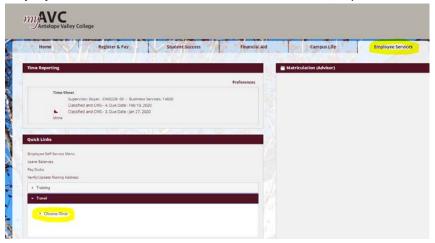
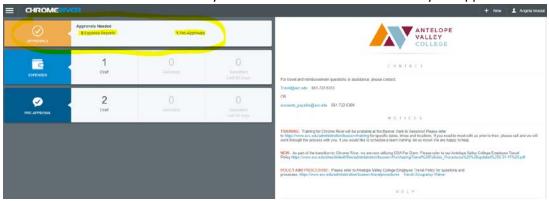
APPROVING IN CHROME RIVER

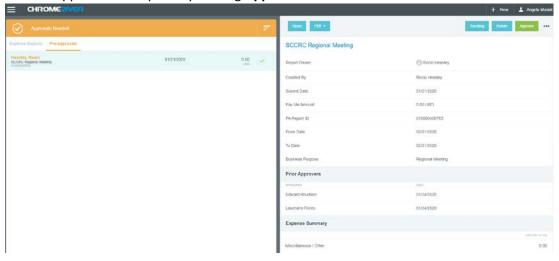
1. You will receive an email requesting your approval for travel (see next page). Log-in to **myAVC** and go to the **Employee Services** tab. Under the **Quick Links** section, expand **Travel** and select **Chrome River**.



2. On the Chrome River home screen you will see which documents need 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. 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.**



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.

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