Chrome River Stats of 2-9-21

<table>
<thead>
<tr>
<th>Metric</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount Processed</td>
<td>$7,741,059</td>
</tr>
<tr>
<td>Total Amount Reimbursed to ECU Employees</td>
<td>$174,187</td>
</tr>
<tr>
<td>Average Time for Employee Reimbursement (Submit Date to Pay Date)</td>
<td>744 Payments</td>
</tr>
<tr>
<td>Total Amount of PreApprovals</td>
<td>1,000</td>
</tr>
<tr>
<td>Total ProCard Transactions</td>
<td>22,630</td>
</tr>
</tbody>
</table>

Blanket Travel

When completing the “Header Sheet” of the Blanket, ensure the Depart and Return dates are open long enough to capture all the expense dates. For month blankets, recommend 1st thru 30th or 31st to capture all dates in the month.

Non-Travel Employee Payments

Highly encourage all Non-Travel Payments to ECU Employees, greater than $100 to use ProCard or other contract methods. ECU receives rebates on all ProCard purchases.

Reports in the RETURN Bin

Reports that are returned are limited to what can be adjusted to the report i.e. cannot add, modify Report naming and other features, nor add additional expenses. In order to have full edit capability and modify other areas, users must 1) Submit the report from Return Bin 2) Immediately “Recall” the report and then it will go to the Draft bin. 3) Open and then make the necessary adjustments.

ProCard Expenses

All ProCard transactions must be submitted within 25 days of purchase. Please help keep the financial statements up-to-date by filing this reports in a timely manner. When transactions stay out there it gives your departments an inaccurate amount of budget to use.

MILEAGE

The old “MILEAGE CHART” in older Travel Manuals are not longer valid. If traveling, must use Google Maps in Chrome River.

Personal Charges on ProCard

As you know we are prohibited from using ProCard for personal issues; however, we understand at times, accidents happen. If this happens you still must expense the charge in full, and the portion or charge, that is personal, will be charged to FOAP 140299-230606, ProCard Personal Exp Clearing Fund. Simply search “Personal” and it will pop up in the FOAP.

Great Resources at Chrome River Website

**CHROME RIVER WEBSITE**

Great place to download the Quick Guides, Flow Charts, “How-To” information.

Chrome River Townhall

Join Steve on Thursday February 11, from 1:30-2:30 to discuss the First 100 Days of Chrome River. Ask your questions, discuss challenges and add topics to be covered in Financial Conference, etc.

Chrome River Problem/Questions

In order to streamline all questions and improve our trainings, please submit a ticket at go.ecu.edu/CRticket.