

July 2021 Expense Reports

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

07/05 – 07/09/2021 = JUL21 WEEK 1

07/12 – 07/16/2021 = JUL21 WEEK 2

07/19 – 07/23/2021 = JUL21 WEEK 3

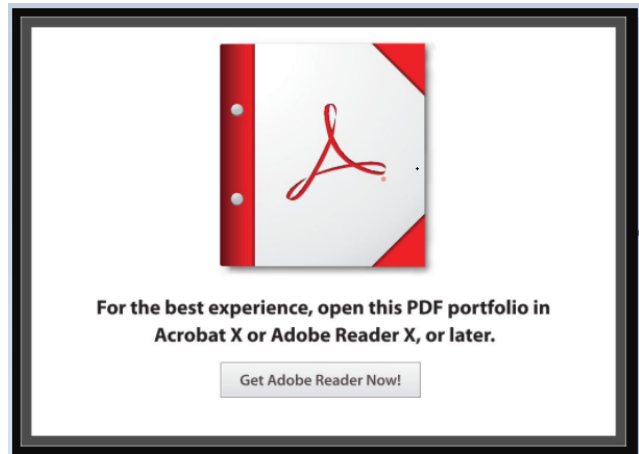
07/26 – 07/30/2021 = JUL21 WEEK 4

Important Reminders

End of Year: The last day to make purchases on the pcard for FY 2021 is Friday, August 20th. More information to follow.

Expense Reports: Any outstanding transactions in Chrome River from **May and June need to be submitted and reconciled 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.

Uploading Documentation: Please note, PDF Portfolio files are not supported by Chrome River. If you receive this warning, **please submit your documentation as a single PDF file.**



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.

Helpful Links

Access Chrome River by going to: [WebRaider's F&A Work Tools > Purchasing Card.](#)

Or visit, <http://chromeriver.texastech.edu/>

For Chrome River training documentation, please visit:

<http://www.fiscal.ttuhs.edu/paymentservices/pcard/>

For system questions, email ChromeRiverHSC@ttuhsc.edu.