# March 2022 Expense Reports

**Report Dates and Reconciliation Deadlines**
- 02/28 – 03/04/2022 = MAR22 WEEK 1: Due 03/18/2022
- 03/07 – 03/11/2022 = MAR22 WEEK 2: Due 03/25/2022
- 03/14 – 03/18/2022 = MAR22 WEEK 3: Due 04/01/2022
- 03/21 – 03/25/2022 = MAR22 WEEK 4: Due 04/08/2022
- 03/28 – 04/01/2022 = MAR22 WEEK 5: Due 04/15/2022

# Important Reminders

- **Budget Checker** – All expense allocations on a submitted report must pass a budget check to ensure sufficient funding. If an insufficient funds error is received, the Budget Checker site is a helpful resource in determining the FOAP's available amount and correct budget pool.

- **Receipt Uploads in Chrome River** – In addition to attaching supporting documentation directly to an expense report, receipts can be uploaded to a Cardholder's Receipt Gallery via e-mail or by using the free CR SNAP application. Chrome River OCR functionality will scan the receipt information and attempt to automatically merge the receipt to the matching credit card transaction in the Cardholder's eWallet. For more information, please review the Chrome River Receipt Upload training document.

# Helpful Links

February 2022 PCard Update

News from Business Affairs (March 2022)

PCard Purchasing Guidelines

Chrome River SSO Link: http://chromeriver.texastech.edu/

For account questions, email PCard@ttuhsc.edu

For system questions, email ChromeRiverHSC@ttuhsc.edu