

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

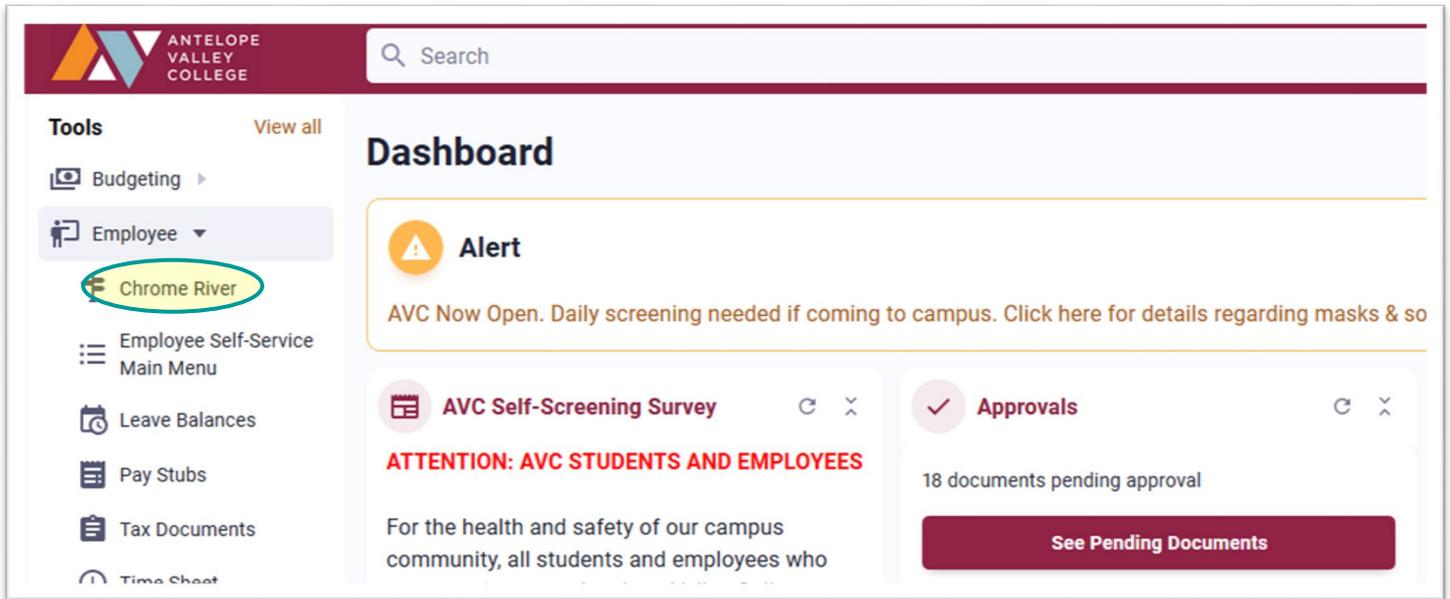
Full details are provided in our training video, <https://www.avc.edu/administration/busserv/travel>.

Pre-Approval Questions: [travel@avc.edu](mailto:travel@avc.edu), Ext. 6310

Expense Questions: [accounts\\_payable@avc.edu](mailto:accounts_payable@avc.edu), Ext. 6309

