**Plumbers License Renewal**

**Login to Chrome River:** <https://app.ca1.chromeriver.com/index>

In the expense box, click the create button and enter the following items as shown.

**Report Name:** Plumber License – Last Name

**Business Purpose:** REIMBURSEMENT FOR PLUMBER LICENSE SO HE CAN PERFORM HIS JOB AT THE UNIVERSITY. IT IS ESSENTIAL THAT THE UNIVERSITY EMPLOY PROPERLY LICENSED INDIVIDUALS TO WORK ON CAMPUS

**Report Type:** TCard and Employee Reimbursement

**Transaction/Purchase Type:** General

**Trip Type:** Non Travel

**Budget Fiscal Year:** Auto populates with current fiscal year

**Comments:** Enter work order/phase and badge #

**Save**

**Choose Create New**

**Select:** Dues and Fees and License and Permits

**Enter:** Start and End date of License (this should be the period of time the license covers)

**Enter**: Date creating the report

**Spent:** Enter amount of license fee

**Allocation:** 301489-701002-701012 then click create preset

Add work order phase in comments

**Attachments:** Add documentation including receipt for payment

**Save**

**Submit**