



**FINANCE DEPARTMENT
CHROME RIVER
REIMBURSEMENT-BLANKET TRAVEL**

December 10, 2020

The logo for Chromeriver, featuring 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. 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.

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.

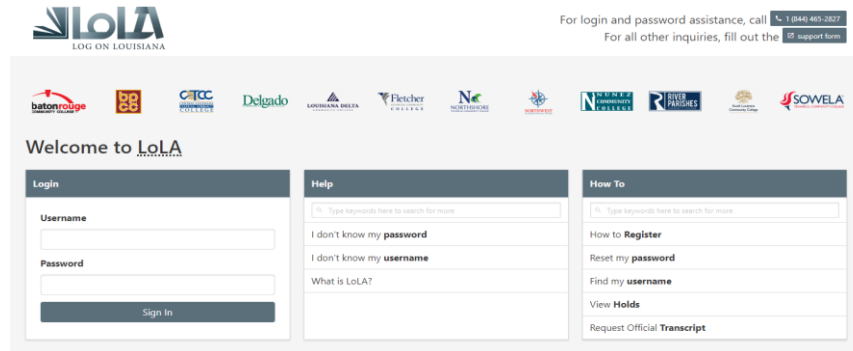
You will receive an email when your pre-approval has been approved.

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

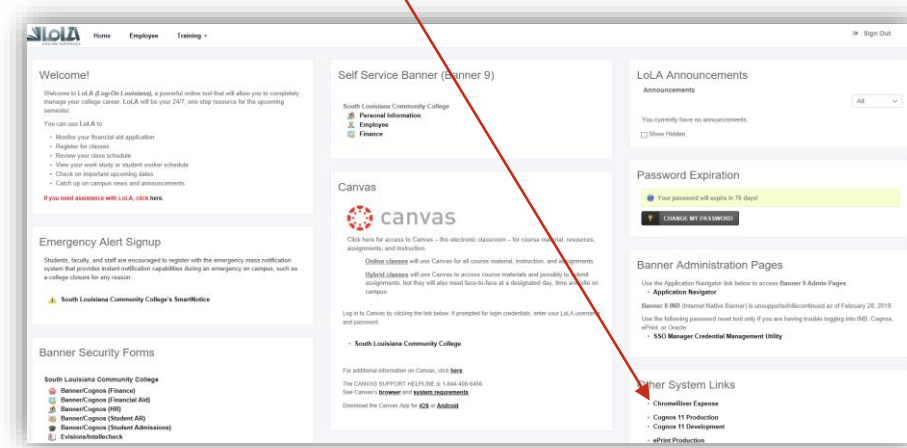
Your reimbursement cannot exceed the amount of your pre-approval so overestimate your Pre-Approval by about 20% to allow for unexpected expenses.

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



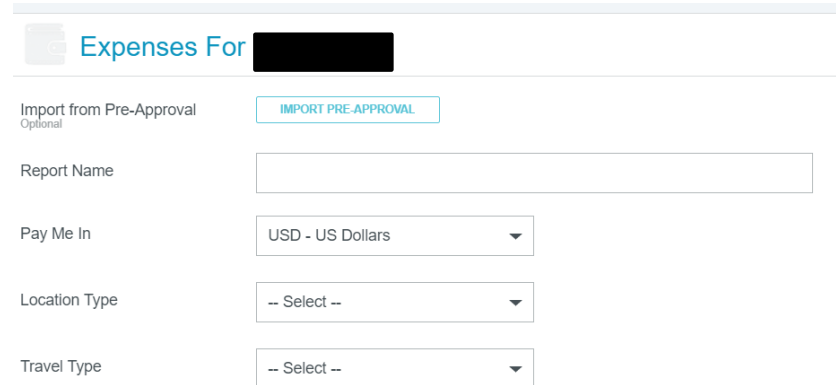
IF YOU DO NOT HAVE ACCESS TO CHROME RIVER, CONTACT CHRISTOPHER HELLUIN AT CHRISTOPHERHELLUIN@NORTHSHORECOLLEGE.EDU

BLANKET TRAVEL

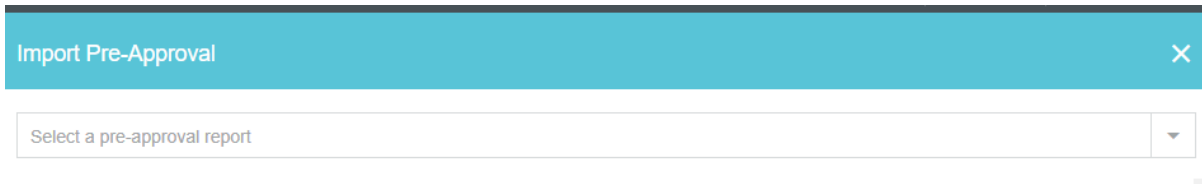
- Select NEW EXPENSE REPORT



- Click on IMPORT from PRE-APPROVAL

A screenshot of a web form titled 'Expenses For'. The form has several fields: 'Import from Pre-Approval' (Optional) with a blue button labeled 'IMPORT PRE-APPROVAL', 'Report Name' (text input), 'Pay Me In' (dropdown menu showing 'USD - US Dollars'), 'Location Type' (dropdown menu showing '-- Select --'), and 'Travel Type' (dropdown menu showing '-- Select --'). A red arrow points from the 'New Expense Report' option in the previous screenshot to the 'IMPORT PRE-APPROVAL' button.

- Click drop down and select correct pre-approval report

A screenshot of a dialog box titled 'Import Pre-Approval'. It features a teal header with a close button (X) and a white body containing a dropdown menu with the text 'Select a pre-approval report'.

