



**FINANCE DEPARTMENT
CHROME RIVER
PRE APPROVAL-FIELD TRAVEL**

December 10, 2020

JUST TO KNOW

All employees must have approved travel authorization BEFORE travel occurs.

Travel approval and expense reimbursement requests are entered in CHROME RIVER.

Traveler is responsible for estimating cost of travel as well as knowing funding source before seeking approval.

All pre-approvals in Chrome River require an attachment.

You will receive an email when your pre-approval has been approved.

Travel expense cannot be submitted if there is no approved pre-approval in Chrome River.

Your reimbursement cannot exceed the amount of your pre-approval so overestimate your Pre-Approval by about 20% to allow for unexpected expenses.

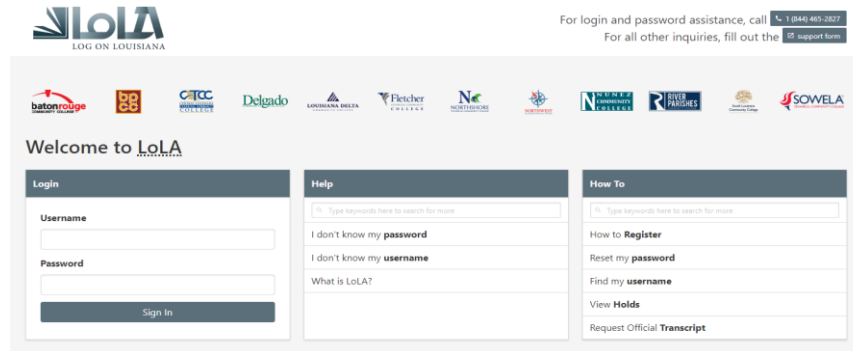
The logo for Chromeriver features the word "CHROMERIVER" in a bold, sans-serif font. "CHROME" is in black, and "RIVER" is in blue. The letter "R" in "RIVER" is stylized with a blue wave-like shape extending from its base. The logo is centered within a white rectangular area that is framed by a thick blue border.

CHROMERIVER

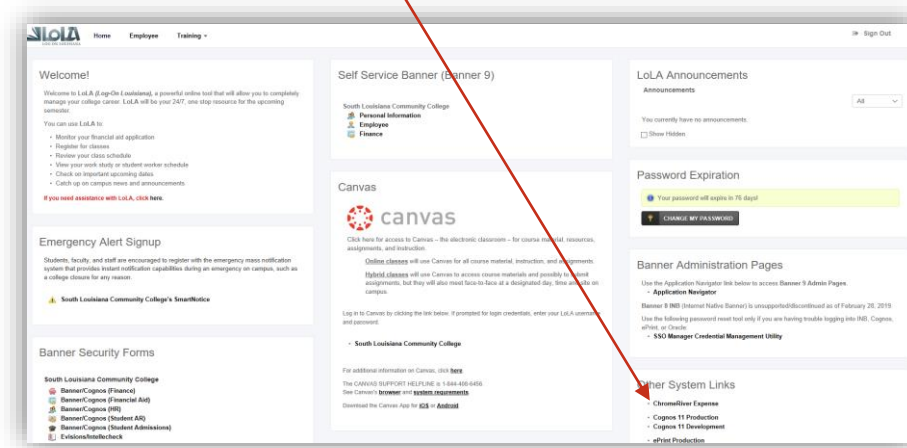
Northshore Technical Community College abides by the travel rules and regulations set forth by the State of Louisiana as noted in the state's travel guide-PPM49. Please review PPM49 thoroughly before making your travel arrangements to ensure compliance and for proper reimbursements.

