NORTHSHORE
TECHNICAL COMMUNITY COLLEGE

FINANCE DEPARTMENT
CHROME RIVER
PRE APPROVAL-BLANKET

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.

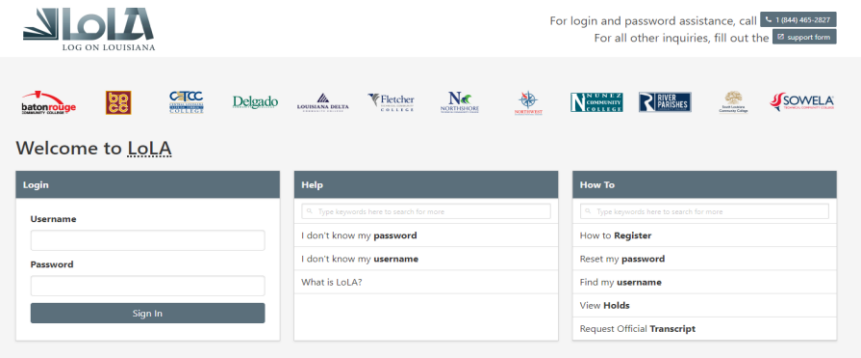
Travel expense cannot be submitted if there is no approved pre-approval in Chrome River.

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

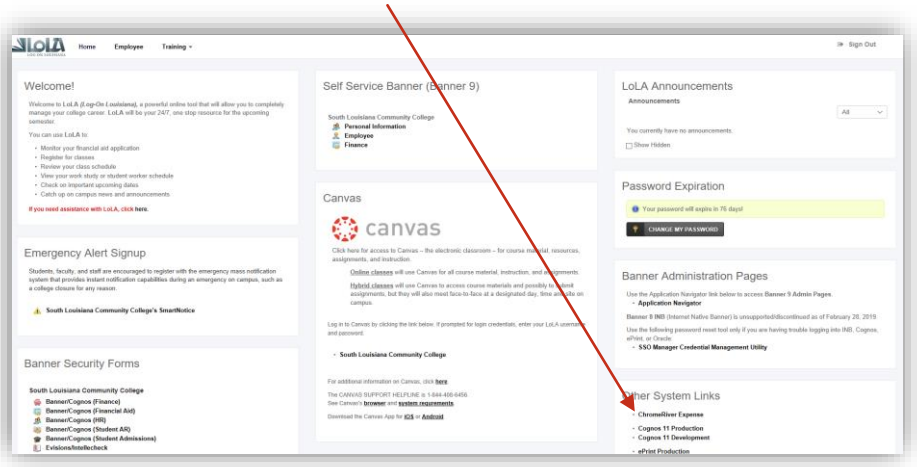
Northshore Technical Community College abides by the travel rules and regulations set forth by the State of Louisiana as noted in the state's travel guide-PPM49. Please review PPM49 thoroughly before making your travel arrangements to ensure compliance and for proper reimbursements.

ACCESSING CHROME RIVER

- Log in to LOLA: my.lctcs.edu



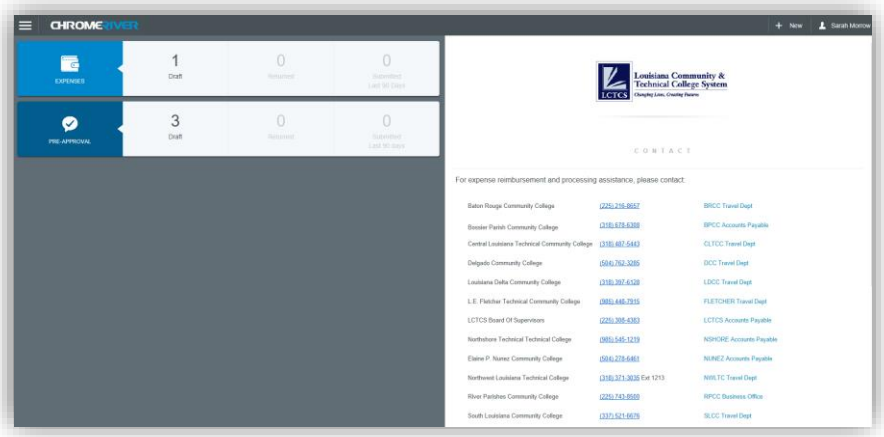
- Select Chrome River from the Other System Links box on the bottom right of the Screen



