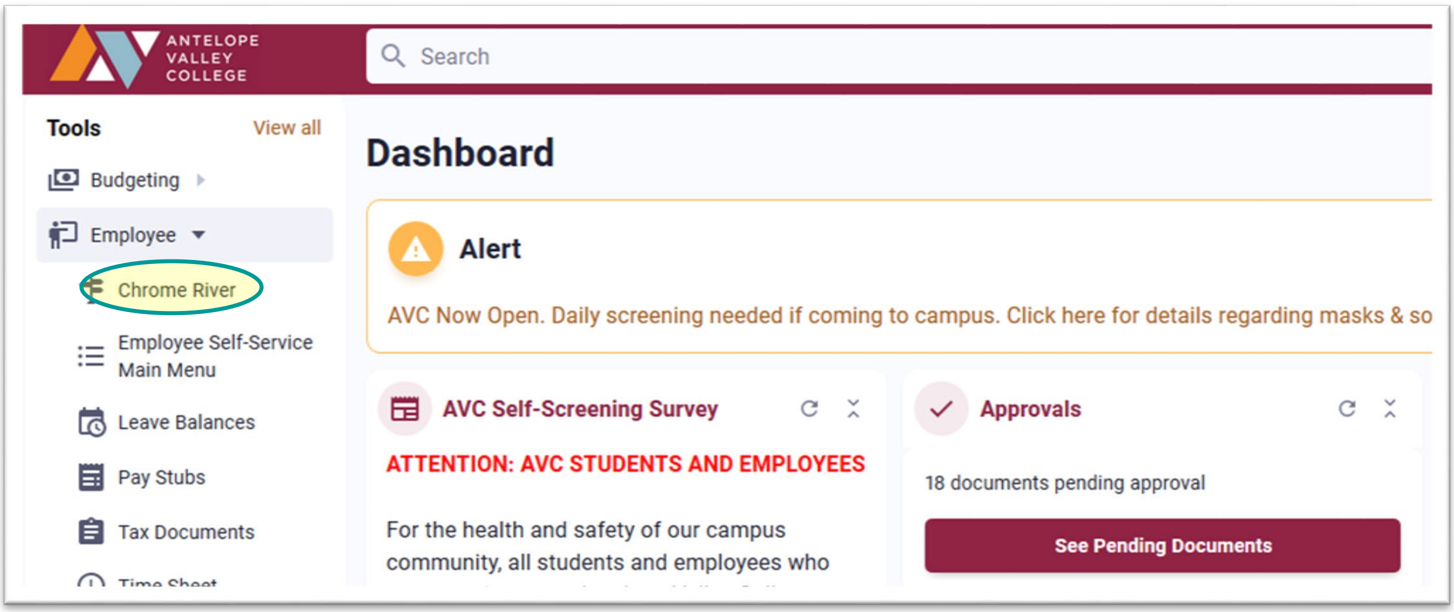
CHROME RIVER PRE-APPROVAL QUICK REFERENCE GUIDE

This Chrome River Pre-Approval (PA) Quick Reference Guide is only intended to be used as a reference.
Full details are provided in our training video, https://www.avc.edu/administration/busserv/travel.

Pre-Approval Questions: travel@avc.edu, Ext. 6310 **Expense Questions:** accounts_payable@avc.edu, Ext. 6309