ACCESSING CHROME RIVER

- Log in to LOLA: my.lctcs.edu



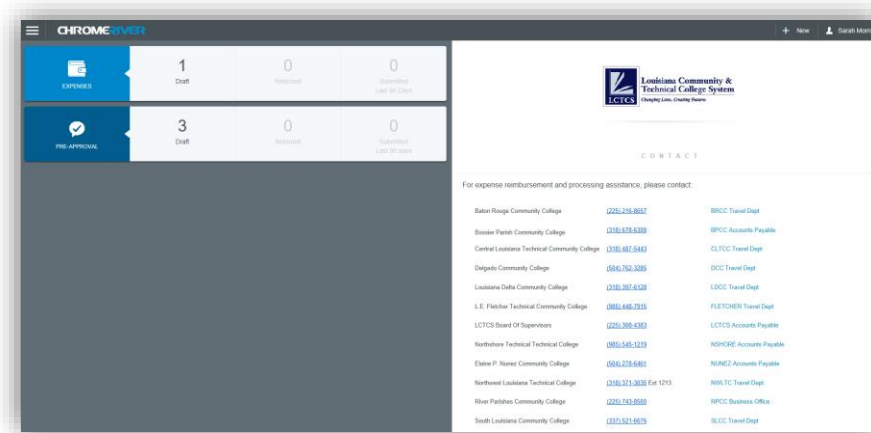
- Select Chrome River from the Other System Links box on the bottom right of the Screen



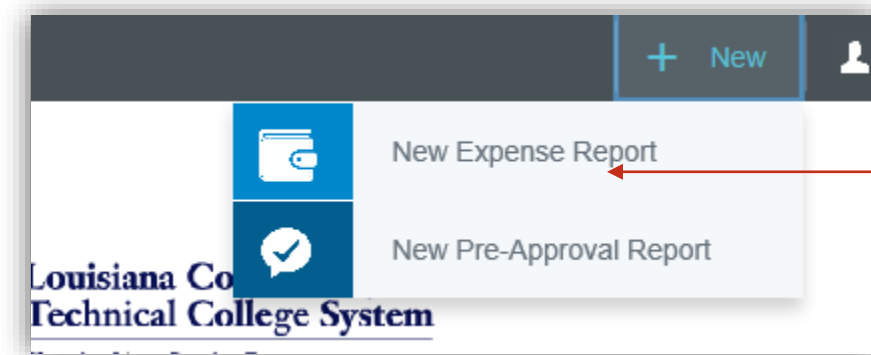
IF YOU DO NOT HAVE ACCESS TO CHROME RIVER, CONTACT CHRISTOPHER HELLUIN AT CHRISTOPHERHELLUIN@NORTHSHORECOLLEGE.EDU

FIELD TRAVEL

- Once you select the Chrome River Expense link as directed prior, you will be brought to a page as shown below



- Select the “ + New” at the top then select “New Pre-Approval Report”



FIELD TRAVEL CONT'D

✓ Pre-Approvals For [REDACTED]

Report Name

Use **specific information** that you will be able to recognize when it is time to request your expense reimbursement. DO NOT USE BLANKET TRAVEL FY '21

Report Name

~~Blanket Travel FY '21~~

Start/End Date

Field Travel -Use actual dates of travel

Start Date

07/01/2020



End Date

06/30/2021



Example Only

Number of Days

Automatically populates from field 2 and 3

Number of Days

365

Pay Me In

Defaults to US dollars

Pay Me In

USD - US Dollars

Business Purpose

A brief description of your travel. This box will have specific information if you are requesting field travel or conference travel

Business Purpose

Field Travel to various in-state locations

FIELD TRAVEL CONT'D

Location Type

Select In State

Location Type

In State



Travel Type

Field Travel

For employees that seldom travel but need approval for a specific date

Travel Type

Blanket Travel

Official Domicile Assignment

Your home campus' city

Official Domicile Assignment

Lacrosse, LA

Destination

City and State of your travel destination

Destination

Various

Is this a \$0 PA request

ALL travelers are required to have pre-approval to travel

If there will be no reimbursement requested (you are using the school vehicle or riding with another employee) check this box

Is this a \$0 PA request.

Add another location

Check this box if the PA will cover more than one destination and enter the additional destination

Add another location

Example Only

FIELD TRAVEL CONT'D

Allocations

110001-630002 General Fund Accounting/Finance

-- Select --


Example Only-use your fund and dept code

Allocations

- Enter your fund and department code in the allocation box
- Type either your fund and department code numbers or the name of your department to see results (Above is just an example, be sure to use your code)
 - If you are not sure of your allocation, contact Lisa Killens or Mary Llorance in the Finance Dept
 - Do not try to “guess” your fund
 - Grant codes change each fiscal year
- The blank box under the fund and org is for an **activity code**
 - Click in box and select “N/A” unless advised by Finance to use an activity code

