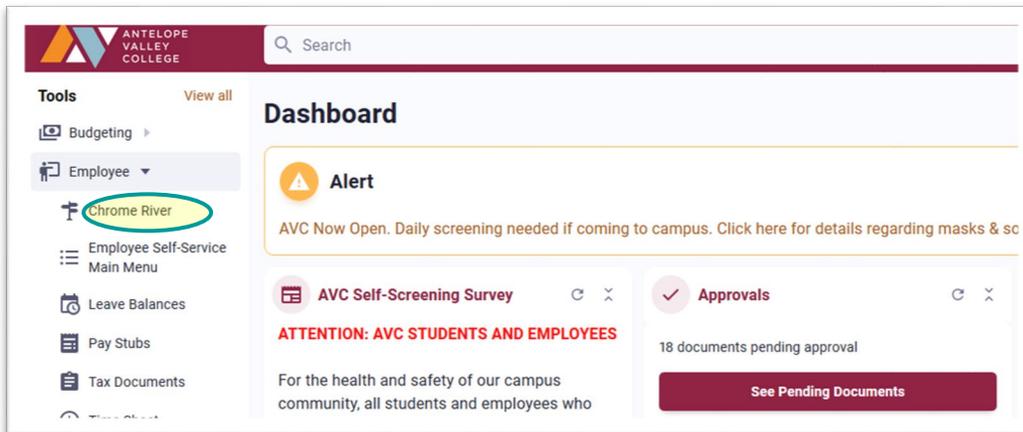
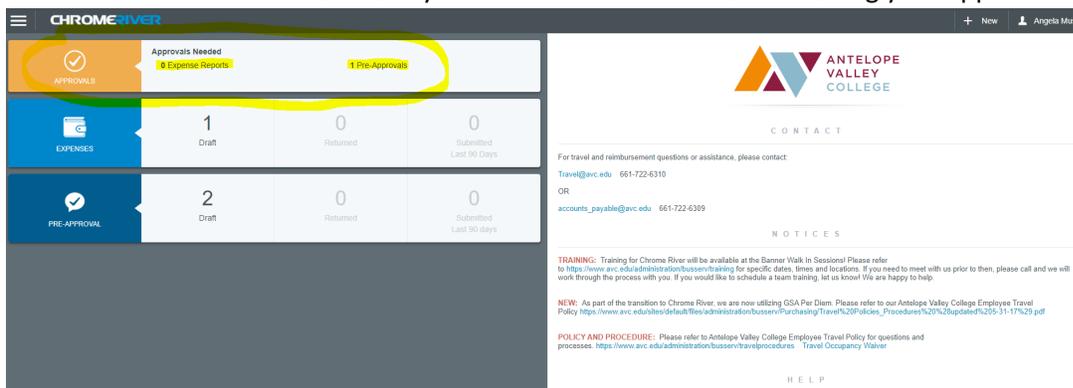


APPROVING IN CHROME RIVER

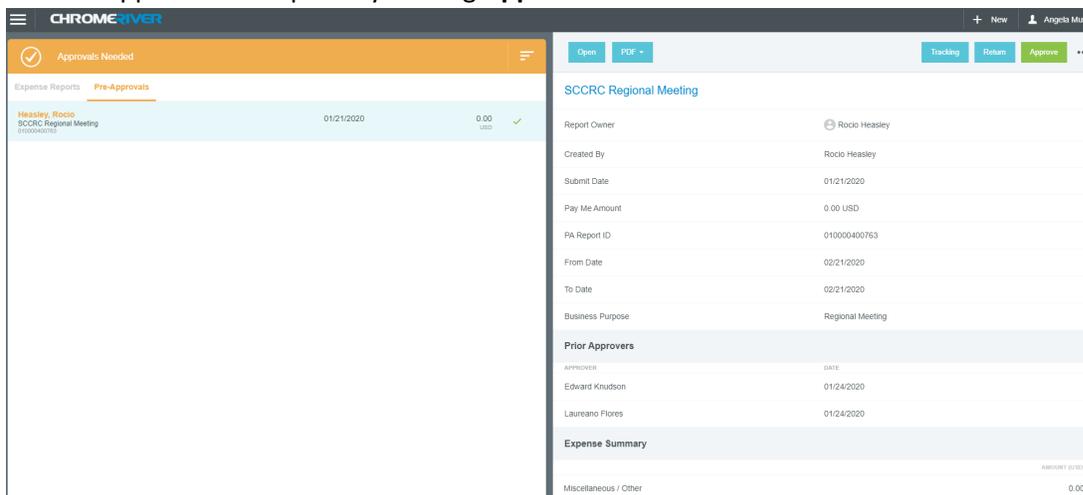
1. You will receive an email requesting your approval for travel (see next page). Log-in to **myAVC** and select **Chrome River** by expanding the **Employee** section of **Tools**.



