



# PROCESS YOUR PCard, TRAVEL & NETCard Transactions FASTER & EASIER!!!



Coming soon... **CHROME RIVER**, the new SUNY Downstate Health Sciences University expense reimbursement program:

- ✓ Expense reimbursement requests are submitted faster using a secure website;
- ✓ Approval requests for different departments are routed simultaneously, saving time;
- ✓ Approvals are submitted via Smartphone, Outlook or on-line, without the need for inter-office paperwork;
- ✓ No need to attach and physically send receipts with your paper expense reports – receipts are scanned and submitted electronically;
- ✓ All of your submitted and unsubmitted expense reimbursement reports are available for viewing at any time on the Chrome River website;
- ✓ Tracking feature – monitor every step of the reimbursement process from your computer;
- ✓ Retrieve historical expense reports (and receipts) for your records at any time.
- ✓ Procurement Card supporting document submissions with supervisor approval will now be via Chrome River rather than by email.

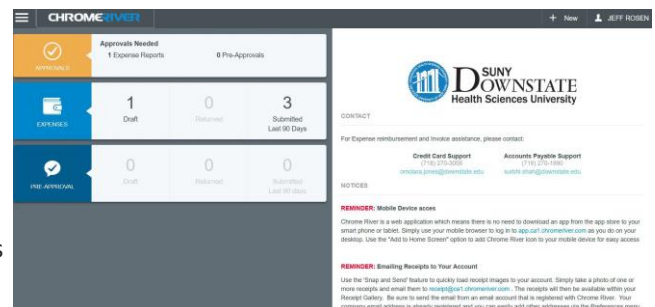
### Frequently Asked Questions:

**Who is affected by this process?** All personnel who submit expense reimbursement requests, will use Chrome River. Any expense that was reimbursed to an employee will now be submitted using the new process.

### When will Accounts Payable stop accepting paper expense reports?

Accounts Payable will accept paper expense reports for up to four weeks following the rollout of the process in your office. After that, all expense reports must be submitted via Chrome River.

**When will Chrome River be introduced to my office?** The program will go-live Campus Wide April 1, 2021.



**Training for this new enhancement will be coming to your department.  
The Card Services Office will have more details for you very soon!**