CHROME RIVER UPDATE

Update #6
As of 3/20/2021

Chrome River Stats of 3-20-21

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount Processed</td>
<td>$10,499,851</td>
</tr>
<tr>
<td>Total Amount Reimbursed to ECU Employees</td>
<td>$212,552</td>
</tr>
<tr>
<td>Average Time for Employee Reimbursement (Submit Date to Pay Date)</td>
<td>5.23 Days</td>
</tr>
<tr>
<td>Total Amount of PreApprovals</td>
<td>677</td>
</tr>
<tr>
<td>Total ProCard Transactions</td>
<td>30,786</td>
</tr>
<tr>
<td>Total Mileage Trips/Miles Driven</td>
<td>1,637 138,082</td>
</tr>
</tbody>
</table>

Non-Travel Employee Payments

Asking for Departments assistance, In order to reduce the burden on employees paying “out of pocket” monies, waiting for reimbursements, HIGHLY encourage all Non-Travel Payments greater than $100 to use ProCard or other contract methods.

Hotel Itemization Change

ECU leadership is no longer requiring that TAXES be broken out and itemized on Hotel Expense reports, but giving the OPTION on the Travel Expenses or Travel Reconciliation reports. It is up to the department or FOAP that is being used that may still require the itemization. If you choose not to break it out, simply add the Taxes, Resort fees, etc to the Room charge and put under the Hotel-Lodging itemization tile. If you still want to have the full analysis of Hotel true costs, continue to break it out.

Open ProCard Transactions

All ProCard Transactions must be applied to a ProCard Expense Report, prior to 30 days past the Statement due Date. Each transaction will be assigned a Statement End Date. Look at the transaction in your eWallet and you will see which Statement is assigned. The Transaction date was being used, but we discovered that some merchants with back ordered items will use “old transaction date” but not charge until shipped, therefore using this date was not an accurate timing when looking at open transactions. We will send out weekly reminders for those that are over due and beginning 1 April for those Open Transactions (not assigned to a ProCard Report) and over 30 days past the Statement end date could be suspended.

Get your Quick Guide Downloads

CHROME RIVER WEBSITE

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

Chrome River Problem/Questions

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

DIRECT LINK TO CHROME

CHROME RIVER DIRECT LINK

Blanket Travel

When completing the Blanket Travel trips, i.e. Greenville to Wilson to Greenville, please add additional information on why the traveler went, and any other justification to explain why trip was made.

Year End Preparation

As a reminder now is a good time to go in and review all of the PreApprovals for trips that are completed. If any remaining monies exist, simply go to the PreApproval and EXPIRE remaining encumbrance.

Semi Monthly Travel Training

With some travel starting to happen slightly we will be conducting REFRESHER Travel Training 2x month. This will cover all areas of travel, both blanket and standard. See the Chrome River Website for the dates, times and the link.