

This Chrome River Pre-Approval (PA) Quick Reference Guide is only intended to be used as a reference.

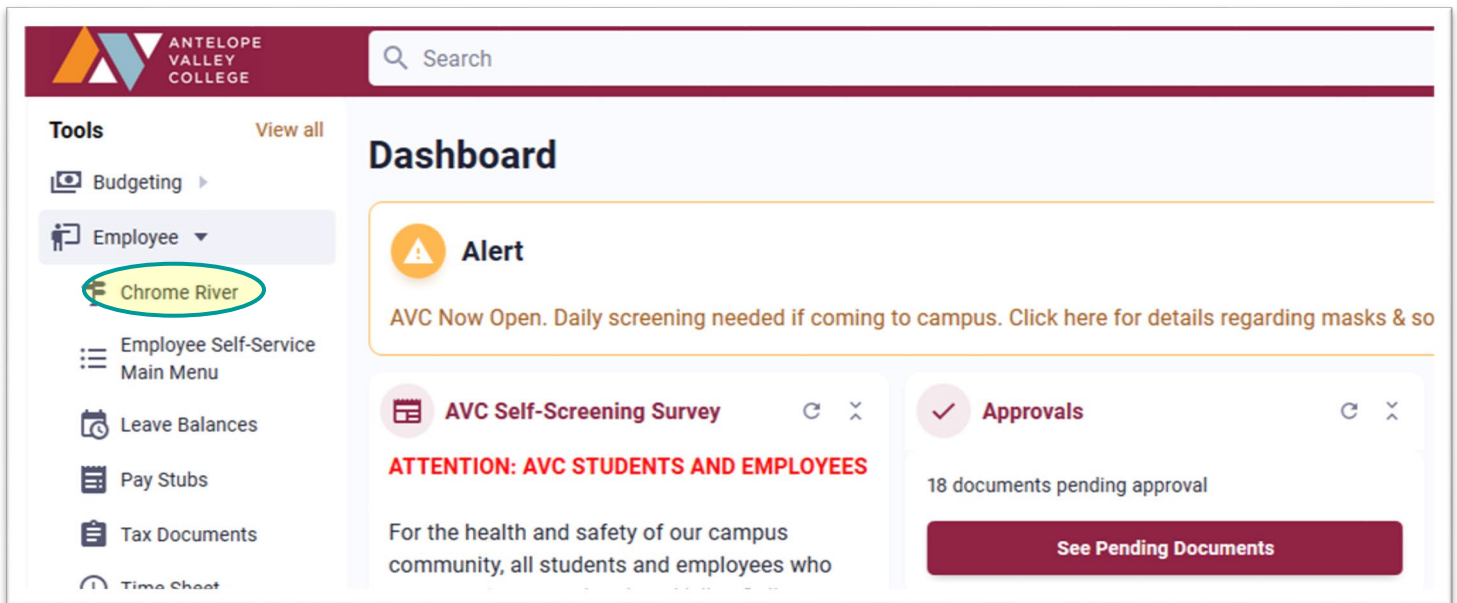
Full details are provided in our training video, <https://www.avc.edu/administration/busserv/travel>.

Pre-Approval Questions: travel@avc.edu, Ext. 6310

Expense Questions: accounts_payable@avc.edu, Ext. 6309

ACCESS CHROME RIVER

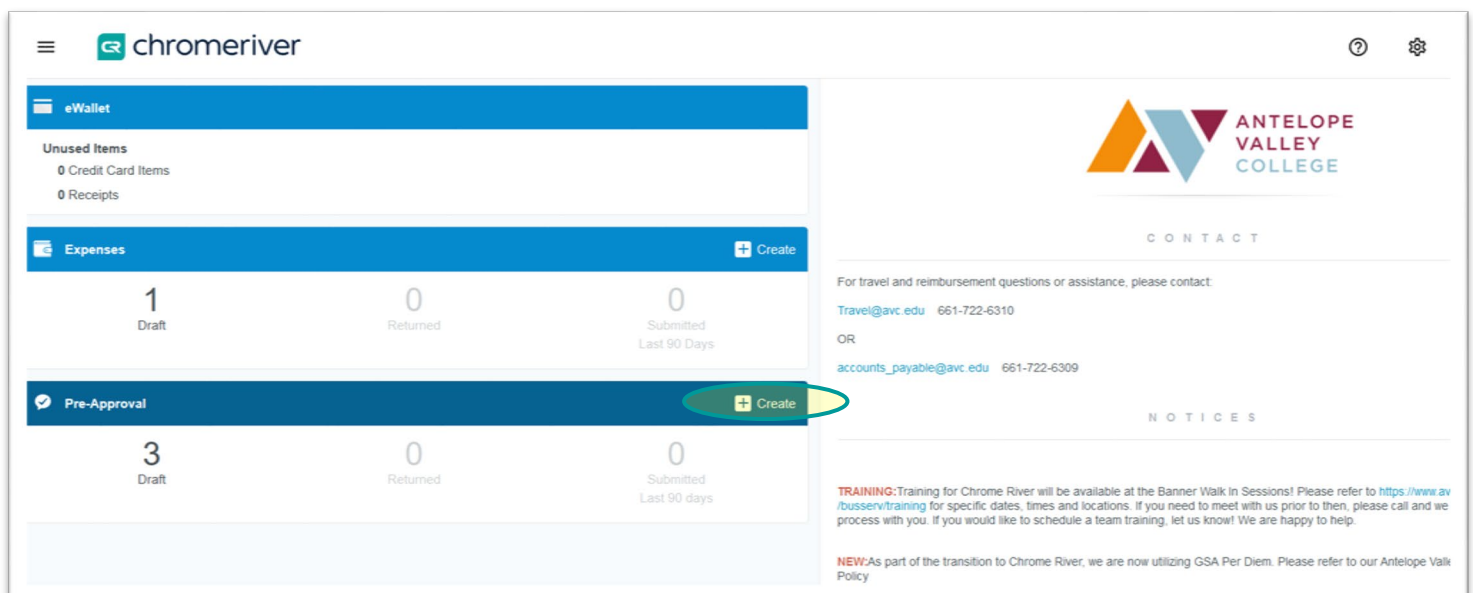
Log into my.avc.edu → Tools →
Employee → Chrome River