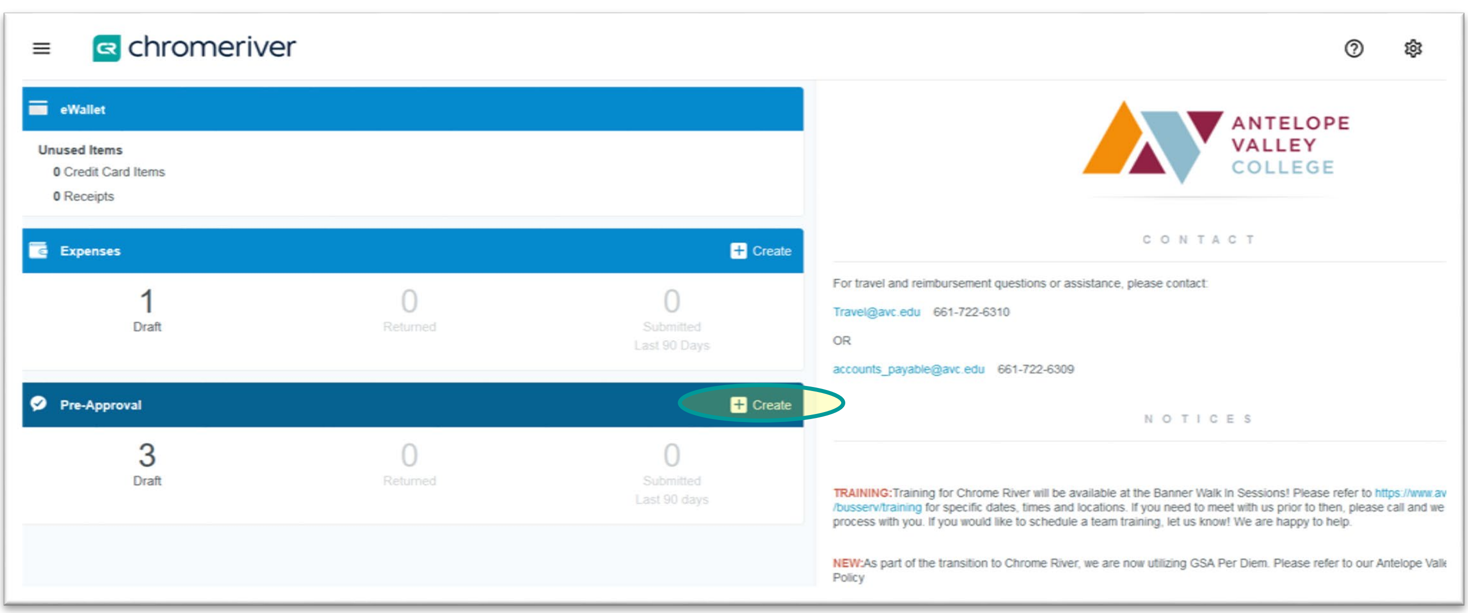
ACCESS CHROME RIVER

Log into my.avc.edu→Tools→ Employee →Chrome River



CREATE NEW PRE-APPROVAL

Click **+ Create** and select **New Pre-Approval Report**.



Complete the fields on the Pre-Approval Header Page.

Cancel Save

Pre-Approvals For Latara Edmondson

Title of Event	Enrollment Services Conference
Start Date	12/06/2021
End Date	12/10/2021
Number of Days	5
Pay Me In	USD - US Dollars
Business Purpose	Professional Development
Trip Start Time	9:00
Trip End Time	12:00
Fiscal Year	FY22
Trip Type	Domestic
Destination	San Diego, CA
Check here if students and/or athletes will be included in this trip.	☐
Please check this box if your travel will occur before the next Board approval deadline. The Board schedule can be found here: https://www.avc.edu /administration/busserv /purchasingboarddeadlines	☐
Check here if you will be using a District Vehicle as part of this request.	☐

The **Fiscal Year** (FY) is to match the year of your trip.
FY22=2021/2022 Travel
FY23=2022/2023 Travel
If the EOY Deadline for travel has past, you will select the next FY.

If your travel is Virtual, use "Lancaster, CA" as your Destination

Check if your Pre-Approval will <u>NOT</u> be approved by the Board Meeting deadline occurring <u>PRIOR</u> to your trip.

You must still submit appropriate paperwork to Facilities to request a District Vehicle.

In the event of incidentals, please provide an Allocation below.

I verify that attached to this PA is the Exec Council approval form ☑

This form is required to be uploaded for all travel.

Please choose Fund-Org-Program (Allocation), Appropriate Supervisor and Appropriate Executive Director, Vice President or President

22463-13010-5200-620000 Enrollment Services/Admissio

Approval automatically routes to Fund Manager based on FOAP. It is the responsibility of the Requester & Fund manager to ensure availability of funds.

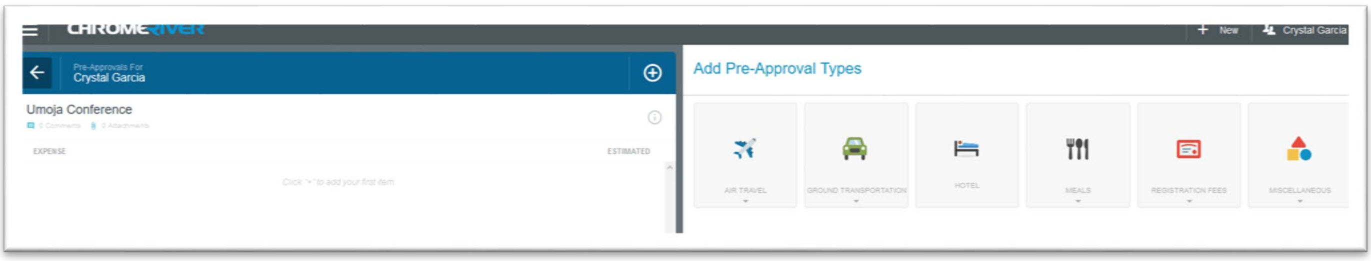
Trimble, LaDonna | Vines, Erin

Select your Appropriate Supervisor in Box 1.
<u>Only</u> select the President if you report directly to him.

Select your Supervisor's Supervisor in Box 2.
Unless it is the President, in which case you will select your Appropriate Supervisor again. <u>Only</u> select the President if you report directly to him.

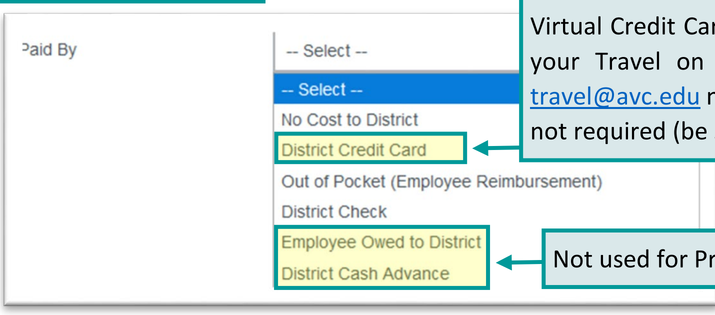
Examples: <u>Box 1</u>			<u>Box 2</u>		
	a)	You select your Dean		a)	You select your VP
	b)	You select your Executive Director		b)	You select your Executive Director or VP
	c)	You select your VP		c)	You select your VP

Select the Pre-Approval Tile(s) for your Travel, complete fields and Save for each type, then Submit your Pre-Approval for Approvals.



PRE-APPROVAL REMINDERS

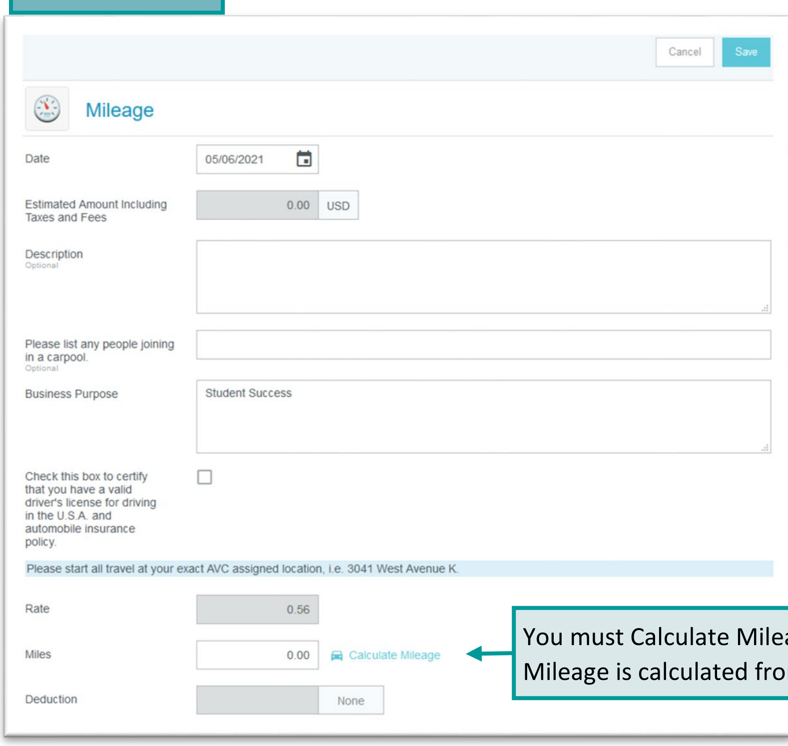
Paid By Types



Virtual Credit Card issued to employee to book travel. If you've already booked your Travel on a District Credit Card, select this paid by type and email travel@avc.edu notifying them that payment has been made and a Virtual Card is not required (be sure to specify Expense types if not applicable to entire trip).

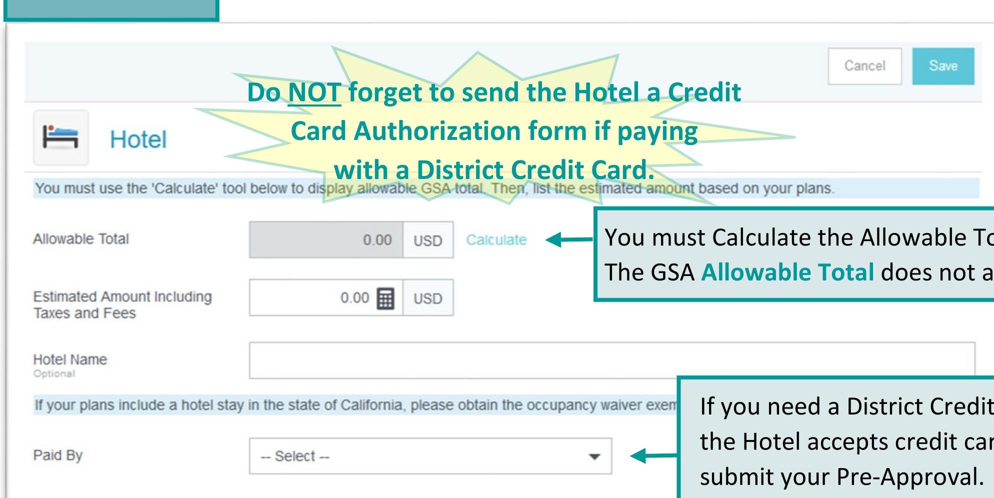
Not used for Pre-Approvals.

Mileage



You must Calculate Mileage.
Mileage is calculated from the employee's worksite address, not their home.

HOTEL

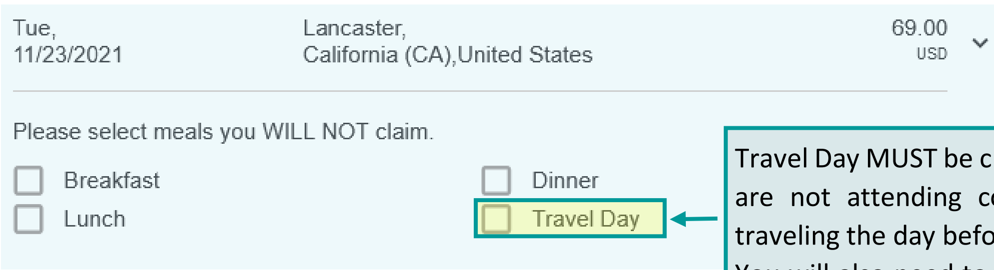


Do NOT forget to send the Hotel a Credit Card Authorization form if paying with a District Credit Card.

You must Calculate the Allowable Total.
The GSA **Allowable Total** does not account for hotel taxes and fees.

If you need a District Credit Card (virtual card), make sure the Hotel accepts credit card authorization forms before you submit your Pre-Approval. Some Hotels may only accept a personal credit card (not virtual) or a check in advance.

