

Welcome to Chrome River!

Here is the beginning of your trip request – you'll need to fill in the Title of Event, Dates, and Business Purpose to get started!

Then, Start and End Time for your trip (24 hour clock or Military Time) and what Fiscal Year you are going to be traveling.

The screenshot shows the Chrome River interface for creating a pre-approval. The form is titled "Pre-Approvals For Dawn McIntosh". The fields are as follows:

- Title of Event: *TEST* How to Name Your Conference Rooms
- Start Date: 11/18/2019
- End Date: 11/20/2019
- Number of Days: 3
- Pay Me In: USD - US Dollars
- Business Purpose: Naming Rooms in New Buildings
- Trip Start Time: 5:00
- Trip End Time: 21:30
- Fiscal Year: FY20
- Trip Type: Domestic
- Destination: Seattle, WA

At the bottom left, there is a "Submit" button and a "Total Estimated Amount" of 0.00 USD. A "Check here if students" checkbox is at the bottom right.

Next, where are you going? Are you taking a trip in the United States? If so, your trip type is Domestic. If you are going to France, it's International and I want to go with you.

Will students be going? Will this go to the Board for approval before you travel? Are you using a District Vehicle? All these things must be answered. Also important, the money. How is your trip being funded? Choose your FOAP by putting in the first 5 numbers of the FOAP followed by a space – OR – put in the name of the FOAP.

Then, in the first drop down box, please choose the Dean/Director/Executive Director/VP that is appropriate. If you do not report directly to a Dean/Director/Executive Director then please choose your VP.

In the second drop down box, please choose the VP/President that is appropriate.

CHROME RIVER

Pre-Approvals For Dawn McIntosh

TEST How to Name Your Conference Rooms

EXPENSE ESTIMATED

Click "*" to add your first item.

PA Report ID: 010000372750

Total Estimated Amount: 0.00 USD

Submit

Trip Type: Domestic

Destination: Seattle, WA

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's 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.

Please choose Fund-Org-Program (Allocation) and then choose Direct Supervisor.

00000-14020-520-677000 Business Services\Logistical Services Fiscal Year 2019 Remaining Budget: \$3795

00000-14020-520-677000 Business Services\Logistical Services Fiscal Year 2019 Remaining Budget: \$3795

+ Add Allocation

Are you flying? Driving? Both? Need a room? How about meals? Conference fees? Yep. It's all here, but now it looks different.

Each Tile specifically works for each travel need you will have. Click on each tile individually to fill out the necessary information.

CHROME RIVER

Pre-Approvals For Dawn McIntosh

TEST How to Name Your Conference Rooms

EXPENSE ESTIMATED

Click "*" to add your first item.

PA Report ID: 010000372750

Total Estimated Amount: 0.00 USD

Submit

Add Pre-Approval Types

AIR TRAVEL

GROUND TRANSPORTATION

HOTEL

MEALS

REGISTRATION FEES

MISCELLANEOUS

These are tiles.

Save each Tile after you have provided the requested information.

When you have saved all the Tiles, click the **+** sign and you will see a combination of your anticipated expenses on the left and your basic travel information on the right.

EXPENSE	ESTIMATED
Airfare	200.00 USD
Taxi / Car Service / Shuttle	70.00 USD
Hotel	820.00 USD
Meals - Per Diem	71.00 USD
Meals - Per Diem	34.00 USD
Meals - Per Diem	34.00 USD
Conference / Seminar / Event	152.00 USD

PA Report ID: 010000372855 | Total Estimated Amount: 1,381.00 USD | [Submit](#)

Title of Event	*TEST* Conference for Naming Conference Rooms
Start Date	11/18/2019
End Date	11/20/2019
Number of Days	3
Pay Me In	USD - US Dollars
Business Purpose	To name new rooms in new buildings
Trip Start Time	5:00
Trip End Time	22:30
Fiscal Year	FY20
Trip Type	Domestic
Destination	Seattle, WA
Check here if students and/or athletes will be included in this trip.	<input type="checkbox"/>

Want to print this information? Click **PDF** and you can print your full report.

Are you ready to submit your Pre Approval??

NO.

No you are not.

Now you need to upload your quotes. Yep. All of them.

Go to the bottom of the Title Page, on the right – upload everything here! You can drag and drop or upload and attach!

CHROME RIVER | New | Dawn McIntosh

Pre-Approvals For Dawn McIntosh

TEST Conference for Naming Conference Rooms

EXPENSE	ESTIMATED
Airfare	200.00 USD
Taxi / Car Service / Shuttle	70.00 USD
Hotel	820.00 USD
Meals - Per Diem	71.00 USD
Meals - Per Diem	34.00 USD
Meals - Per Diem	34.00 USD
Conference / Seminar / Event	152.00 USD

PA Report ID: 010000372855 | Total Estimated Amount: 1,381.00 USD | **Submit**

Title of class (for field trips)

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.

Please choose Fund-Org-Program (Allocation) and then choose Direct Supervisor.