The screenshot shows the Antelope Valley College dashboard. On the left sidebar, under the 'Tools' section, 'Chrome River' is highlighted with a green circle. The main dashboard area shows an 'Alert' about daily screening, an 'AVC Self-Screening Survey' with an attention notice for students and employees, and an 'Approvals' section showing 18 documents pending approval with a 'See Pending Documents' button.

CREATE NEW PRE-APPROVAL

Click + Create and select New
Pre-Approval Report.



The screenshot shows the Chrome River interface. On the left, there are sections for 'eWallet' (Unused Items: 0 Credit Card Items, 0 Receipts), 'Expenses' (1 Draft, 0 Returned, 0 Submitted Last 90 Days), and 'Pre-Approval' (3 Draft, 0 Returned, 0 Submitted Last 90 Days). The 'Pre-Approval' section has a '+ Create' button highlighted with a green circle. On the right, there is a 'CONTACT' section with email addresses and phone numbers for travel and reimbursement questions, and a 'NOTICES' section with training information.



Complete the fields on the Pre-Approval Header Page.

CancelSave

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.

☐

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

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

☒

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

22463-13010-5200-620000 Enrollment Services/Admission

Trimble, LaDonna

Vines, Erin

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 NOT be approved by the Board Meeting deadline occurring PRIOR to your trip.

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

This form is required to be uploaded for all travel.

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

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

Examples:

Box 1

- a) You select your Dean
- b) You select your Executive Director
- c) You select your VP

Box 2

- a) You select your VP
- b) You select your Executive Director or 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.

Chrome River

Pre-Approval For Crystal Garcia

Umoja Conference

EXPENSE

ESTIMATED

Add Pre-Approval Types

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS

REGISTRATION FEES

MISCELLANEOUS

PRE-APPROVAL REMINDERS

Paid By Types

Paid By

-- Select --

-- Select --

No Cost to District

District Credit Card

Out of Pocket (Employee Reimbursement)

District Check

Employee Owed to District

District Cash Advance

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

Mileage

Date05/06/2021

Estimated Amount Including Taxes and Fees0.00 USD

DescriptionOptional

Please list any people joining in a carpool.Optional

Business PurposeStudent Success

Check this box to certify that you have a valid driver's license for driving in the U.S.A. and automobile insurance policy.☐

Please start all travel at your exact AVC assigned location, i.e. 3041 West Avenue K.

Rate0.56

Miles0.00Calculate Mileage

DeductionNone

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

HOTEL

Hotel

You must use the 'Calculate' tool below to display allowable GSA total. Then, list the estimated amount based on your plans.

Allowable Total0.00 USDCalculate

Estimated Amount Including Taxes and Fees0.00 USD

Hotel NameOptional

If your plans include a hotel stay in the state of California, please obtain the occupancy waiver exemption form.

Paid By-- Select --

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

Tue,
11/23/2021

Lancaster,
California (CA),United States

69.00
USD

Please select meals you WILL NOT claim.

☐ Breakfast

☐ Dinner

☐ Lunch

☒ Travel Day

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

PDF

Images

Delete

Edit

Pre-Approvals For Angela Musial

Title of Eventtest

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

Attachments

Comments (0)

Add Comment

Attachments (4)

Drag image here to upload

Upload 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.

Submit Preapproval

When submitting this request, you are acknowledging that you have read and understand the Antelope Valley College Travel Policy and Procedures:
<https://www.avc.edu/administration/busserv/travelprocedures>

Cancel

Submit

Amount exceeds budget

#601

The amount of funds you have requested for this travel exceeds the allowable budget for this fiscal year of the Allocation chosen.

Hotel total is greater than Allowable amount

#604

Provide an explanation for why the hotel rate is greater than the GSA Allowable rate.

Add Response

Please enter a response...

Updated 3-2-2022

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