## ACCESS CHROME RIVER

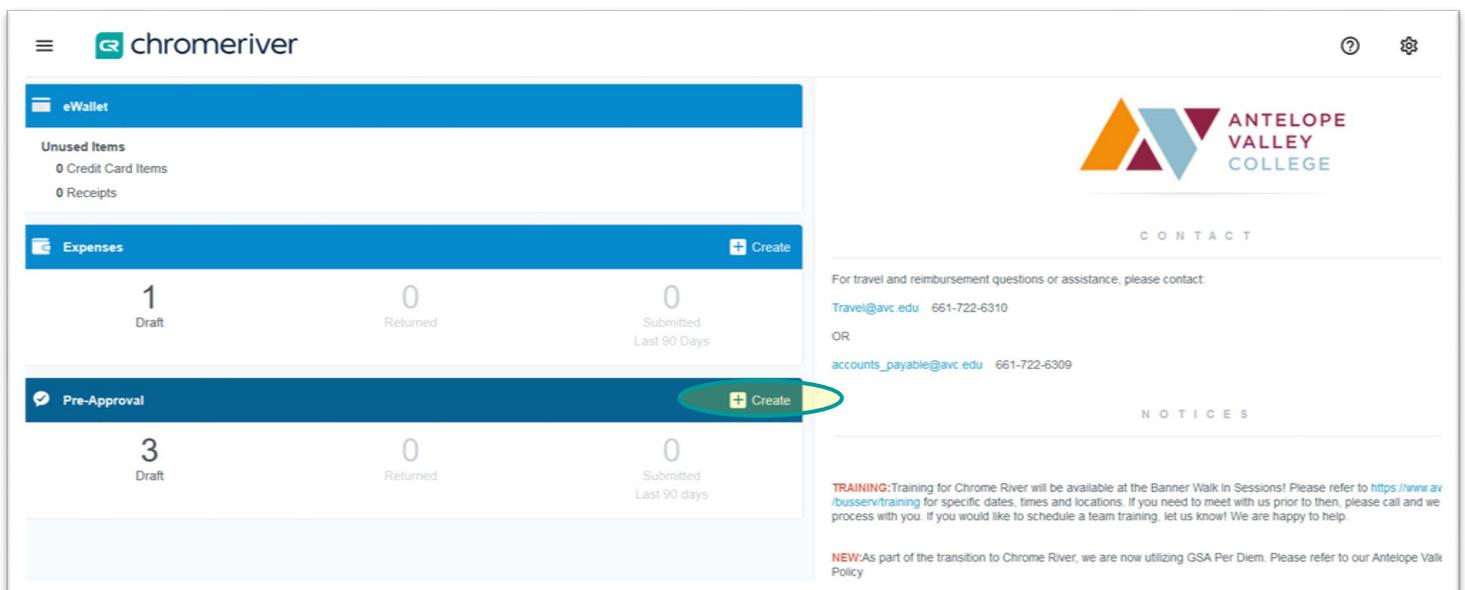
Log into my.avc.edu → Tools →  
Employee → Chrome River



The screenshot shows the Antelope Valley College dashboard. On the left, under the 'Tools' section, 'Chrome River' is highlighted with a green circle. The main dashboard area features an 'Alert' box with a warning icon stating 'AVC Now Open. Daily screening needed if coming to campus.' Below the alert is a 'Pre-Approval' card with a calendar icon, titled 'AVC Self-Screening Survey' and 'ATTENTION: AVC STUDENTS AND EMPLOYEES'. To the right is an 'Approvals' card with a checkmark icon, stating '18 documents pending approval' and 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 three main sections: 'eWallet', 'Expenses', and 'Pre-Approval'. The 'Pre-Approval' section shows 3 Draft, 0 Returned, and 0 Submitted (Last 90 days) items. A green circle highlights the '+ Create' button in the 'Pre-Approval' section. On the right, there is a 'CONTACT' section with the Antelope Valley College logo and contact information for travel and reimbursement questions.

Complete the fields on the Pre-Approval Header Page.

**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.  
**FY23=2022/2023 Travel**  
**FY24=2023/2024 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.

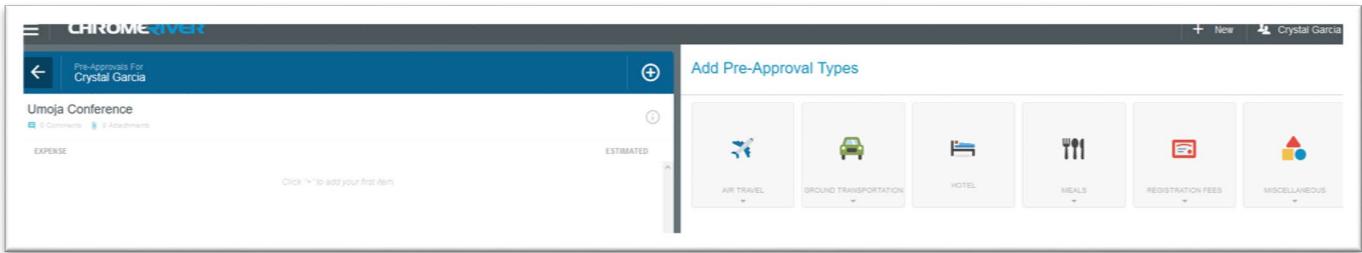
Approval automatically routes to Fund Manager based on FOAP. It is the responsibility of the Requester & Fund manager to ensure availability of funds.

**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.

- |   |   |
|---|---|
| <p><b>Examples:</b></p> <p><u>Box 1</u></p> <ul style="list-style-type: none"> <li>a) You select your Dean</li> <li>b) You select your Executive Director</li> <li>c) You select your VP</li> </ul> | <p><u>Box 2</u></p> <ul style="list-style-type: none"> <li>a) You select your VP</li> <li>b) You select your Executive Director or VP</li> <li>c) You select your VP</li> </ul> |
|---|---|

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

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](mailto: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**

Date: 05/06/2021

Estimated Amount Including Taxes and Fees: 0.00 USD

Description: [Optional]

Please list any people joining in a carpool: [Optional]

Business Purpose: Student 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.