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



3. Click on either the **Expense Reports** (Reimbursements) or **Pre-Approvals** (Trip Requests) within the approval section to view documents to approve:
4. Once 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**.



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

APPROVING IN CHROME RIVER

Report ID: 0100-2001-5054

SAMPLE APPROVAL EMAIL

ACTION REQUIRED		Chrome River	
Expense Report for	Heather Kekoaika		
Report Name	CASBO 1000 Reporting Concepts		
Submit Date	12/11/2019		
Expense Dates	12/10/2019 - 12/10/2019		
Total Expenses	307.17 USD		
!! Compliance Warning !!			
Compliance	Pre Approval differs from Expense Report		
Response	Dawn mistakenly deleted my expense. Changed to District Check when actually it was paid by District Credit Card.		
Compliance	Report total higher than Pre Approval		
Response	Needed round trip mileage.		
Account Summary		Amount (USD)	
0000-14020-	Business Services/Logistical	Fiscal Year 2020 Remaining Budget:	307.17
5200-677000	Services	\$4907.2	
	Kekoaika, Diana	Kekoaika, Diana	
Pre-Approval Summary		Estimated (USD)	Submitted
	Mileage	92.17	92.17
	PerDiem	16.00	0.00
	Training / Education	305.00	305.00
	Totals	413.17	397.17
Expense Details			
12/10/2019	Mileage	Fiscal Year 2020 Remaining Budget: \$4907.2	92.17 USD
	0000-14020-5200-677000	Business Services/Logistical Services	
	Kekoaika, Diana	Kekoaika, Diana	
Business Purpose	Reporting concepts for 1000s and W-9's		
Description	From: 3041 W Ave K, Lancaster, CA, USA To: 8265 Aspen Avenue, Rancho Cucamonga, CA, USA To: 3041 W Ave K, Lancaster, CA, USA		
Miles/km	158.02		
Deduction Type	deductionDefault		
Units	Miles		
Merchant City	null		
Car-Pool-People	Merchant		
Merchant	Merchant		
Drivers-Licence-Check	1		
Rate	0.580		
Reason Assigned	All Reports go to AP Review		
Receipts	View		
12/10/2019	Training / Education	Fiscal Year 2020 Remaining Budget: \$4907.2	305.00 USD
	0000-14020-5200-677000	Business Services/Logistical Services	
	Kekoaika, Diana	Kekoaika, Diana	
Business Purpose	Reporting concepts for 1000s and W-9's		
Merchant City	null		
Merchant	Merchant		
Paid By	Check		
PA Report ID	PA Report ID		
Reason Assigned	All Reports go to AP Review		
Receipts	View		
Financial Summary		Amount (USD)	
Total Expense Report	307.17		
Less Company Paid	305.00		
Amount Due Employee	92.17		
Expense Summary		Amount (USD)	
	Mileage	92.17	
	Training / Education	305.00	
ACCEPT		RETURN	

>> [View Receipts](#)

Report ID: 0100-2001-5054