

New Travel and Expense Reimbursement Process including Pre-approvals & Cash Advances – starting May 3, 2021!

Humber is currently using *Ellucian Travel & Expense Management powered by Chrome River* for our Pcard process. We are excited to announce that we will be introducing Chrome River for the Travel & Expense reimbursement/claims, pre-approvals and cash advances processes.

Some Chrome River Features:



- Paperless/online processing
- Fully integrated with Banner Finance
- Automated spend control and approval routing
- Mobile access and approvals
- *Online pre-approvals and cash advance management*
- Online dashboards and self-service inquiries
- Easily attach receipts to expense report (i.e. PDF attachments, email attachments, snap photo of receipt and attach), thus replacing paper receipts
- Optical character recognition (OCR) receipt processing

When will Chrome River for Travel & Expense Reimbursements be deployed?

The new Chrome River Travel and Expense reimbursement process will be available on **May 3, 2021**. The new process will be deployed on a Faculty by Faculty and Department by Department basis, with the entire College fully onboarded by the end of June 2021. You may continue to use the current paper/manual processes until your Faculty/Department has received training and is ready to go live with Chrome River.

When will my Faculty/Department be deployed?

Financial Services will be communicating with your Faculty/Department in advance of the deployment. We will be providing timely communications throughout the implementation process.

When will training be offered?

Financial Services will be offering virtual training on a “just-in-time” basis. Your Faculty/ Department will be invited to view our training information prior to your deployment date. Training will be offered via a Webinar, User Guide, and Job Aids. We will also offer live on-line support during your deployment.

If anyone has any questions, please contact:

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