-- Select --



1 - N/A

- There is an option to Add Allocation  Add Allocation
 - Use this option if you have more than one fund and/or department
 - When you click this option, another box will populate that will allow you to enter additional allocations
- Click SAVE

FIELD TRAVEL CONT'D

Comments (0)

Add Comment

Attachments (0)  

Drag image here to upload

- Click on Pre-Approval Name on left side of page
- Click EDIT on top, right of page
- Comments- you can add any needed comment here
- Attachments
 - Mapquest, Google Maps, etc. of your travel route
- Click SAVE

YOU ARE READY TO BEGIN ENTERING YOUR ESTIMATED EXPENSES

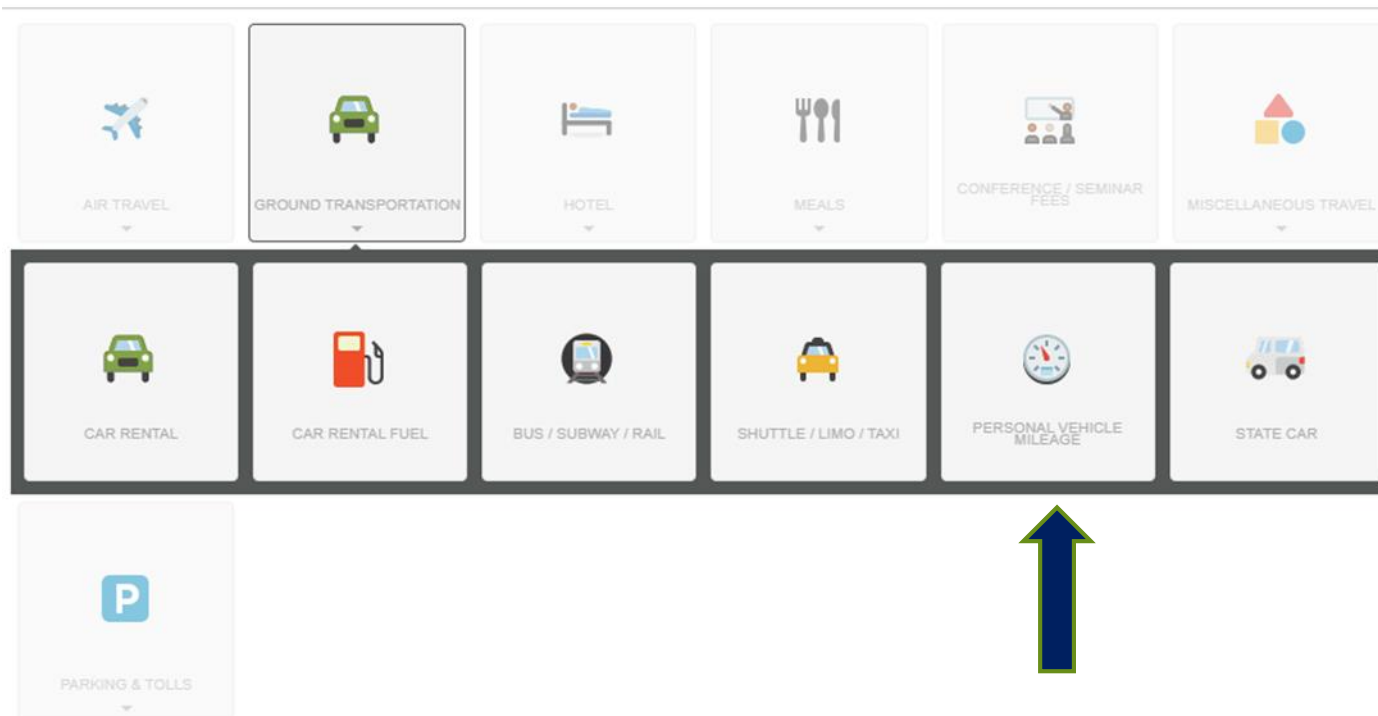
FIELD TRAVEL CONT'D

PERSONAL VEHICLE MILEAGE

Adding Personal Vehicle Mileage (when no state vehicle is available)

- Select the Ground Transportation icon
 - Select Personal Vehicle Mileage to add anticipated mileage to be traveled in your personal vehicle

Add Pre-Approval Types



FIELD TRAVEL CONT'D

PERSONAL VEHICLE MILEAGE CONT'D

Cancel

Save



Personal Vehicle Mileage

Automatically calculates after estimated number of miles is entered

Estimated Amount

285.00  USD

Enter a specific description here

Description
Optional

Select "Traveler"

How will this expense be paid?

