



Title: OB/GYN Chrome River Reimbursement	SOP
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SCOPE

Applies to all OB/GYN department divisions.

PURPOSE

To outline new department procedure for all of OB/GYN to receive reimbursements.

PROCEDURES

1. Email HSC-OB-Purchasing to seek reimbursement.
 - Email Subject line should be brief but descriptive (e.g. Faculty last name & destination or last name & what they are seeking reimbursement for).
 - Body of email should describe who and what is being reimbursed (e.g. Africa trip), index to use, how it benefits UNM (business purpose) and any other necessary information (e.g. per diem not requested).
2. Attach support to the email (e.g. receipts and necessary documentation).
 - No paper receipts/documentation are needed. All documentation needs to be scanned.
 - CPU will upload the scanned receipts to Chrome River.
3. CPU completes the reimbursement using the Chrome River system.
4. Once completed, CPU will send the program coordinator an email as a reminder that a reimbursement needs to be approved by the employee seeking reimbursement.
5. The employee seeking reimbursement will receive an approval email from the Chrome River system (expense-noreply@chromefile.com) to view their reimbursement.
 - Option to approve or return for edits. If the employee clicks approve, a new email message will open and the employee must hit send. The employee also has the option to leave a comment, which should indicate some sort of approval.
 - If the return button is clicked an option to add comments and send back is given. The person who created the reimbursement will be notified of the return via email and will have to edit.
6. After the employee approves, Departmental Accounting will approve or edit the reimbursement in Chrome River.
7. Once approved by Departmental Accounting, the reimbursement is automatically sent to Financial Services for approval.

APPROVAL

Prepared by: Accounting

Approved by: _____

Approval: N/A _____
Chair, Department of Obstetrics & Gynecology Date

SOP # / Version #	Effective Date	Supersedes	Review Date	Summary of Change(s)
2	4/25/2018	Version 1		Update step 5