00000-14020-520-677... Business Services/Logistical Services
Fiscal Year 2019 Remaining Budget: \$3795
Keelen, Diana | 1,381.00

Comments (0)

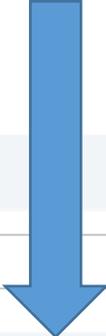
Add Comment | **Post**

Attachments (0)

Drag image here to upload | **Upload Attachments**



Like this:

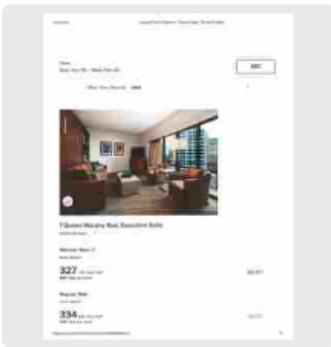


Comments (0)

Add Comment | **Post**

Attachments (4)

Drag image here to upload | **Upload Attachments**



NOW, are you ready to submit for approval? Yep, you are.

BUT first, did you print and/or save your Pre-Approval? If not, you don't get another chance!!

SUBMIT!!!!

CHROME RIVER

Pre-Approvals For Dawn McIntosh

TEST Conference for Naming Conference Rooms

EXPENSE	ESTIMATED
Airfare	200.00 USD
Taxi / Car Service / Shuttle	70.00 USD
Hotel	820.00 USD
Meals - Per Diem	71.00 USD
Meals - Per Diem	34.00 USD
Meals - Per Diem	34.00 USD
Conference / Seminar / Event	152.00 USD

PA Report ID: 010000372855 | Total Estimated Amount: 1,381.00 USD | **Submit**

Start Date: 11/18/2019
End Date: 11/20/2019
Number of Days: 3
Pay Me In: USD - US Dollars
Business Purpose: To name new rooms in new buildings
Trip Start Time: 5:00
Trip End Time: 22:30
Fiscal Year: FY20
Trip Type: Domestic
Destination: Seattle, WA
Check here if students and/or athletes will be included in this trip:
Cash Advance Request: 0
Title of class (for field trips):

And here's what you'll see:

CHROME RIVER

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>

Submit

TEST Conference for Naming Conference Rooms

Report Owner	Dawn McIntosh
Created By	Dawn McIntosh
Create Date	10/21/2019
Pay Me Amount	1,381.00 USD
PA Report ID	010000372855
From Date	11/18/2019
To Date	11/20/2019
Business Purpose	To name new rooms in new buildings

Expense Summary

	AMOUNT (USD)	SUBMITTED (USD)
Airfare	200.00	0.00
Conference / Seminar / Event	152.00	0.00
Hotel	820.00	0.00

PA Report ID: 010000372855 | Total Estimated Amount: 1,381.00 USD | **Submit**

Verify and submit again!

Any errors will be addressed in red – these are hard stops for the trip. Meaning, you cannot submit until the issue is corrected. In this example, there’s not enough money in the budget to support the trip.

Anything that needs an explanation will be addressed in orange – this is a warning, not a hard stop! In this example, the hotel cost exceeds GSA allowable dollar amounts. Enter the reason it exceeds once you’ve corrected any hard stops that prevent the trip from going forward.

The screenshot shows the 'Submit Preapproval' form. On the left, a sidebar lists estimated costs: 200.00 USD, 70.00 USD, 820.00 USD, 71.00 USD, 34.00 USD, 34.00 USD, and 152.00 USD. The main form area has a green header 'Submit Preapproval' and a yellow acknowledgment box with 'Cancel' and 'Submit' buttons. Below are two error messages: a red one for 'Amount exceeds budget' and an orange one for 'Hotel total is greater than Allowable amount'. The orange message includes a text input field for a response. At the bottom, a table shows metadata: Report Owner (Dawn McIntosh), Created By (Dawn McIntosh), and Create Date (10/21/2019).

Once the hard stop is corrected and a response is entered, submit your Pre Approval.

This screenshot shows the same 'Submit Preapproval' form after a response has been entered. The response field now contains the text 'Conference Hotel. This is the only available room.' A blue arrow points from the right side of the screen to the 'Submit' button. The form also displays a table with additional details: Report Owner (Dawn McIntosh), Created By (Dawn McIntosh), Create Date (10/21/2019), Pay Me Amount (1,381.00 USD), PA Report ID (010000372855), From Date (11/18/2019), To Date (11/20/2019), and Business Purpose (To name new rooms in new buildings). At the bottom, there is an 'Expense Summary' section with columns for 'AMOUNT (USD)' and 'SUBMITTED (USD)'.

When your trip has been submitted, you will see your Pre Approval move from Draft to Submitted!

CHROME RIVER

EXPENSES: 0 Draft, 0 Returned, 0 Submitted Last 90 Days

PRE-APPROVAL: 0 Draft, 0 Returned, 1 Submitted Last 90 Days

ANTELOPE VALLEY COLLEGE

CONTACT

For travel and reimbursement questions or assistance, please contact:
 Travel@avc.edu 661-722-6310
 OR
 accounts_payable@avc.edu 661-722-6309

NOTICES

Click on your submitted request to track the approval process!

