

Zimbra

c00001124@louisiana.edu

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**Re: Travel and Purchasing Training/Demo**

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**From :** Susan Richard <smr@louisiana.edu>

Mon, May 06, 2019 09:35 AM

**Subject :** Re: Travel and Purchasing Training/Demo**To :** Arthur Almazan <arthur.almazan@louisiana.edu>, Whitney Collins <whitneymc@louisiana.edu>, Sherry Curry <sherry@louisiana.edu>, Tiffany Ellis <tiffany@louisiana.edu>, Andrea Flockton <aflockton@louisiana.edu>, Brittany Gary <brittany.gary@louisiana.edu>, Neil Guilbeau <neil.guilbeau@louisiana.edu>, Jennifer Hamilton <jjen@louisiana.edu>, Elaine Harris <elaine.harris@louisiana.edu>, Sandy Himel <shimel@louisiana.edu>, Scott Jordan <scott.jordan@louisiana.edu>, Christa Judice <christa.judice@louisiana.edu>, Valerie Jumonville <valjum@louisiana.edu>, Michael Mitchell <michael.mitchell@louisiana.edu>, Heather Plaisance <hcplaisance@louisiana.edu>, Ian Richardson <ian.richardson@louisiana.edu>, Blair Stapleton <blair.stapleton@louisiana.edu>, Zack Stein <zackstein@louisiana.edu>, Laurie Vanderbrook <laurie@louisiana.edu>, Jane Vidrine <jmvidrine@louisiana.edu>, JoAnn Wiltz <jwiltz7@louisiana.edu>, Cheylon Woods <cheylon.woods@louisiana.edu>, Janelle Zetty <janelle.zetty@louisiana.edu>, Jordan Richardson <jordan.richardson@louisiana.edu>**Cc :** Sabrina Spears <sabrina.spears@louisiana.edu>

Hi Everyone,

I heard back from Travis Frank regarding the travel/purchasing demo for Dupré Library. The Chrome River demo will take place on Tuesday, June 4th, at 9:00am in the Staff Lounge.

Thanks,  
Susan

Susan Richard, M.L.S.  
Interim Dean of University Libraries  
Professor of Library Science  
University of Louisiana at Lafayette  
P.O. Box 40199  
Lafayette, LA 70504  
(337) 482-6396  
susan.richard@louisiana.edu

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*Université des Acadiens*

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**From :** "Susan Richard" <smr@louisiana.edu>**To :** "Arthur Almazan" <arthur.almazan@louisiana.edu>, "Whitney Collins" <whitneymc@louisiana.edu>, "Sherry Curry" <sherry@louisiana.edu>, "Tiffany Ellis" <tiffany@louisiana.edu>, "Andrea Flockton" <aflockton@louisiana.edu>, "Brittany Gary" <brittany.gary@louisiana.edu>, "Neil Guilbeau" <neil.guilbeau@louisiana.edu>, "Jennifer Hamilton" <jjen@louisiana.edu>, "Elaine Harris" <elaine.harris@louisiana.edu>, "Sandy Himel" <shimel@louisiana.edu>, "Scott Jordan" <scott.jordan@louisiana.edu>, "Christa Judice" <christa.judice@louisiana.edu>, "Valerie Jumonville" <valjum@louisiana.edu>, "Michael Mitchell" <michael.mitchell@louisiana.edu>, "Heather Plaisance" <hcplaisance@louisiana.edu>, "Susan Richard" <smr@louisiana.edu>, "Ian Richardson" <ian.richardson@louisiana.edu>, "Blair Stapleton" <blair.stapleton@louisiana.edu>, "Zack Stein" <zackstein@louisiana.edu>, "Laurie Vanderbrook" <laurie@louisiana.edu>, "Jane Vidrine" <jmvidrine@louisiana.edu>, "JoAnn Wiltz" <jwiltz7@louisiana.edu>, "Cheylon Woods" <cheylon.woods@louisiana.edu>, "Janelle Zetty" <janelle.zetty@louisiana.edu>**Cc :** "Sabrina Spears" <sabrina.spears@louisiana.edu>**Sent :** Friday, May 3, 2019 10:13:55 AM**Subject :** Travel and Purchasing Training/Demo

Hi Everyone,

Please save the date of Monday, June 3, from 9:00-11:30am for training on the ChromeRiver platform. ChromeRiver will be used for completing travel requests/expense reports and reconciling purchases made with the LaCarte Card. I have asked Travis Frank to hold a training workshop for us, but he has not yet responded with a confirmation. I'll email again as soon as the training date is confirmed.

Thanks,  
Susan

Susan Richard, M.L.S.  
Interim Dean of University Libraries  
Professor of Library Science  
University of Louisiana at Lafayette  
P.O. Box 40199  
Lafayette, LA 70504  
(337) 482-6396  
susan.richard@louisiana.edu

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