Using Chrome River to Process Student Payments to US Citizens during a period of non-enrollment

April 2020
Create a New Expense Report

1. Go to [W&M] Chrome River website: chromeriver.wm.edu
2. Log in using your W&M network credentials
Create a New Expense Report

3. On the Dashboard page, click on the + new Expense Report
Ensuring ease of Processing

Report Name entered will assist AP auditing process.

Please enter the NAME given to the event by the department.

Example: 
Reves Summer Scholarship
NEW Report Types

- Other - Employee
- Other – Non-WM Students
- Other – Students
Other Employee

Expense Purpose: Human Subject

1. Pre-Approvals
2. Expense Reports
   - Human Subject Advance
   - Human Subject Advance Return
   - Human Subject Reimbursement
Other – Non-WM Students

Expense Purpose: Stipend, Award, Prize
Award

Definition: Awards are given to students in recognition of academic achievement. (i.e. Higher GPA.)

Awards given to student-employees in recognition of work performance must be paid through payroll.

Prior to Processing:
(1) W-9

Documentation:
(1) Award Letter
(2) Department List of awardees with name of recipient in it.
Prize

Definition: Prizes are given to students who have submitted entries to a judged competition, for example, the best architectural design, best short story, or music or poster competitions.

Prior to Processing:
(1) W-9

Documentation:
(1) Info on the contest. (Flyer, Web content)
Stipend

Definition: Payment to help defray cost of research activity or travel. (Service component – STOP payment will be processed by Payroll)

Prior to Processing:
(1) W-9

Documentation:
(1) Award Letter
(2) Web Content describing the activity
WM Students

WM Students may received these type of payments:
- Award
- Prize
- Stipend
- Scholarships
- Fellowships
Award

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Prior to Processing:
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Prize

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Prior to Processing:
(1) W-9

Documentation:
(1) Info on the contest. (Flyer, Web content)
Stipend

Definition: Payment to help defray cost of research activity or travel. (Service component – STOP payment will be process by Payroll)

Prior to Processing:
(1) W-9

Documentation:
(1) Award Letter
(2) Web Content describing the activity
Scholarship

Definition: Payment given to undergraduate students, generally in a term of non-enrollment (example: summer), for the pursuit of their studies and research.

Documentation:
(1) Award Letter
(2) Web Content describing the activity
Fellowship

Definition: Payment given to graduate students, generally in a term of non-enrollment (example: summer), for the pursuit of their studies and research.

Documentation:
(1) Award Letter
(2) Web Content describing the activity
Other Changes

1. AP cannot hold checks for delivery in Person
2. NRA process remains by Vendor Payment Request Form (VPRF)
3. Payment disbursement follows the address sequence in Banner:

<table>
<thead>
<tr>
<th>Travel Advances</th>
<th>Students</th>
<th>Non-W&amp;M</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bursars Address</td>
<td>CS (Dorm Address)</td>
<td>Default AP address</td>
<td>MA (Mailing)</td>
</tr>
<tr>
<td></td>
<td>LC (Off Campus)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MA (Mailing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PR (Permanent)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How do I process an NRA Payment?

- Prepare Vendor Payment Request Form
- Sent VPRF to Payroll for Tax Analysis
- Processing will occur through regular AP process