**CHROME RIVER QUICK GUIDE – NAMING CONVENTION**

**NAMING CONVENTION:**

**To assist in future reporting, filtering, researching, developing a Standard Naming Convention of the different reports is critical. The Standard Naming Conventions are listed below for the various types of reports.**

**PROCARD EXPENSE REPORT**

***(PC.CARDHOLDERNAME..DateofOldestTransaction)***

**PC. John.Smith.11.12.20**

*(\*NOTE – No longer have to file on 15th of month, It is soley based on the date of your earliest transaction,*

*then add 25 days and file then) Each month will probably be different.*

**PROCARD TRAVEL REPORT**

**(PCT.CARDHOLDER.NAME.DATE OF OLDEST TRANSCATION)**

**PCT.STEVEN.MARKS.01.21.21**

**Blanket Travel**

*(BL.NAME OF TRAVELER.MONTHS COVERED UNDER BLANKET)*

**BL.BARBARA.JONES.SEP20.JUN21**

**TRAVEL EMPLOYEE**

*(TE.NAME.DATE OF DEPARTURE.LOCATION)*

**TE.TYLER.JOHNSON.08.19.19.TAMPA.FL**

**TRAVEL STUDENT**

*(TS.NAME OF STUDENT.DATE OF DEPARTURE.LOCATION)*

**TS.JOHN.SMITH.08.20.18.DALLAS.TX**

**TRAVEL STUDY ABROAD**

*(TSA.NAME OF TRAVELER.DATE OF DEPARTURE.LOCATION)*

**TSA..JOHN.SMITH.08.28.19.BELGIUM**

**ATHLETIC RECRUITMENT**

(*ATR.NAME OF TRAVELER.DATE OF DEPARTURE. LOCATION)*

**ATR.JERRY.JONES.08.12.20.DALLAS.TX**

**Non-Travel (THESE WERE CALLED DIRECT PAYMENTS)**

**NTE.LINDSAY.JONES..8.18.19**

*(NTE.NAME OF EXPENSE OWNER.DATE OF EXPENSE)*