CHROME RIVER
PREPARE TO LAUNCH

Laura Putz
Joyce Chavez
Travis Barnette
August 25, 2016
Department Considerations

- Roles and Responsibilities
  - Student/Non-employee Reimbursement
  - Delegates

- Pre Approval for Travel

- Approvals

- Staff Support

- Executive Reporting
Department Considerations

- Report Naming Conventions
- Establish PCard reconciliation expectations
- Department Champions
- Training
  - Departmental
  - EOD
  - Job Aids
  - Reference Guides
Log in
Dashboard
Expense Report
Sub Menus

Add Expenses

Create New

E-Wallet
- All
- Credit Card
- Offline
- Recycle Bin

E-Receipts
- Receipt Gallery

New
Laura Putz

Air Travel
Ground Travel
Hotel

Car Rental
Car Rental Fuel
Car Rental Other

Mileage
Mileage Override
Parking

Public Transit
Taxi/Shuttle
UNM Vehicle Fuel

Ground Trans - Other
**Expense line item data**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Post Date</td>
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<tr>
<td>Date</td>
<td>08/07/2016</td>
</tr>
<tr>
<td>Spent</td>
<td>0.00 USD</td>
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<tr>
<td>Description</td>
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<td>Taxi Trip Type</td>
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**Banner Index**

Search for Banner Index
# Per Diem Adjustments

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<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>Fri, 08/05/2016</td>
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<td>48.00 USD</td>
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<tr>
<td>Sat, 08/06/2016</td>
<td>Portland, Oregon (OR), United States</td>
<td>36.00 USD</td>
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<td>Sun, 08/07/2016</td>
<td>Portland, Oregon (OR), United States</td>
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<td>Portland, Oregon (OR), United States</td>
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**Reductions**

- Breakfast
- Lunch
- Dinner
- Travel Day
- Additional Reductions
### PCard Reconciliation

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<tr>
<th>Sort</th>
<th>Unm Visa</th>
<th>P-Card</th>
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<th>4219-PITNEY BOWES PI</th>
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<td>Unm Visa</td>
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- **E-Wallet**
  - All
  - Credit Card
  - Offline
- **Recycle Bin**
- **E-Receipts**
  - Receipt Gallery

- **Add Expenses**
  - Create New

- **Categories**
  - Air Travel
  - Ground Travel
  - Hotel
  - Meals
  - Conference/Registration Fees
  - Employee Other
  - P-Card
Receipt Attachments

Attachments (0)

Browse File to Attach
## Approvals

### Expense Reports

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<thead>
<tr>
<th>REPORT OWNER</th>
<th>DATE</th>
<th>AMOUNT</th>
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<td>Putz, Laura</td>
<td>08/02/2016</td>
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<td>Testing #2</td>
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<td>Shoebotham, Terry</td>
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<td>Travel Expense Reimbursement</td>
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Prepare to Launch

October 1, 2016

http://www.unm.edu/~fssc/chrome-river.html