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# the News

from Business Affairs



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.  
Business Affairs

## Chrome River Travel: Are We There Yet?

September 2023

Whoever said that it's not the destination but the journey never took a road trip with kids in the car. Traveling with kids can be a challenge. They don't understand the value of a long journey to reach an awesome destination! "Are we there yet?" might just be the four most dreaded words in travel. In the [August Hot Topics from Business Affairs](#), we announced that Chrome River Travel has arrived effective 9/1/2023. The implementation of Chrome River Travel was much like a road trip with kids in the car. It was a long journey to reach an awesome destination with choruses of "are we there yet?" all along the way.

- All FY24 travel applications that already include advance reimbursement and/or BTA approvals must be completed in the current Travel system.
- All other FY24 travel should be processed in Chrome River, starting 9/1/2023.

### Employee Dashboard

- All active employees have a Chrome River account with a dashboard for processing reports.
- Important! Travel processes and submissions must take place on the dashboard of the traveling employee.
- Employees that will not be completing their own travel reports, must grant delegate access to the employee who will be creating and submitting reports on their behalf.

### Travel Basics Training via [Zoom](#)

9/12	Tuesday	9:00 - 10:30 AM
9/15	Friday	10:00 - 11:30 AM

### Travel Q&A via [Zoom](#)

9/13	Wednesday	9:00 - 10:00 AM
9/18	Monday	2:00 - 3:00 PM
9/20	Wednesday	9:00 - 10:00 AM
9/22	Friday	10:00 - 11:00 AM
9/25	Monday	2:00 - 3:00 PM

Chrome River can be accessed through the [WebRaider portal](#) > Business Affairs tab > Links to Financial Systems portlet > System Links > Chrome River - PCard and Travel. Training guides are available in the [Training Center](#) and the [Travel](#) home pages.

For questions, email Chrome River at [ChromeRiverHSC@ttuhsc.edu](mailto:ChromeRiverHSC@ttuhsc.edu).



## ***Need To Know!*** Endowment Fund Expenditure Monitoring and Training

Texas Tech University System Regulations are developed to address specific directives and reporting requirements needed to implement TTUS Regents' Rules. If you manage endowment funds you need to know that [Regulation 01.08 Endowment Fund Expenditure Monitoring - Standards of Practice](#) establishes guidelines for maintaining excellence in fiduciary responsibility and accountability to donors. This includes monitoring of underutilized endowment spendable funds to ensure institutions are making the best use of donor contributions.

### **Endowment Basics Training**

The Endowment Basics training course is required for all

Endowment Fund Managers. Fund Managers must ensure all endowment expenditures comply with the terms of the agreements, legal and accounting standards, and institutional and state policies. The Endowment Basics training course will assist Fund Managers in their financial duties and management involving endowment funds.

Beginning this month, Fund Managers required to take this course will receive an email notification with a course link that is specific to that individual.

For questions, email [fundmanager@ttuhsc.edu](mailto:fundmanager@ttuhsc.edu).

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## ***Did You Know?*** Update On Parking System Upgrade

In the [June 2022 News from Business Affairs](#), we announced that the Parking System was getting a major upgrade. We said to keep watching for updates on the status of this upgrade. Did you know that since that announcement, the Lubbock Parking team and the Application Development team worked to create a new, modern system with a mobile-friendly design and streamlined functionality? These system upgrades also allow for all TTUHSC campuses to utilize the same parking system.

Nancy Cook, Unit Supervisor for Finance and Administration in Abilene, has some nice things to say about the new Parking System Upgrade: "The new Parking System Upgrade has

transformed the parking registration experience for both the Abilene Parking team and our employees and students. The old system involved forms (creating, filling out, submitting, printing), binders, multiple emails, cash payments (what student has cash?) and payment receipts. The new system is a user-friendly online application, with easier payment methods and quick verification by the parking team. Our employees will really appreciate it next year when they no longer have to enter the identical information to re-register their vehicles – it will roll over!"

For questions, contact Parking Services at [Parking@ttuhsc.edu](mailto:Parking@ttuhsc.edu).

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## ***Why Should I Care?*** Direct Deposit Is Not Automatic

Have you set up direct deposit for travel reimbursements? You should care because it's not automatic just because you receive payroll by direct deposit.

As a reminder, the information in your Employee Reimbursement Account needs to be reviewed and updated periodically to ensure the information is correct.

