Ellucian Travel and Expense Management powered by Chrome River

Save time and money by automating travel and expense processes

Ellucian Travel and Expense Management powered by Chrome River helps higher education institutions eliminate manual expense reporting processes, pay employees faster and keep costs under control. More than 430 Chrome River customers use its industry-leading solution around the globe every day.

In many institutions, accounts payable staff are buried in spreadsheets and struggling to enforce travel and expense policies—which leads to high costs and long processing times. In fact, manual travel and expense processing can consume up to 10 percent of operating expenses at most institutions. Add a lack of visibility into overall travel and expense spend and it's easy to see why it's so difficult to control costs and manage suppliers.

Ellucian Travel and Expense Management powered by Chrome River is a software as a service (SaaS) solution that automates the entire travel expense submission and reimbursement process to help you boost accuracy and efficiency. It's mobile-ready so your faculty and staff stay on top of things even when they're on the road. Plus, it's built with the unique higher education features that institutions really need, so you spend less time creating, approving and reimbursing travel expenses while gaining insight into your spend.

A seamless solution from planning to reimbursement

Ellucian Travel and Expense Management powered by Chrome River helps institutions cut travel and expense processing costs almost 70 percent by automating encumbrances, pre-trip authorisations, documentation handoffs and other key stages of expense reporting. Because it integrates with your existing enterprise

resource planning (ERP) and travel booking systems, you'll get a seamless flow between travel and expense requests, approvals, documentation, payment and posting.

Ellucian Travel and Expense Management powered by Chrome River:

- Automates the travel expense creation, submission and reimbursement process

- Reduces costs and slashes processing time from days to minutes

- Ensures accuracy and consistency in accounting processes to improve compliance with fiscal policies

Provide an easy-to-use mobile solution

This mobile solution features one of the easiest, most intuitive user interfaces in the market. You can submit expenses or reports from any device—smart phones, tablets, or desktops. Optical character recognition (OCR) technology reads the receipt and creates expense items automatically. Then, it stores supporting attachments and documents for later reference. Automated integration with travel and card programme data means users

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can simply drag and drop the items onto their expense reports. With a one-click expense type selection feature as well as powerful search capabilities, your users can apply proper codes, submit and send a financial report from wherever they are—for more on-time and in-compliance expense reports.

Create, submit and approve higher education expense reports

Ellucian Travel and Expense Management powered by Chrome River provides powerful features such as encumbrances and pre-trip authorisations that are critical to higher education. By leveraging key accounting and payment capabilities with Ellucian ERPs, it helps you connect the expense report to the right person for a cleaner, more accurate submission process. You can also split expense entries to multiple grants or cost centers and allocate expenses appropriately with just a few easy clicks. Automated reimbursement and document storage features eliminate the manual, error-prone processing of expense reports, freeing up Finance department resources to spend more time ensuring compliance and providing better service to faculty and staff. Finally, advanced, robust business intelligence reporting with dashboards include real-time spend analytics that provide immediate access to all expense data.

Use a global solution that's ready for the world

The world is getting smaller. When your travelers visit five countries in a month, you need a system that can keep up. With Ellucian Travel and Expense Management powered by Chrome River, you're in the driver's seat. You can establish appropriate travel and expense policies and workflows with an embedded, highly configurable business rules engine that adapts to your institution's changing needs. It supports

different requirements for items such as tax recovery, original receipts, multiple languages, per diems, fringe benefit taxes, car use reimbursements and cash advances. It's used in 56 countries and supports more than 180 currencies, which adds up to faster approvals with fewer glitches.

Simplify and speed travel reimbursement

You need consistent accounting processes to improve compliance with fiscal policies such as pre-approval and budget adherence, per diem limits, appropriate level of approvals and purchase card policies. With manual processes, faculty and staff have no visibility into the status of their expense report once they submit their reports, which leads to many emails and calls to accounts payable. By automating the process, they can get status updates directly on their mobile device. Ellucian Travel and Expense Management powered by Chrome River even provides a delegate control function so they can give someone else authority to submit an expense report on their behalf. The automated flow provides full transparency and boosts consistency to help you manage your expenses while gaining visibility and control.

ABOUT ELLUCIAN

Ellucian helps education institutions thrive in an open and dynamic world. We deliver a broad portfolio of technology solutions, developed in collaboration with a global education community and provide strategic guidance to help education institutions of all kinds navigate change, achieve greater transparency and drive efficiencies. More than 2,400 institutions in 40 countries around the world look to Ellucian for the ideas and insights that will move education forward, helping people everywhere discover their potential through learning.

To learn more, please visit www.ellucian.com/emea-ap.