Traveler 

Estimate the number of miles you will travel

Estimated Number of Miles traveled:

500 *Example Only*

GL_ACCT

7703

Click SAVE

CC

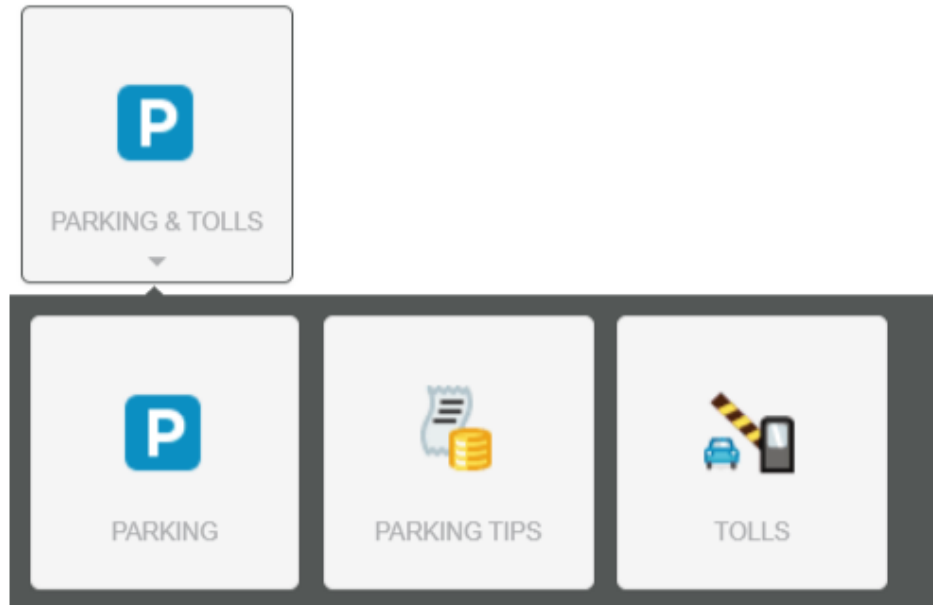
LF

IMPORTANT-there is a 99 mile cap on single day and/or round trip mileage. Enter your estimated mileage but when it is time to request reimbursement you will only be allowed 99 miles.

FIELD TRAVEL CONT'D

PARKING & TOLLS

- *Parking*
- *Parking Tips*
- *Tolls*



FIELD TRAVEL CONT'D

PARKING

- Each transaction over \$5 requires receipt

Estimated parking cost

Description optional

Select correct parking type

Paid by traveler to be reimbursed

P **Parking**

Estimated Amount

Description Optional

Parking Type ▼

How will this expense be paid? Optional ▼

GL_ACCT

CC

FIELD TRAVEL CONT'D


PARKING TIPS

- Valet parking tips not to exceed \$5 per day

Estimate total

Description required

Paid by traveler to be reimbursed

 **Parking Tips**

Estimated Amount

Description Optional

How will this expense be paid?

GL_ACCT

CC


TOLLS

- Each transaction over \$5 requires receipt

Estimated toll cost

Description required

Paid by traveler to be reimbursed

 **Tolls**

Estimated Amount

Description Optional

How will this expense be paid?