**If you are a supervisor and hire a new employee who was a former student or employee, an old direct deposit account may still be active. This may cause issues with payroll or travel reimbursement going to the old account. They must verify that the current banking information is correct.**

Follow these instructions for setting up direct deposit for travel

reimbursements:

- Log into the WebRaider portal.
- Select the **HSC Employee** tab.
- Under the My Texas Tech Information column, click **Update My Direct Deposit**.
- Verify your identity by voice call or text message.
- Click the **Employee Reimbursement Account** tab. (Note: Payroll and Reimbursement are two separate tabs) Provide the information to receive reimbursement via direct deposit.
- Verify that current banking information is saved to ensure direct deposit for Travel reimbursements.



For questions, contact the Travel Office at [travel@ttuhsc.edu](mailto:travel@ttuhsc.edu).

# TEAM SPOTLIGHT



ONE TEAM



KINDHEARTED



INTEGRITY



VISIONARY



BEYOND SERVICE

## PAYMENT SERVICES - Purchasing Card (PCard)

PCard Management  
End User Support  
Complete Transaction Review



### FAST FACTS Small Staff!

PCard Team only includes  
1 Full-Time Employee  
& 1 Employee shared  
half the time with  
another Payment  
Services team.

#### Photo Captions

1. PCard Team Training
2. TTUHSC Presidential Luncheon
3. Tammie Adams, shared employee between PCard & Travel teams
4. Celeste Ramirez, Section Coordinator
5. PCard Team

## Here's What Other's Say

This team works diligently to provide a convenient and efficient way for Institutional staff to procure and pay for goods and processed 22,315 transactions totaling \$6,877,391 in FY22.

## Don't know **who** we are?

PCard is a payment method used to facilitate the procurement of certain business-related goods. The team's main focus is on daily PCard operations and management, including:



Processes day-to-day transactions with more than 500 total active PCards used by institutional employees to make permitted purchases on items such as magazine subscriptions, membership dues, and registration fees.



Ensures all purchases made using the PCard are in compliance with the Purchasing/PCard Policies and Procedures.



Administers the Chrome River expense management system that allows end users to submit their PCard reports for reconciliation and manages Citibank procedures such as conducting increases and unblocking vendors.



Develops collaborative material such as checklists of permitted purchases and training modules for end-user support.

## Contact Us

[PCard Home Page](#)  
[PCard Contacts](#)



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Payment Services



## Employees on the Move in Business Affairs

Business Affairs welcomes the following new employees:

- Mitzy Bennett, Senior Account Processor, Payment Services
- Jasmine Catano, Financial Analyst II, Accounting Services
- Kellee Everitt, Chief Analyst, Accounting Services
- Safiya Sultana, Programmer Analyst III, Application Development
- Tawnya Tidwell, Senior Purchaser, Purchasing
- Bridget Wilson, Graduate Assistant, Accounting Services
- Amanda Zaragoza, Specialist III, Receiving and Mail

## Dell Punch-Out Orders

Shoppers in TechBuy are required to build and submit new requisitions each time they order from Dell. Do not copy Dell punch-out items from previous requisitions to a new cart. Dell orders/items must be retrieved directly from the punch-out.

TechBuy requests submitted using items copied from previous requisitions will be returned/rejected.

For questions, contact Purchasing at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu).



## Reminder About Furniture Purchases

As outlined in [HSC OP 61.19](#), all furniture orders for TTUHSC must undergo a review and receive formal approval from Facilities Planning, Design and Construction (PD&C) before any purchases are made. This policy applies regardless of payment method used. Adherence to this policy ensures that we maintain consistency, safety, and high-quality standards across our facilities.

New departmental furniture requests shall be submitted via the

TTUHSC Work Request system at <https://app4.ttuhsc.edu/FacilitiesApps/default.aspx>. Procedures for designing, ordering, and procuring furniture will follow the TTUHSC Facilities Management Operating Policies. Furniture requests shall meet the standards for quality and durability, via the facility standard.

For questions, contact Purchasing at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu).

A graphic featuring a large, stylized white '10' with a red splatter and the word 'top' in white script. Below it, the words 'Or So' are written in a white, handwritten-style font. Above the '10', there are five stars: two red and three white.

**Top 10 or So** training documents outline important responsibilities for specific TTUHSC roles. These responsibilities are entrusted to staff from Business Affairs departments including:

Accounting Services	Property Management
Contracting	Purchasing
Finance Systems Management	Student Business Services
Payment Services	

**Click Here**

To access these documents, go to the FSM Training Center or click the button.

**Business Affairs consists of several areas operating within the Finance Division to provide financial and operational services to departments within TTUHSC.**

Click [here](#) for more on Business Affairs.

Click [here](#) to view past issues of the newsletter.

Questions or suggestions? Email: [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu)