**Chrome River Tips:**

1. **Report Name:** Monthly, date range or trip specific (see below examples)
   - March 1-31, 2020 credit card expenses
   - March 1-15, 2020 credit card expenses
   - Jill Brown Travel Helena, MT April 11-13, 2020

2. **Business Purpose:** The Business purpose should **always** be the Vendor name, last name of card holder, month of expenses. This is what is going to feed as the description in banner. (see below example)
   - Holiday Inn, J Brown, March p-card

3. **Frequency:** Submit your non-travel expense reports the last day of the month. If you have a lot of transactions, please feel free to submit them bi weekly. You can create an expense report the beginning of the month, and work all of your transactions throughout the month in the saved draft.

4. **FEATURE HIGHLIGHT:**  **Chrome River Apps**
   Use the Chrome River or Chrome River SNAP app to quickly take pictures of your receipts and upload them to your Chrome River e-receipts in your account. The apps are available for both Android and iOS and located in your phone's App Store. Be sure to register with the email account that is registered with Chrome River. Your company email address is already registered and you can easily add other addresses via the Settings menu.

5. **Receipts** can also be sent directly to your Chrome River account by forwarding any email to receipt@ca1.chromeriver.com. These receipts will upload directly to your e-receipts.

Please share this information with all Purchasing Card holders within your department. We are available for assistance through WebEx and email, please let us know if you have questions or would like to walk through a report.

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