Chrome River FY22 Stats

- Total Amount Processed: $8,795,481
- Average Time for Employee Reimbursement: 5.37 Days (Submit Date to Pay Date)
- Total Amount of PreApprovals/Amount: 2,094/$1,760,418
- Total ProCard Transactions: 29,125
- Total Mileage Trips/Miles Driven: 1,863/207,397

Chrome River Training

1st Tuesdays of the Month
09:00–11:00
All Areas of CR, along with
NEW CR Reporting Training
11:00-11:30
1st Tuesday Training Link

3rd Tuesdays of Month
1:30-3:30
All Areas of CR
3rd Tuesday Training Link

ECU OFFICIAL

Please Support

Utilizing the ProCard improves efficiencies and creates savings for the University. If a vendor will accept a credit card for payment and the purchase is less than $5,000, please utilize the ProCard to pay the vendor.

Reference NTEs: Department should use a ProCard for business purchases on behalf of the employee rather than the employee making the purchase and seeking reimbursement. In most instances, using the ProCard will save the University the cost of sales tax. If the employee is authorized to purchase goods and services, and/or travels on a routine basis (more than 4x a year), they should obtain their own ProCard. The ProCard is a very cost effective and timely method to make purchases. It reduces the amount of effort that both the department and accounts payable personnel must expend to pay a vendor.

Travel Expense Reports

To ensure accurate departmental financial statements, it is HIGHLY ENCOURAGED, Travel Expense Reports are filed within 5 days after return.

Got Reports?
Member of the Chrome River Analytics Microsoft Teams Room? Great place for resources, reports, and other helpful items for dept.
Email Steve to join

TRAVEL EXPENSES PAID BY PROCARD

As a reminder, if a ProCard holder makes a purchase for another ECU Employee for their travel, the ProCard Transaction Must be Moved to the Traveler’s eWallet via Team Dynamix Ticket and expensed within 30 days using Travel Expense Report. It is possible a Travel Expense report is filed, prior to travel simply to expense the ProCard expenses, i.e. Early Bird Registration, Airline See Guide “Travel w/Other ProCard User”

Quick How To Guides

NEW – INTERNATIONAL PREAPPROVAL

If traveling international, the new International Application must be completed and attached to the Chrome River PreApproval.

Plan Ahead! Global Affairs presents to Travel Committee for decision
International PreApproval Application

ProCard Transactions must be expensed within 25 days of transaction date.