**Chrome River Stats of 4-16-21**

- Total Amount Processed: $12,457,355
- Total Amount Reimbursed to ECU Employees: $244,789
- Average Time for Employee Reimbursement (Submit Date to Pay Date): 1,246 Payments, 5.17 Days
- Total Amount of PreApprovals: 787
- Total ProCard Transactions: 35,901
- Total Mileage Trips/Miles Driven: 1,991, 165,954

**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.

**Enterprise Rental Cars**

ECU has worked with Enterprise to allow either a ECU ProCard or employees personal credit card to be used when making reservations. Employees must have the ProCard or their own personal credit card when picking up the rental. If employees want to obtain a ProCard they may reach out to the ProCard Office to obtain the training process and application. Contact ProCard@ecu.edu for more information.

**Next Chrome Training**

The next “ALL INCLUSIVE” Chrome Training will be held Tuesday, May 4th from 9:30-11:30. Meeting link is located on the Home Page of Chrome River.

**Research Travel**

All Research Travel must be approved by REDE PRIOR TO CREATION OF A PREAPPROVAL. That form then attached to the PreApproval in Chrome.

**DIRECT LINK TO CHROME**

**CHROME RIVER DIRECT LINK**

**Reports**

If you or your department would like to have some analytic reporting from Chrome River, please email Steve directly to have that set up for a daily, weekly delivery.

**REDACTION**

As a reminder please REDACT all PII information on the documents you upload as supporting documentation into Chrome River. Remove all addresses, phone numbers, account numbers, etc. as this is a violation of PII. Please upload ONLY the necessary information for the transaction.

**New Employee Moving Expenses**

Because Moving Expenses are a “taxable event” for the employees, Chrome River will not be used to reimburse employees for their moving expenses. Continue to use the Manual Direct Pay form to capture this reimbursement.

**Chrome River Problem/Questions**

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

**Get your Quick Guide Downloads**

**CHROME RIVER WEBSITE**

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