**Chrome River Update**

**Update #13**

*As of 2/02/2022*

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**Chrome River FY22 Stats**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount Processed</td>
<td>$16,435,912</td>
</tr>
<tr>
<td>Average Time for Employee Reimbursement (Submit Date to Pay Date)</td>
<td>5.8 Days</td>
</tr>
<tr>
<td>Total Amount of PreApprovals/Amount</td>
<td>3.134/$2,828,471</td>
</tr>
<tr>
<td>Total ProCard Transactions</td>
<td>45,283</td>
</tr>
<tr>
<td>Total Mileage Trips/Miles Driven</td>
<td>3,718/402,854</td>
</tr>
</tbody>
</table>

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**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.

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**Travel Expense Reports**

To ensure accurate departmental financial statements, it is **HIGHLY ENCOURAGED**, Travel Expense Reports are filed within 5 days after return. ProCard Transactions must be expensed within 25 days of transaction date.

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**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**

For Travel Abroad use PCT for the naming convention & the report type will be Travel-Study Abroad/Continuing Studies.

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**Quick How To Guides**

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

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