- Click Import

A screenshot of a green button with the text 'Import' in white, set against a light gray background.

- Click SAVE

BLANKET TRAVEL CONT'D

MILEAGE

Blanket 2019/20

0 Comments 0 Attachments

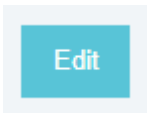


DATE	EXPENSE	SPENT	PAY ME	
Tue 06/30/2020	Personal Vehicle Mileage	290.00 USD	290.00	

Example Only

- Click on the expense
- Expense data will show up on right side of page

- Click



BLANKET TRAVEL CONT'D



Personal Vehicle Mileage

⚠ Data entry validation.

This line item could not be processed automatically. Please complete the data entry.

Date

Spent

Business Purpose

Description Optional

Rate

Miles [🚗 Calculate Mileage](#)

Deduction

Paid By Traveler

Paid Directly by my College / Agency

MILEAGE CONT'D

Date of travel

Manual entry cannot be made here

Purpose of travel

Description Optional

Click **CALCULATE MILEAGE**
More information on next slide

Select Paid by Traveler

BLANKET TRAVEL CONT'D

MILEAGE CONT'D

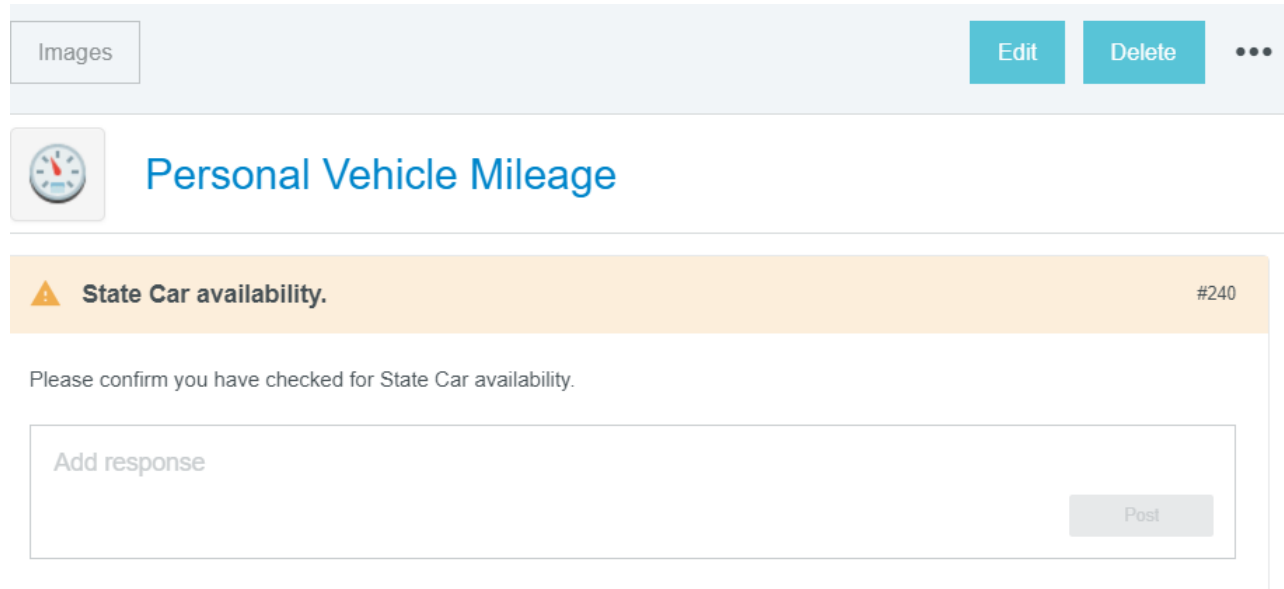
- Enter trip information
- Click “Return to Start” for round trip calculation

The screenshot displays a web-based mileage calculator interface. At the top right, there are two buttons: "Cancel" and "Save Trip". Below these are three destination input fields, each with a red minus sign on the right. The first field contains "Northshore Technical Community College, Centerpoint Boulevard, Lacombe, LA, USA". The second field contains "Northshore Technical Community College, Sullivan Drive, Bogalusa, LA, USA". The third field contains "Northshore Technical Community College, Centerpoint Boulevard, Lacombe, LA, USA". Below the input fields are two buttons: "Add Destination" and "Return to Start". A large grey bar displays the calculated distance: "72.78 Miles". Below this is a map showing a route between the specified locations. The map includes a "Map" and "Satellite" toggle, a red pin labeled "B" at the starting point, and a blue line representing the route. The map shows a network of roads and surrounding areas like Poplarville, Savannah, and various smaller towns.

- Click SAVE TRIP
 - The map will automatically load as an attachment
- Click SAVE
 - A green check mark will be next to the expense amount on the left side of screen
 - If there is a red triangle, an error has occurred
 - Click on the expense name again and check your data

BLANKET TRAVEL CONT'D

You will see this screen



The screenshot shows a web interface for 'Personal Vehicle Mileage'. At the top, there is a header with 'Images', 'Edit', 'Delete', and a menu icon. Below the header is a title 'Personal Vehicle Mileage' with a clock icon. A warning message is displayed in an orange box: 'State Car availability. #240'. Below the warning, there is a text input field with the placeholder 'Add response' and a 'Post' button.

- Confirm State Car Availability
 - Add response
 - Vehicle not availability
 - Click Post
- For Additional Trips
 - Click on the white + to add expenses
 - Select Ground Transportation
 - Select Personal Vehicle Mileage
- Click SUBMIT
 - Any errors on your report will be noted
 - Correct errors
 - SUBMIT



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 presented 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