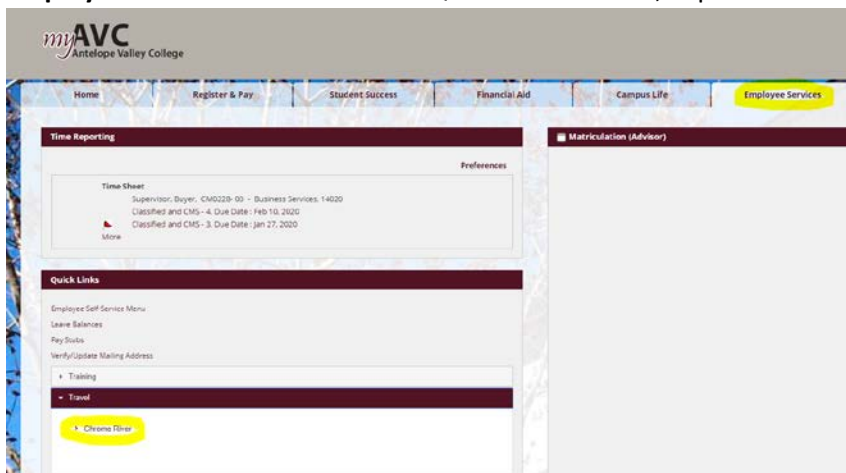
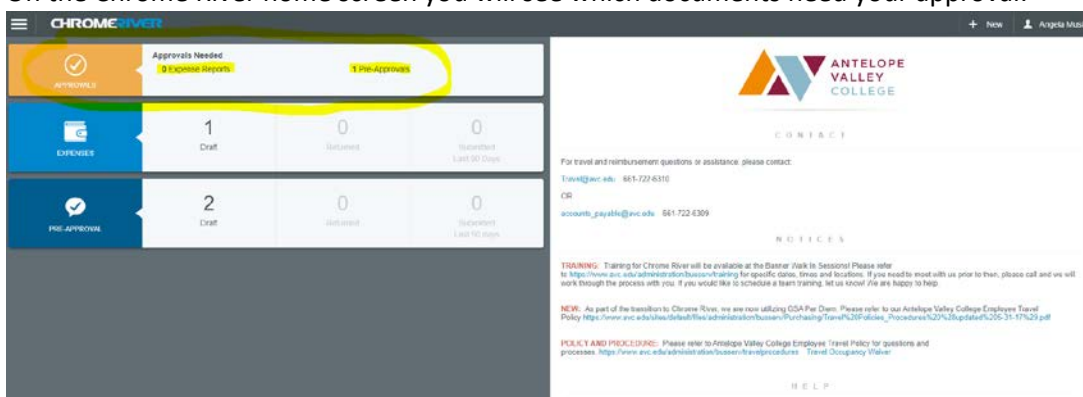


APPROVING IN CHROME RIVER

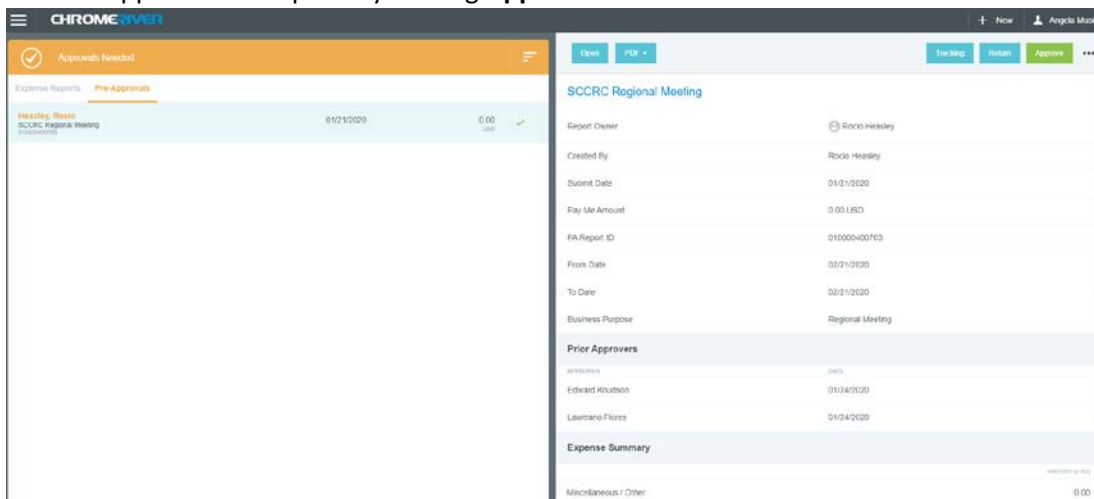
1. You will receive an email requesting your approval for travel (see next page). Log-in to **myAVC** and go to the **Employee Services** tab. Under the **Quick Links** section, expand **Travel** and select **Chrome River**.



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.

APPROVING IN CHROME RIVER

SAMPLE APPROVAL EMAIL

Report ID: 0000-2000-5054

ACTION REQUIRED		Chrome River	
<div>Expense Report for Heather Kokoska</div> <div>Report Name CASBO 1000 Reporting Concepts</div> <div>Submit Date 12/11/2019</div> <div>Expense Dates 12/10/2019 - 12/10/2019</div> <div>Total Expenses 307.17 USD</div>			
<div>!! Compliance Warning !!</div> <div>Compliance: Pre-Approval differs from Expense Report.</div> <div>Response: Dawn mistakenly deleted my expense. Changed to District Check when actually it was paid by District Credit Card.</div> <div>Compliance: Report total higher than Pre-Approval</div> <div>Response: Needed round trip mileage.</div>			
Account Summary		Amount (USD)	
0000-14020- Business Services/Logistical	Fiscal Year 2020 Remaining Budget:	307.17	
5200-577000 Services	\$4907.2		
Kosken, Diana	Kosken, 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
0000-14020-5200-577000 Kosken, Diana		Business Services/Logistical Services Kosken, Diana	
<div>Business Purpose Reporting concepts for 1000s and W-9s</div> <div>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</div> <div>Miles/km 158.92</div> <div>Deduction Type deductionDefault</div> <div>Units Miles</div> <div>Merchant City null</div> <div>Car-Pool-People Merchant</div> <div>Driver's License 1</div> <div>Check Rate 0.580</div> <div>Reason Assigned All Reports go to AP Review</div> <div>Receipts View</div>			
12/10/2019	Training / Education	Fiscal Year 2020 Remaining Budget: \$4907.2	305.00 USD
0000-14020-5200-577000 Kosken, Diana		Business Services/Logistical Services Kosken, Diana	
<div>Business Purpose Reporting concepts for 1000s and W-9s</div> <div>Merchant City null</div> <div>Merchant</div> <div>Paid By Check</div> <div>PA Report ID</div> <div>Reason Assigned All Reports go to AP Review</div> <div>Receipts View</div>			
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: 0000-2000-5054