Rate: 0.56

Miles: 0.00 [Calculate Mileage](#)

Deduction: None

You must Calculate Mileage. Mileage is calculated from the employee's worksite address, not their home. Please use a physical address (ex. 304 W. Ave K) for each location/destination.

### HOTEL

**Hotel**

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

Allowable Total: 0.00 USD [Calculate](#)

Estimated Amount Including Taxes and Fees: 0.00 USD

Hotel Name: [Optional]

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
- Lunch
- Dinner
- 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 Event      test

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

**Attachments**

Comments (0)

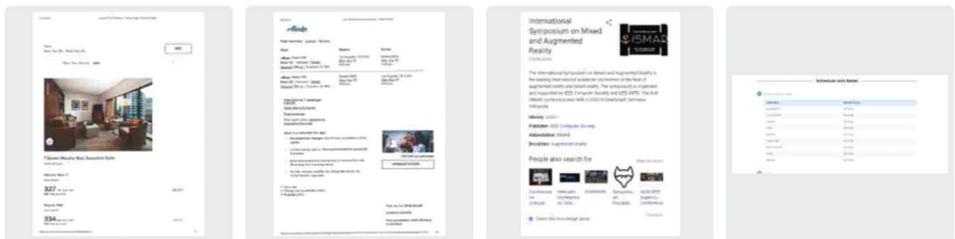
Add Comment

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>).

Attachments (4)

Drag image here to upload

Upload Attachments



**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>

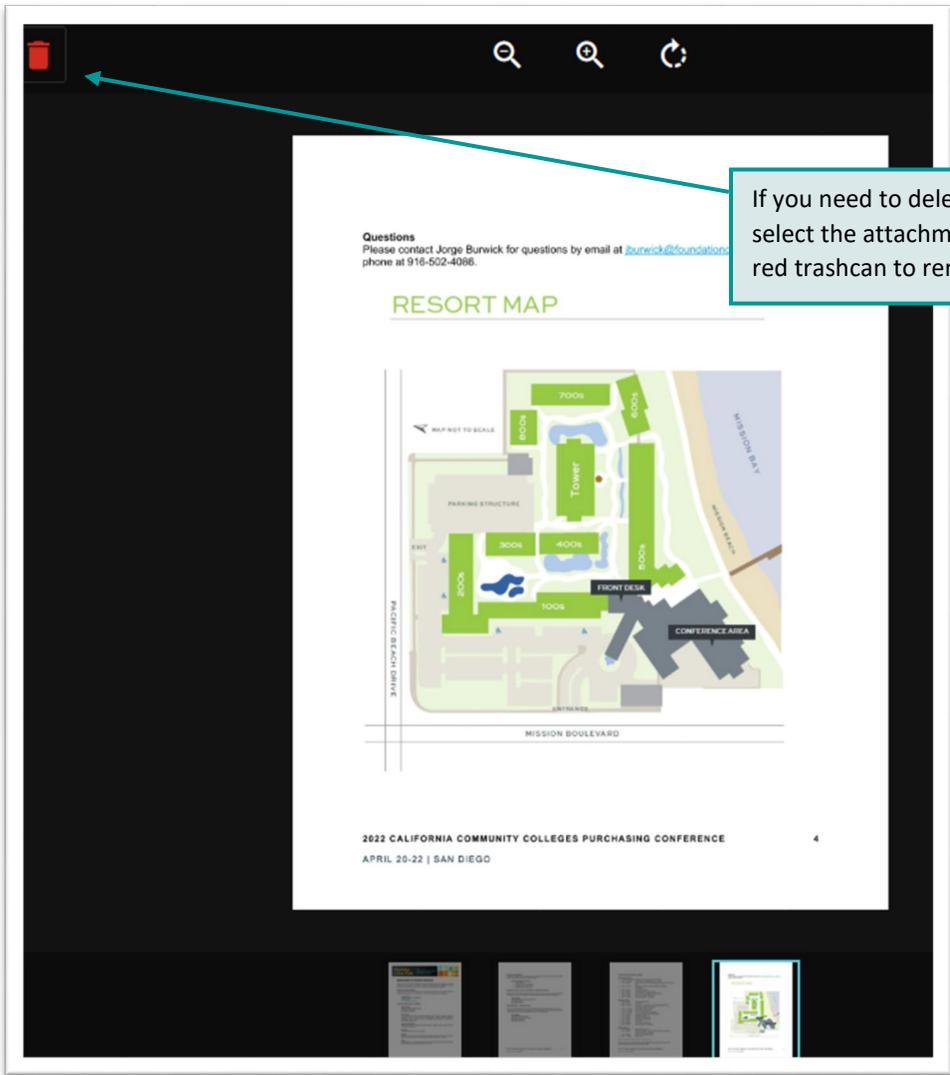
**⚠ Amount exceeds budget** #601  
 The amount of funds you have requested for this travel exceeds the allowable budget for this fiscal year of the Allocation chosen.

