

4
Draft

IMPORTANT REMINDERS

- ### UPDATE: New Expense Policy Requirements

Emailing Receipts to Your Account

HELP

Full HELP is available throughout the application in the Chrome River Help Center.

- chromeriver.unm.edu (additional UNM specific job aids, FAQs, tips, etc.)

CONTACT

For expense and invoice assistance, please contact:

<u>Your Department Champion</u>	<u>Accounts Payable</u>
Accounts Payable	<u>Accounts Payable</u>
Contract & Grant Acctg, HSC	<u>C&G, HSC</u>
Contract & Grant Acctg, Main	<u>C&G, Main</u>
Unrestricted Accounting, HSC	<u>UA, HSC</u>
Unrestricted Accounting, Main	<u>UA, Main</u>
PCard Office	<u>PCard</u>

Draft



Your name here.

- Effective December 1, 2016, we're going green and you'll no longer submit paper receipts with reimbursement requests. Several policies have been updated by the [UNM Policy Office](#).

You have an option to email any receipt to expensmemo@chromeriver.com. Please make sure to send the email from the email account that is registered online so the system can recognize and store the receipt in your account. The receipt will then be available within your Receipt Gallery.

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PCard Office	<u>PCard</u>

Accounts Payable
C&G, HSC
C&G, Main
UA, HSC
UA, Main
PCard

CHROMERIVER

NewM Elizabeth Criger

Expenses For
M Elizabeth Criger

Criger ET 12/01/16 - 12/02/16

DATEEXPENSESPENT

Click "+" to add your first item

Under this drop-down menu are the tabs for "Settings",
"Help", and "Logout"
Under the "Settings" tab is where you would add
additional email addresses that would enable you to
email receipts directly to your Chrome River Account.
The the details of how that works will be discussed in a
later training.

SELECT USER

✓ M Elizabeth Criger

Select another user

Settings

Platinum interface

Help

Logout

Business Purpose

The travel is to support consultation of educators at Early Childhood sites based on the contracted S ...

Travel End Date
Optional12/02/2016

Personal Travel Included☐

Student Payee
Optional-- Select --

Non-Employee Payee
Optional-- Select --

Reminder: Please check that all typical expenses are included.

Select for Special Handling☐

-- Select --

Expense Report

Total Pay Me Amount
0.00 USD

Submit

CHROME RIVER

+

New

M Elizabeth Criger

APPROVALS

EXPENSES

Expense Report

eWallet

eReceipts

Draft

Returned

Recently Submitted

Inquiry

Analytics

0

Submitted

Last 90 Days

THE UNIVERSITY of
NEW MEXICO

IMPORTANT REMINDERS

DO NOT ATTACH OR EMAIL SENSITIVE INFORMATION.

DO NOT PRINT – Reports route electronically; approvers will not ask for paper copies.

Please retain all original receipts until your reimbursement is received.

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HELP

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» Quick Start: Creating a New Expense Report

» Quick Start: Entering and Submitting an Invoice

» Quick Start: Expense Approvals

» Quick Start: Vacation Delegation

» Quick Start: Emailing Receipts

[chromeriver.unm.edu](#) (additional UNM specific job aids, FAQs, tips, etc.)

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C&G, HSC

C&G, Main

UA, HSC

UA, Main

PCard

If you have items in any of these folders, you will see a green dot next to it.

Chrome River Technologies, Inc. (US) | https://app.chromeriver.com/index

us eagle

Albuquerque, NM ...HUBIntentional Teac...NMELS Simplydigi...ECSC Apps - FilesECE Docs SitesDrive DocsHome - The Natio...GroupMail - M Eliz...New Mexico Kids ...ECSC Youtube Ch...Juicing Ingredient...hypnosis clear ne...University of New ...

CHROME RIVER

EXPENSES

4
Draft

0
Returned

0
Submitted
Last 90 Days

New Expense Report

To start a new expense report:
Click "New" then,
click "New Expense Report"

NEW MEXICO

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Unrestricted Accounting, HSC	UA, Main
Unrestricted Accounting, Main	PCard
PCard Office	

Begin by filling in blank fields that apply

Cancel

Save



Expenses For M Elizabeth Criger

Report Name

Criger ET 12/06/16 - 12/07/16

Pay Me In

USD - US Dollars

Report Type

Employee Travel ▼

Business Purpose

Travel to Las Cruces for Center and Home based QRIS visit

Travel End Date

12/06/16



Optional

Personal Travel Included



Student Payee

Optional

-- Select --

Non-Employee Payee

Optional

-- Select --

Reminder: Please check that all typical expenses are included.

-- Select --

Once the steps to the left are complete, remember to click "Save"

When creating a new report make sure to use the Naming Convention that applied to your unit. For most purposes it will be the Employee Travel (ET). The "Report Name" is be an example of this.

Select "Report Type" from drop down

Enter a "Business Purpose"

Enter a "Travel End Date"

Ignore everything below "Travel End Date"
These things do not apply to ECSC

Acceptable Business Purpose Examples:

"The travel is to support consultation of educators at Early Childhood sites based on the contracted Scope of Work"

OR
"To attend Early Childhood training event in Las Cruces as part of professional development"

OR
"To provide training events for PreK staff based on the contracted Scope of Work"

Total Pay Me Amount

0.00 USD

Submit

CHROME RIVER

NewM Elizabeth Criger

Expenses For M Elizabeth Criger

PDF

Images

Delete

Edit

Please use proper naming convention

0 Comments0 Attachments

DATE

EXPENSE

SPENT

PAY ME

Click "+" to add your first expense

To add expense click here

Report Name

Please use proper naming convention

Pay Me In

USD - US Dollars

Report Type

Employee Travel

Business Purpose

Example Purpose

Travel End Date

12/02/2016

Personal Travel Included

☐

Student Payee

Non-Employee Payee

Select for Special Handling

☐

-- Select --

Comments (0)

Add Comment

Post

Expense Report

01001533560

Total Pay Me Amount

0.00 USD

Submit

CHROME RIVER

+

 New

M Elizabeth Criger

← Expenses For M Elizabeth Criger

+

Criger ET 12/01/16 - 12/02/16

0 Comments

0 Attachments

DATE

EXPENSE

To the left is the Add Expense Menu
From this menu select the type of
expense you would like to add.

The categories "Meals" and "Ground
Travel" have some exceptions that are
unique to ECSC so they will be explored
in the next couple of trainings.

Add Expenses

Create New Expense

E-Wallet

All

UNM PCard

Offline

Recycle Bin

E-Receipts

Receipt Gallery

AIR TRAVEL

GROUND TRAVEL

HOTEL

MEALS

CONFERENCE / REGISTRATION FEES

EMPLOYEE OTHER

OTHER P-CARD PURCHASE

Expense Report
010015398369

Total Pay Me Amount

0.00 USD

Submit