

November 2021 Expense Reports

Expense Report Dates and Reconciliation Deadlines:

11/01 - 11/05/2021 = NOV21 WEEK 1: Due 11/19/2021

11/08 - 11/12/2021 = NOV21 WEEK 2: Due 11/26/2021

11/15 - 11/19/2021 = NOV21 WEEK 3: Due 12/03/2021

11/22 - 11/26/2021 = NOV21 WEEK 4: Due 12/10/2021

Important Reminders

- **Reconciliation of PCard Expenses** – Includes expense report submission, completion of approval routing, export to Banner, and resolution of any violation findings. Full reconciliation is required by the due dates provided above.
- **Expense Report Tracking** – To verify the status of a submitted expense report, open the Submitted folder. Any submitted report with a status of “Pending” has NOT completed approval routing. To verify whose approval is pending, click the “Tracking” button on the top right corner.
- **Gifts/Parties** - Departmental parties and gifts for special events such as Administrative Assistant’s Day and Nurse’s Appreciation Day, as well as costs associated with birthday and other individual parties, are considered personal expenses. These expenses cannot be charged against institutional funds and are prohibited on the PCard. **Immediate reimbursement will be required.** (Ref. HSC OP 72.15, 72.16, 72.03)
- **IT Purchases** – All IT related purchases including software, software licenses, electronic subscriptions, and renewals must be approved by IT & Purchasing **prior** to incurring the expense. Evidence of approval is required with expense report documentation. (Ref. HSC OP 72.15)

Helpful Links

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

For Chrome River training documentation, please visit: <http://www.fiscal.ttuhsc.edu/paymentservices/pcard/>

For system questions, email ChromeRiverHSC@ttuhsc.edu.