

In an effort to automate and streamline existing processes, we are excited to announce that the University (UNM) will be implementing a new, comprehensive travel and expense management solution provided by Chrome River, a third party solution with Banner integration capabilities. This solution will replace the current manual paper based travel and expense reimbursement process (DP-EZ) and allow users to submit electronic receipts, route expense reports through online workflows and will include 'smart rules' that take the guess work out of understanding numerous complex policies.

Chrome River will offer the following features:

- An easy to use, intuitive user interface.
- Simple receipt upload and attachment capabilities
- Automated system notification and adherence to applicable UNM policies
- Electronic routing and approval of expense reports and receipts
- Email approval of expense reports
- Global web and email access
- Mobile device access for receipt capture, review and approval of expense reports
- Smart form edit checking and auto calculations
- A new web based PCard transaction reallocation and reconciliation process
- Demise of the current PCard reconciliation process
- New reporting capabilities using WebFocus

The project implementation has begun and a campus wide go live date is expected for July 1, 2016. Departmental representatives and Financial Services Offices are working together to assist with design, feedback, training and testing efforts. More information will be shared as the project progresses on <http://fssc.unm.edu/>.