

SCHOOL OF THE ARTS

Jarrett Bailey, CPA
Financial Services

1533 South Main St
Administration Building Ste115
Winston-Salem, NC 27103

(336) 631-1247 (o)

baileyj@uncsa.edu

www.uncsa.edu

April 1,2021

University Travelers,

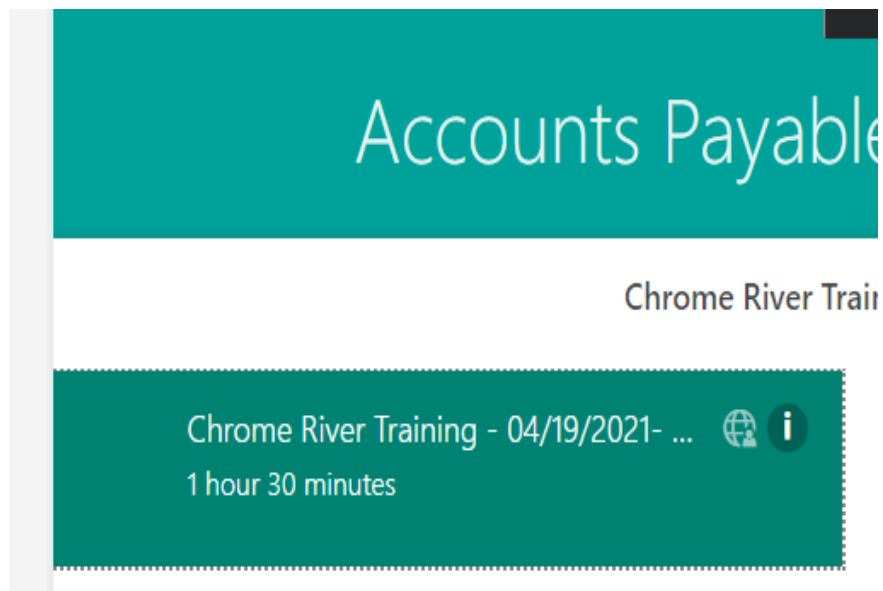
Now that we are using Chrome River for all travel expenses, we would like to offer you an opportunity to learn more about the system. We will cover how to navigate within the system and you will learn how to submit pre-approvals and expense reports for your trips.

During the months of April and May, we will be offering three classes each week. Each class will be 90 minutes and only have five participants. The small classes will allow time for training and answering your questions. Please sign up for classes with the link below, using your single sign on credentials:

<https://outlook.office365.com/owa/calendar/AccountsPayablesTrainingCalendar@uncsa.edu/bookings/>

Directions on how to sign up for class are below:

1. Click on the date you want to sign up for:



2. Choose the date and time from "Select Time"

April 19, 9:00 am

< > April 2021

Su	Mo	Tu	We	Th	Fr	Sa	9:00 am
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

All times are in (UTC-05:00) Eastern Time (US & Canada)

3. Put in your name and email and click “Book” under “Add you details”:

Add your details

Name

Email

Phone number (optional)

Address (optional)

Please let us know if you have any special requests.
Thank you.

Notes (optional)

By clicking below you agree to these [privacy policies](#).

Book

Name and Email are required.

If you have any questions, please contact the Travel Team.

Thanks,

Sincerely,

Jarrett Bailey, CPA
Assistant Controller

Cc: Dana Dupree, MSA Controller
George Sills, MBA Disbursement Manager
Tom Long, Travel coordinator