**⚠ 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...

**Deleting an Attachment**



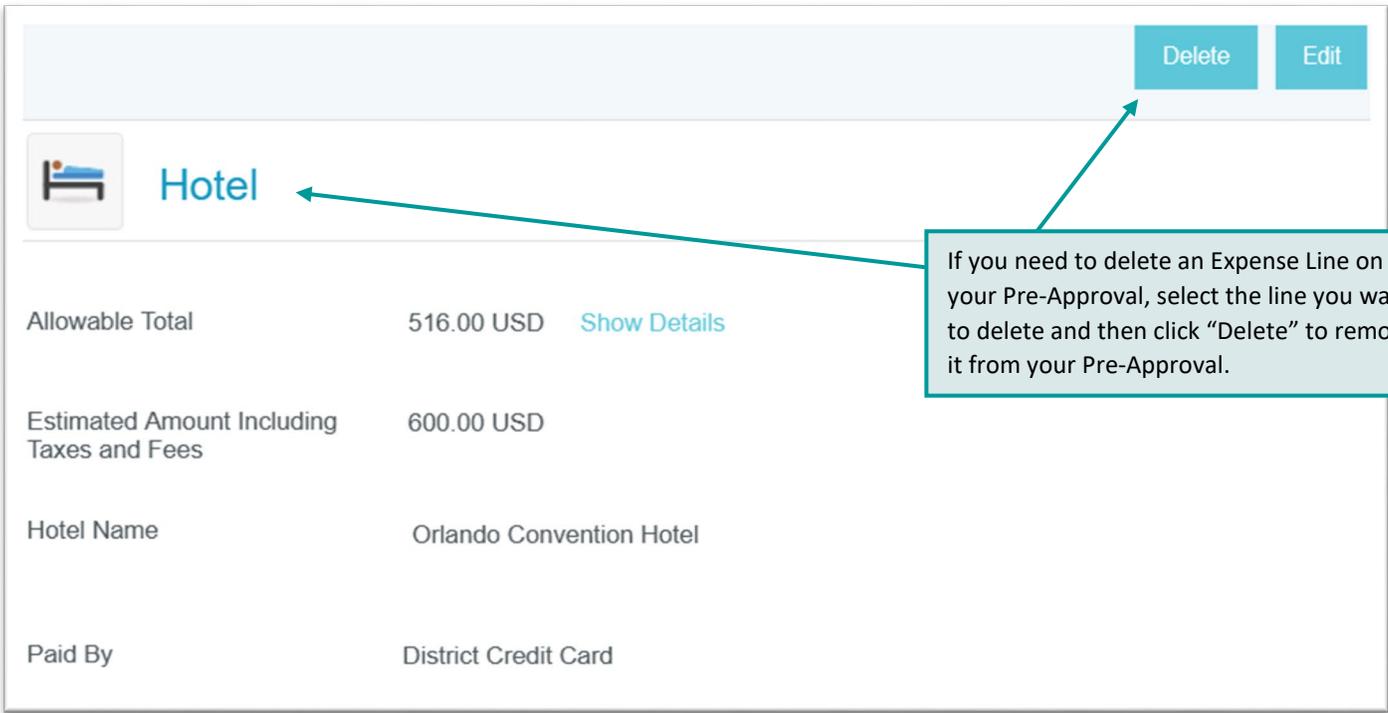
**Questions**  
 Please contact Jorge Burwick for questions by email at [burwick@foundation.org](mailto:burwick@foundation.org) or phone at 916-502-4086.

**RESORT MAP**

2022 CALIFORNIA COMMUNITY COLLEGES PURCHASING CONFERENCE  
 APRIL 20-22 | SAN DIEGO

If you need to delete an attachment on your Pre-Approval, select the attachment you want to delete and then click the red trashcan to remove it from your Pre-Approval.

