ECU Financial Services

Chrome River Expense and Reimbursement System

Chrome River is an accounting software application designed to automate and streamline Accounts Payable processes for travel expenses and corporate credit card transactions. This software product is customized to incorporate University travel rules and automated approval routing. Chrome River will replace the Online Travel system and the ProCard reconciliation process in WORKS. The Chrome River project team is making progress and the scheduled start date is Thursday, May 16th, mark your calendar. Visit the new Chrome River website www.ecu.edu/cs-admin/financial_serv/**chrome_river**.cfm for training dates and information related to the project. Training is being scheduled now and will be setup in Cornerstone. Contact the ECU Chrome River HOTLINE 252-757-5700.

| Month End Schedule | Report Information | Upcoming Training | Contacts |

A travel rule update from the Travel Office:

1. If an employee is traveling out of town, they will be required to complete a preapproval travel even if they are not seeking reimbursement.

2. If an employee is "potentially" traveling out of town, they do not complete a preapproval travel, until they actually know for sure that travel will take place.

3. No preapproval form or a blanket travel form is required for employees attending meetings in Greenville, or immediate vicinity of an employee's normal duty station, unless the employee is seeking reimbursement for the local travel.