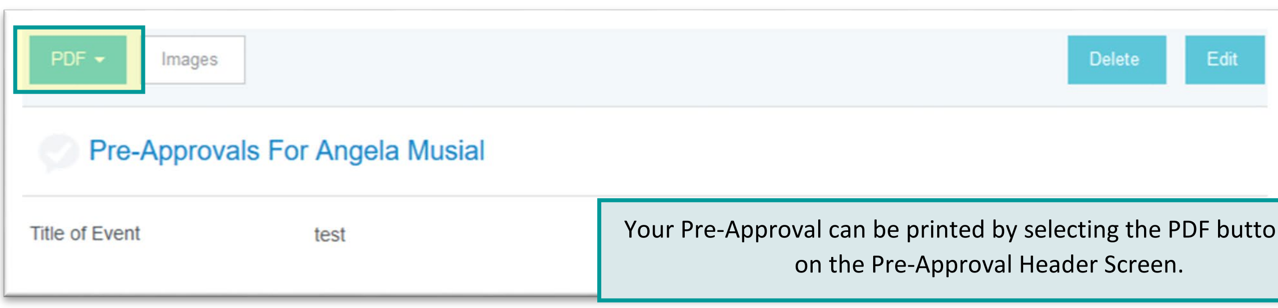
Meals



Travel Day MUST be checked for any trip dates that you are not attending conference events (for example, traveling the day before or the day after a conference). You will also need to check the meals you will NOT be claiming depending on your departure/arrival time as applicable (see travel policy).

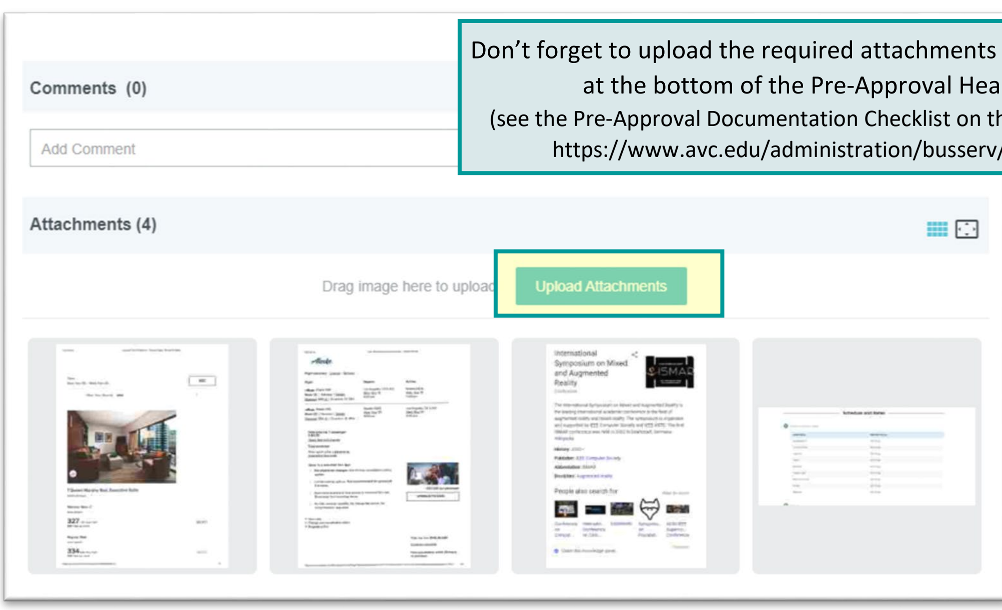
The District will reimburse travelers for meals NOT provided on the agenda and within the applicable departure/arrival time (see travel policy). Be sure to check any meals (Breakfast, Lunch and/or Dinner) if they are provided by the conference.

Printing Pre-Approvals



Your Pre-Approval can be printed by selecting the PDF button while on the Pre-Approval Header Screen.

Attachments



Don't forget to upload the required attachments to your Pre-Approval at the bottom of the Pre-Approval Header Screen (see the Pre-Approval Documentation Checklist on the Chrome River page https://www.avc.edu/administration/busserv/chrome-river).

Error Messages

Any errors will be addressed in **red** – **these are hard stops for the trip** meaning you cannot submit until the issue is corrected.

Any warnings will be addressed in **orange**. Warnings can either be corrected or a response can be provided.