JUN23 WEEK 3: Due 06/30/2023
- 06/19 – 06/23/2023 = JUN23 WEEK 4: Due 07/07/2023
- 06/26 – 06/30/2023 = JUN23 WEEK 5: Due 07/14/2023

Important Reminders

- **UPDATES** –
 - June Week 1 and 2 will both be due 6/23/23. If you have already submitted Week 1, THANK YOU!
 - Monica Orosco has accepted another position within Payment Services and is transitioning out of the PCard and Travel areas. **If you are working with Monica on pcard expense report items, please be sure to Cc: pcard@ttuhsc.edu on all responses.**
 - For pcard questions, please email pcard@ttuhsc.edu
 - For Chrome River system questions, please email ChromeRiverHSC@ttuhsc.edu
 - For Travel, please email travel@ttuhsc.edu
 - Please have patience while we go through this transition. PCard and Travel are working hard to review all reports in a timely manner, as well as training our new employee, Tammie Adams.
- **Chrome River Expense Reports – Expense Allocation Tips!**
 - **Food & Entertainment**
 - **OFFICAL FUNCTION 7L0403** – This expense type should only be used when there is an official TTUHSC function that is open to the public, other TTUHSC departments, etc., such as graduations, other ceremonies and open events.
 - **CONFERENCE FOOD 7L0406** – This expense type should only be used when TTUHSC is hosting an actual conference, seminar, etc.
 - *Official Function and Conference Food should not be used for Retreats, Grand Rounds, etc.*
 - **HOLIDAY EVENT 7L0404** – This expense type should only be used for the annual holiday event that departments are allowed every year, usually at Thanksgiving or Christmas time.
 - **BEVERAGES – Water, Coffee, Soft Drinks – 7L0300** should only be used for beverages. (Not creamer, cups, etc.)
- **Amazon Receipts**
 - The valid receipt that is needed for your Amazon Business purchases should say “Final Details for Order #111-222-333 at the top of the page. The very last line on the receipt should show “Credit Card transaction. MasterCard ending in 1234: DATE and AMOUNT”. Example:



Final Details for Order #114-4917755- [REDACTED]

Order Placed: June 9, 2023
Amazon.com order number: 114-4917755- [REDACTED]
Order Total: \$55.00

Shipped on June 12, 2023	
Items Ordered	Price
1 of: <i>The Social Determinants of Health and Health Disparities</i> , Braveman, Paula Sold by: Amazon.com Condition: New	\$55.00
Shipping Address: TTUHSC [REDACTED] 3601-4TH STREET, MAIL STOP 6226 [REDACTED] LUBBOCK, TX 79430 United States	Item(s) Subtotal: \$55.00 Shipping & Handling: \$0.00 ----- Total before tax: \$55.00 Sales Tax: \$0.00 -----
Shipping Speed: FREE Prime Delivery	Total for This Shipment: \$55.00 -----

Payment information	
Payment Method: MasterCard Last digits: [REDACTED]	Item(s) Subtotal: \$55.00 Shipping & Handling: \$0.00 ----- Total before tax: \$55.00 Estimated Tax: \$0.00 ----- Grand Total: \$55.00
Credit Card transactions	MasterCard ending in [REDACTED]: June 12, 2023: \$55.00

To view the status of your order, return to [Order Summary](#) .

Helpful Links

[PCard Purchasing Guidelines](#)

PCard Website: <https://www.fiscal.ttuhsu.edu/paymentservices/pcard/>

Chrome River SSO Link: <http://chromeriver.texasstate.edu/>

For account questions, email PCard@ttuhsc.edu

For system questions, email ChromeRiverHSC@ttuhsc.edu