June 2021 Expense Reports
This month's expense reports should have the following start and end posting dates:

05/31 - 06/04/2021 = JUN21 WEEK 1
06/07 - 06/11/2021 = JUN21 WEEK 2
06/14 - 06/18/2021 = JUN21 WEEK 3
06/21 - 06/25/2021 = JUN21 WEEK 4
06/28 - 07/02/2021 = JUN21 WEEK 5

Chrome River Refresher & Question/Answer Forum
Please make plans to attend this Chrome River session, which includes a training refresher and Q & A.

Topic: Chrome River Refresher & Question/Answer Forum
Time: Jun 22, 2021 10:00 AM Central Time (US and Canada)

Join Zoom Meeting
https://ttuhsc.zoom.us/j/96809463159
Meeting ID: 968 0946 3159

Important Reminders
EXPENSE REPORTS: Any outstanding transactions in Chrome River from January through May need to be submitted as soon as possible. This includes transactions in your eWallet (Unused Items) as well as reports that are pending approval. An expense report is considered outstanding until it is fully reconciled. Full reconciliation includes submission, full approvals, and export to Banner.

Sales Tax: Transactions that include prohibited sales tax charges must be itemized between the appropriate expense tile and the sales tax tile to ensure proper reconciliation. Failure to itemize an expense that includes a prohibited sales tax charge will result in the Expense Report being recalled to the cardholder's dashboard as a draft for correction.

Miscellaneous Expense Tile: **Please DO NOT USE the Miscellaneous / Pcard expense tile unless PCard Admin has advised you to do so**. This is only to be used for approved exceptions and violations.

Helpful Links
Access Chrome River by going to: WebRaider's F&A Work Tools > Purchasing Card.
Or visit, http://chromeriver.texastech.edu/

Chrome River Basic Training Recording (Passcode: CR$Basic1)
Chrome River Basic Training PowerPoint
Chrome River Basics
How to Add a Delegate
Creating & Submitting an Expense Report
Upload & Attach Receipts
How to Itemize a Transaction
PCard Account Code Reference Sheet

For system questions, email ChromeRiverHSC@ttuhsc.edu.