GL_ACCT

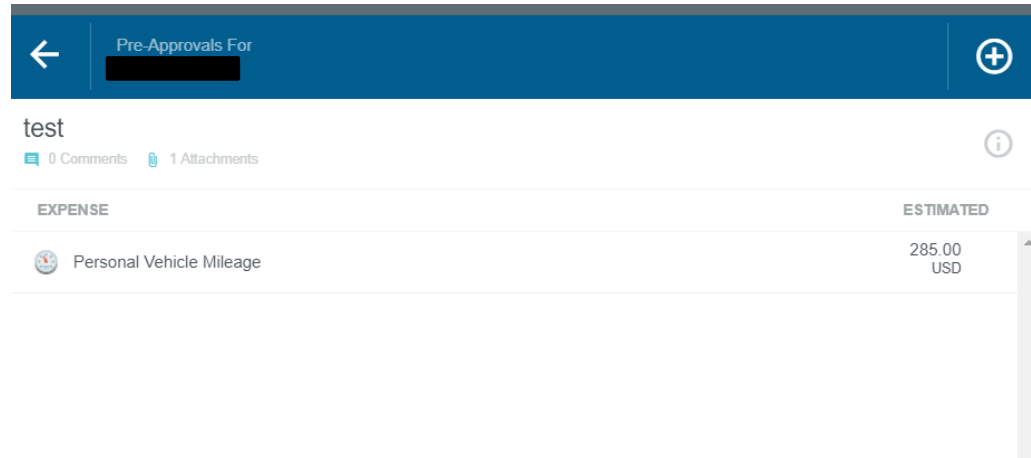
CC

FIELD TRAVEL CONT'D

EXPENSE SCREEN

Your expense screen (on the left side of your page) should now look like this.

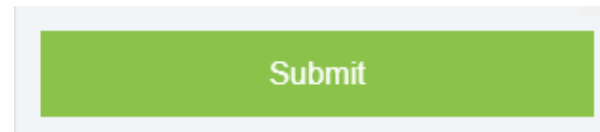
If you need to enter additional expense for approval, click on white + in the circle.



The screenshot shows a mobile application interface for expense management. At the top, there is a blue header bar with a back arrow on the left, the text "Pre-Approvals For" followed by a redacted name, and a white plus sign in a blue circle on the right. Below the header, the word "test" is displayed, along with "0 Comments" and "1 Attachments". An information icon is also present. The main content area features a table with two columns: "EXPENSE" and "ESTIMATED". The table contains one row: "Personal Vehicle Mileage" with an estimated value of "285.00 USD".

EXPENSE	ESTIMATED
Personal Vehicle Mileage	285.00 USD

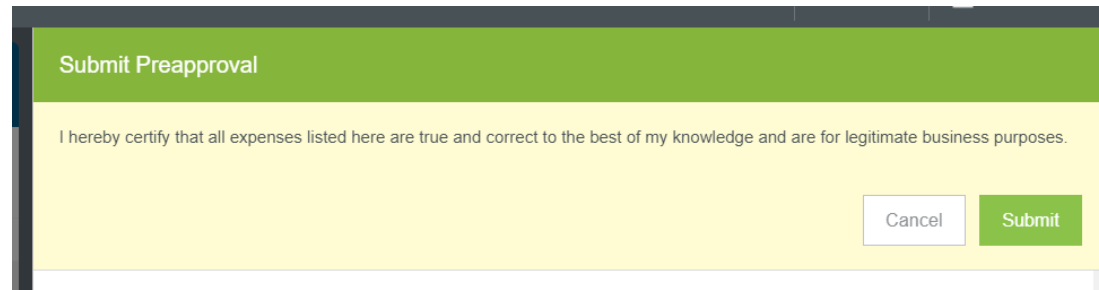
Click Submit



A green rectangular button with the text "Submit" centered on it.

FIELD TRAVEL CONT'D

EXPENSE SCREEN CONT'D



Submit Preapproval

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Cancel Submit

- Click submit to certify
- You will receive an email once your Pre-Approval has gone through all the approval queues
- If there is an error, your form will be returned with instructions
- You cannot proceed with travel arrangements until your Pre-Approval is fully approved



Thank you for viewing our Chrome River presentation.
If you have any questions concerning travel or the use of Chrome River, please contact
our Bursar, Lisa Killens, at LisaKillens@NorthshoreCollege.edu
or our Accounting Assistant, Mary Llorance, at MaryLlorance@NorthshoreCollege.edu

FINANCE DEPARTMENT

The Chrome River logo is centered within a light blue rectangular border. The word 'CHROME' is in a bold, black, sans-serif font, and 'RIVER' is in a bold, blue, sans-serif font. A stylized blue wave graphic is integrated into the letter 'R' of 'RIVER'.

CHROME RIVER