APPROVING IN CHROME RIVER

1. You will receive an email requesting your approval for travel (see next page). Log-in to **myAVC** and select **Chrome River** by expanding the **Employee** section of **Tools**.



2. On the Chrome River home screen you will see which documents needing your approval:

APPROVALS	Approvals Needed C Expense Reports	1 Pre-Approvals		ANTELOPE VALLEY COLLEGE
EXPENSES	1 Draft	0 Returned	0 Submitted Last 90 Days	C O H T A C T For travel and reimbursement questions or assistance, please contact.
PRE-APPROVAL	2 Draft	0 Returned	O Submitted Last 90 days	Tawel@uc.sdu 661-722-8310 OR eccount_paysble@urc.edu 661-722-8389 N O T I C E S
				TRAINING: Training for Chrome River will be available at the Banner Wark in Sessional Please refer to high provemane, child administration training by expected. Selece, lines and floatables. If you are do more with us prior to them, please call and we work through the more with the valid your administration training with an used in the net keypel to high. NEV. As part of the translation to Chrome River, we are now eliciting CSA PP Cline. Please after to an Antotage Valid you Callege. Employees Taved Polider (http://www.ex-calleadiadualtationistrationistration training Valid and United processors/2020/pagester0225/spices Taved Polider (http://www.ex-calleadiadualtationistrationis
				POLICY AND PROCEDURE: Please rater to Anatops Valley College Employee Travel Policy for questions and processes. https://www.airc.cdu/administration/busserv/travelprocedures. Travel Occupancy Walver

- 3. Click on either the **Expense Reports** (Reimbursements) or **Pre-Approvals** (Trip Requests) within the approval section to view documents to approve:
- 4. One you select a document to approve you can view all the traveler and trip information including any uploaded attachments.
- 5. You can view detail of the trip by clicking **Open.**
- 6. You can print the document by clicking PDF.
- 7. You can view past and future approvals by clicking Tracking.
- 8. You can disapprove the request by clicking Return.
- 9. You can approve the request by clicking Approve.

				- ·	+ New 💄 Angela Musial
Approvals Needed		Ŧ	Open PDF +	Tracking	Return Approve •••
Expense Reports Pre-Approvals			SCCRC Regional Meeting		
Heasley, Rocio SCCRC Regional Meeting 010000400703	01/21/2020	0.00 🗸	Report Owner	Rocio Heasley	
			Created By	Rocio Heasley	
			Submit Date	01/21/2020	
			Pay Me Amount	0.00 USD	
			PA Report ID	010000400763	
			From Date	02/21/2020	
			To Date	02/21/2020	
			Business Purpose	Regional Meeting	
			Prior Approvers		
			APPROVER	DATE	
			Edward Knudson	01/24/2020	
			Laureano Flores	01/24/2020	
			Expense Summary		
					AMOUNT (USD)
			Miscellaneous / Other		0.00

If something is routed to you that you believe shouldn't be, please do not hesitate to contact purchasing, <u>purchasing@avc.edu</u> or ext. 6310.

Updated 1-25-2023

APPROVING IN CHROME RIVER

				Chrome Kiw
Expense Report	t for He	ather Kokoska		
Report N	ame Ch	SBO 1000 Reporting (oncepts	
Submit	Date 12	11/2019		
Expense D	ates 12)	10/2019 - 12/10/2019	2	
Total Expe	nses 30	7.17 USD		
II Comelianes Mi	acaina II			
Compliance we	anning a iance: Pre	Approval differs from	Expense Report	
Resp	ionse Da	wn mistakanly daleted	I my expense. Changed to District Check	when actually i
	wa	s paid by District Cred	it Card.	
Compl	ance Rep	port total higher than	Pre Approval	
Risip	somer No	aded round trip milea;	pi.	
Account Summar	w			Amount (US
00000-14020- Busi	ness Servi	os/Logistical Fi	scal Year 2020 Remaining Budget:	207.
5200-677000 Serv	nicesi.	54	607.2	
Kest	len, Diana	Ke	oden, Diana	
1. N. C				
Pre-Approval Su	mmary	Estimated (USD)	Submitted	
	Manage -	92.13	52.17	
Territory 1.0	Margami And Margan	16,00	202 00	
(raining / E	Territ	305,00	202.00	
	Tiptaibi	915.17	3807.17	
Expense Details				
12/10/2019	Mileage		Fiscal Year 2020 Remaining	92.17 US
			Budget: \$4907.2	
	00000-1	4020-5200-677000	Business Services/Logistical Services	
	Keelen, J	Diana	Kesden, Diana	
Business Purpose	Reportin	g concepts for 1099s a	and W-9's	
Description	Proet: 3	041 W Ave K, Lancast	ar, CA, USA To:: 8265 Aspen Avenue, R	ancho
	Cucamor	iga, CA, USA To:: 304	II W Ave K, Lancaster, CA, USA	
Miles/km	158.92			
Deduction Type	A MARK MARK SHARE SHARE	A REAL PROPERTY AND A REAL		
	deductro	nDelault.		
Units	Miles	nDefault.		
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SAMPLE APPROVAL EMAIL

Updated 1