Submitted Pre-Approvals

Description	Date	Amount
TEST Conference for Naming Conference Rooms 010000372855	10/22/2019	1,381.00 USD PENDING

Open PDF Tracking Recall

TEST Conference for Naming Conference Rooms

Warning: Hotel total is greater than Allowable amount. Provide an explanation for why the hotel rate is greater than the GSA Allowable rate.

Response: Conference Hotel. This is the only available room.

Report Owner	Dawn McIntosh
Created By	Dawn McIntosh
Create Date	10/21/2019
Pay Me Amount	1,381.00 USD
PA Report ID	010000372855
From Date	11/18/2019
To Date	11/20/2019
Business Purpose	To name new rooms in new buildings

Prior Approvers

APPROVER	DATE
Auto Approve	10/22/2019

Expense Summary

Here's the tracking page! Click on number 2 and see who is next in line to approve your Pre Approval.

Submitted Pre-Approvals

TEST Conference for Naming Conference Rooms 10/22/2019 1,381.00 USD PENDING

Tracking for "TEST" Conference for Naming Conference Rooms

Status Pending Approval

Estimated Amount 1,381.00 USD

Routing Steps

Step Number 2

Assigned To Robert Walden

Assigned Date 10/22/2019 11:57 AM

Step Status Assigned

Routing Rule 80 - Route to ORGN owner of the Allocation chosen.

If you are an approver, you will see that a trip needs your approval here:

APPROVALS

EXPENSES

PRE-APPROVAL

Approvals Needed
0 Expense Reports 3 Pre-Approvals

1 Draft 0 Returned 0 Submitted Last 90 Days

0 Draft 0 Returned 2 Submitted Last 90 Days

ANTELOPE VALLEY COLLEGE

CONTACT

For travel and reimbursement questions or assistance, please contact:
Travel@avc.edu 661-722-6310
OR
accounts_payable@avc.edu 661-722-6309

NOTICES

TRAINING: Training for Chrome River will be available at the Banner Walk In Sessions! Please refer to <https://www.avc.edu/administration/busserv/training> for specific dates, times and locations. If you need to meet with us prior to then, please call and we will work through the process with you. If you would like to schedule a team training, let us know! We are happy to help.

Here are the trips that need to be approved:

Approvals Needed			
Expense Reports	Pre-Approvals		
Ellis, Crystal A2MEND 010000398036	01/16/2020	1,951.10 USD	⚠
McClure, Patricia 2020 Annual Exec Assistants Workshop w/ CCLC 010000401967	01/21/2020	990.25 USD	⚠
Knudson, Edward WSC Spring Meeting 010000402037	01/21/2020	71.34 USD	✓

Choose the trip you want to look at and approve and all the appropriate data will show – this is where you verify that all the documentation meets the District Policy and Procedures.

Expense Reports	Pre-Approvals
Ellis, Crystal A2MEND <small>010000398036</small>	01/16/2020 1,951.10 USD ▲
McClure, Patricia 2020 Annual Exec Assistants Workshop w/ CCLC <small>010000401987</small>	01/21/2020 990.25 USD ▲
Knudson, Edward WSC Spring Meeting <small>010000402037</small>	01/21/2020 71.34 USD ✓

A2MEND	
Warning: Hotel total is greater than Allowable amount Provide an explanation for why the hotel rate is greater than the GSA Allowable rate.	
Response: Taxes and fees not included	
Report Owner	Crystal Ellis
Created By	Crystal Ellis
Submit Date	01/16/2020
Pay Me Amount	1,951.10 USD
PA Report ID	010000398036
From Date	03/03/2020
To Date	03/06/2020
Business Purpose	Participant in Conference
Prior Approvers	
APPROVER	DATE
Edward Knudson	01/16/2020
Erin Vines	01/21/2020

As an approver, once you see the required documents are uploaded you can approve the travel by hitting “approve” in the top right corner.

If you have determined that documents are missing or you’ve determined the trip will not be approved, hit the “return” option in the top right corner.

Once your Pre Approval has been fully approved by all areas, the travel team will send a virtual credit card to you for you to book your room, flight, shuttle, etc. As noted in the new Policy and Procedure, the traveler is will be responsible for booking their own travel. Antelope Valley College will no longer utilize a travel agent.

Here is the data you will see when you select the trip you want to approve:

Expense Summary

	AMOUNT (USD)
Conference / Seminar / Event	1,000.00
Hotel	672.18
Meals - Per Diem	73.00
Mileage	85.92
Parking	120.00
Total	1,951.10

Account Summary

		AMOUNT (USD)
00000-13000-5200-660000	Vice President, Student Srvcs/Planning, Policymaking, Coord. Fiscal Year 2020 Remaining Budget: \$4683.22 Knudson, Edward Vines, Erin	1,951.10
Total		1,951.10

Comments (2)

Crystal Ellis 01/13/2020 12:10 PM
Paid by Vines District

Crystal Ellis 01/13/2020 12:12 PM
HOTEL AND REGISTRATION PAID BY VINES DISTRICT CARD



Drag image here to upload

Upload Attachments