**Deleting an Expense Line**

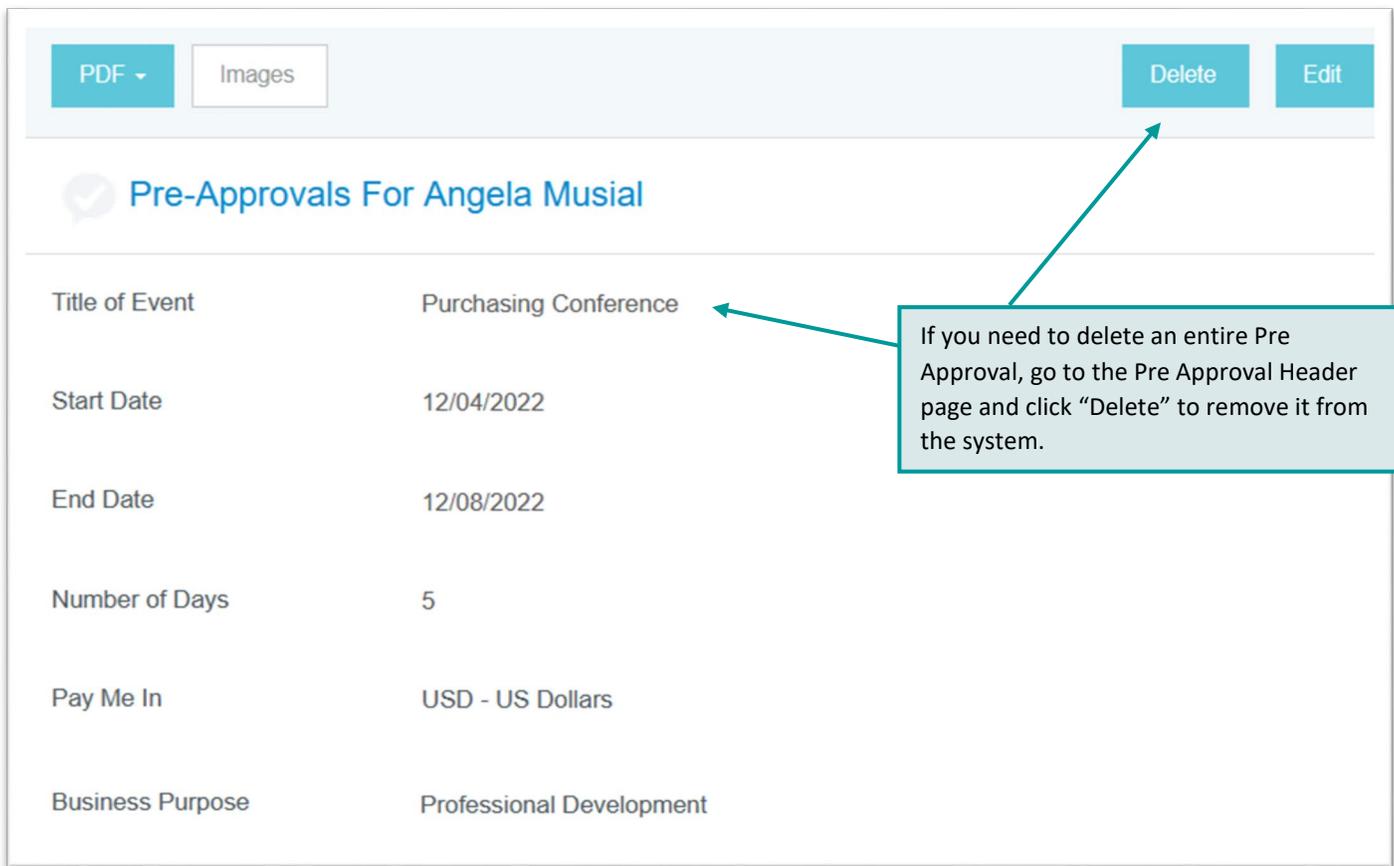


**Delete** **Edit**

 **Hotel**

Allowable Total	516.00 USD	<a href="#">Show Details</a>
Estimated Amount Including Taxes and Fees	600.00 USD	
Hotel Name	Orlando Convention Hotel	
Paid By	District Credit Card	

**Deleting a Pre-Approval**



**PDF** **Images** **Delete** **Edit**

 **Pre-Approvals For Angela Musial**

Title of Event	Purchasing Conference
Start Date	12/04/2022
End Date	12/08/2022
Number of Days	5
Pay Me In	USD - US Dollars
Business Purpose	Professional Development