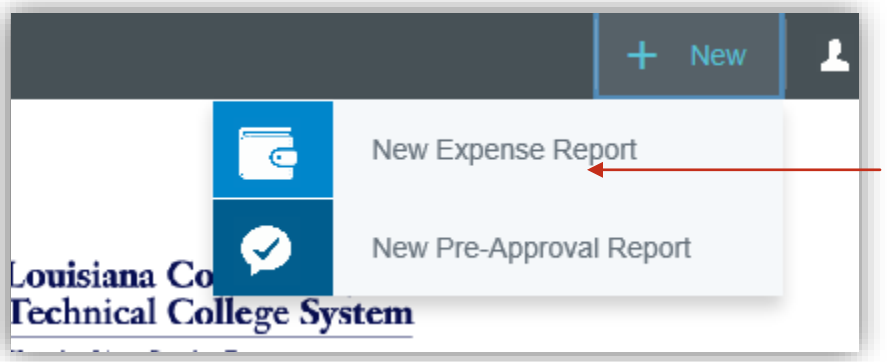
IF YOU DO NOT HAVE ACCESS TO CHROME RIVER, CONTACT CHRISTOPHER HELLUIN AT CHRISTOPHERHELLUIN@NORTHSHORECOLLEGE.EDU

BLANKET 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"



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BLANKET TRAVEL CONT'D

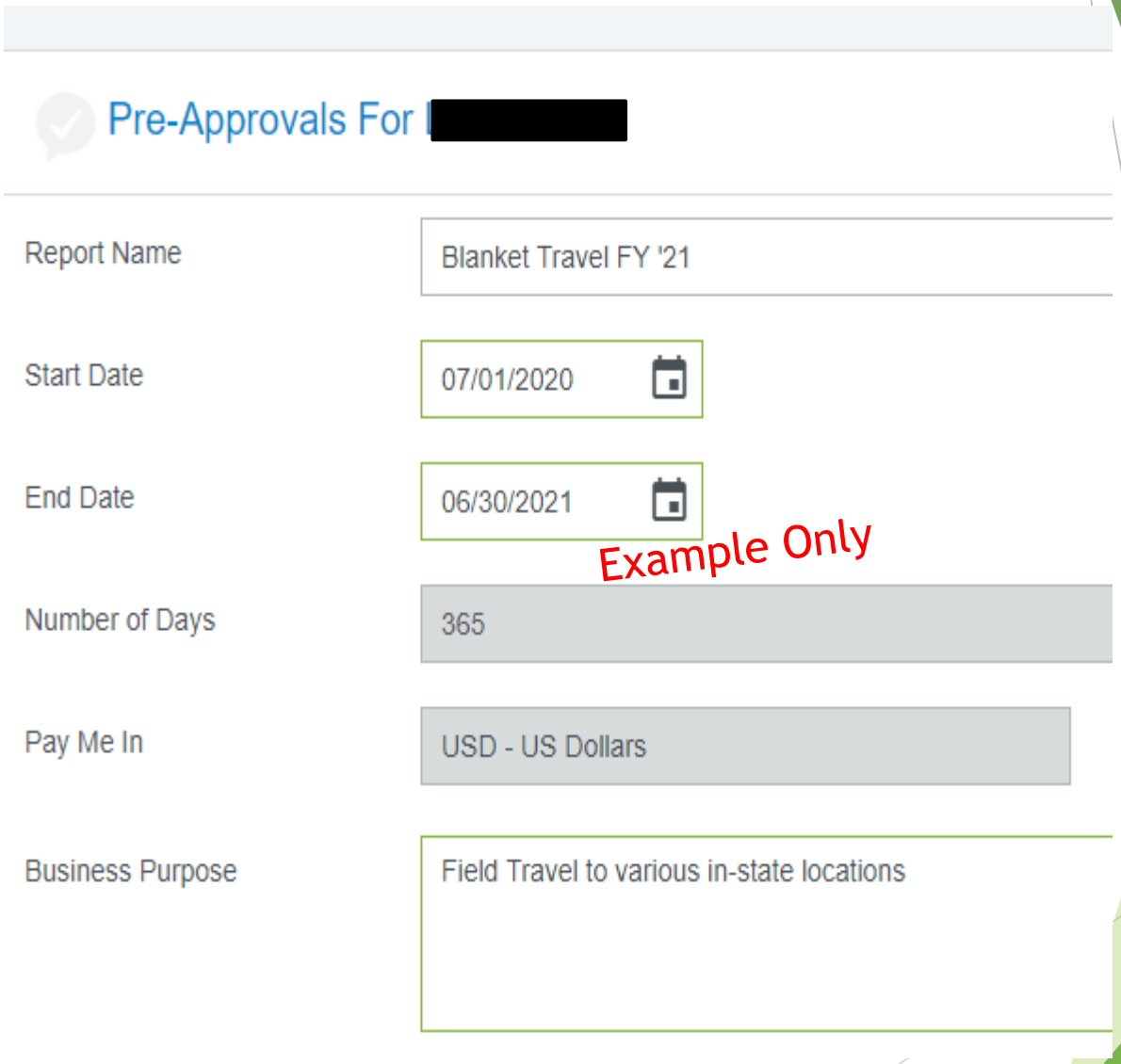
Report Name
Enter report name similar to this one

Start/End Date
Blanket travel –Use current Fiscal Year
(July 1-June 30)

Number of Days
Automatically populates from field 2 and 3

Pay Me In
Defaults to US dollars

Business Purpose
A brief description of your travel



BLANKET TRAVEL CONT'D

Location Type
Select In State

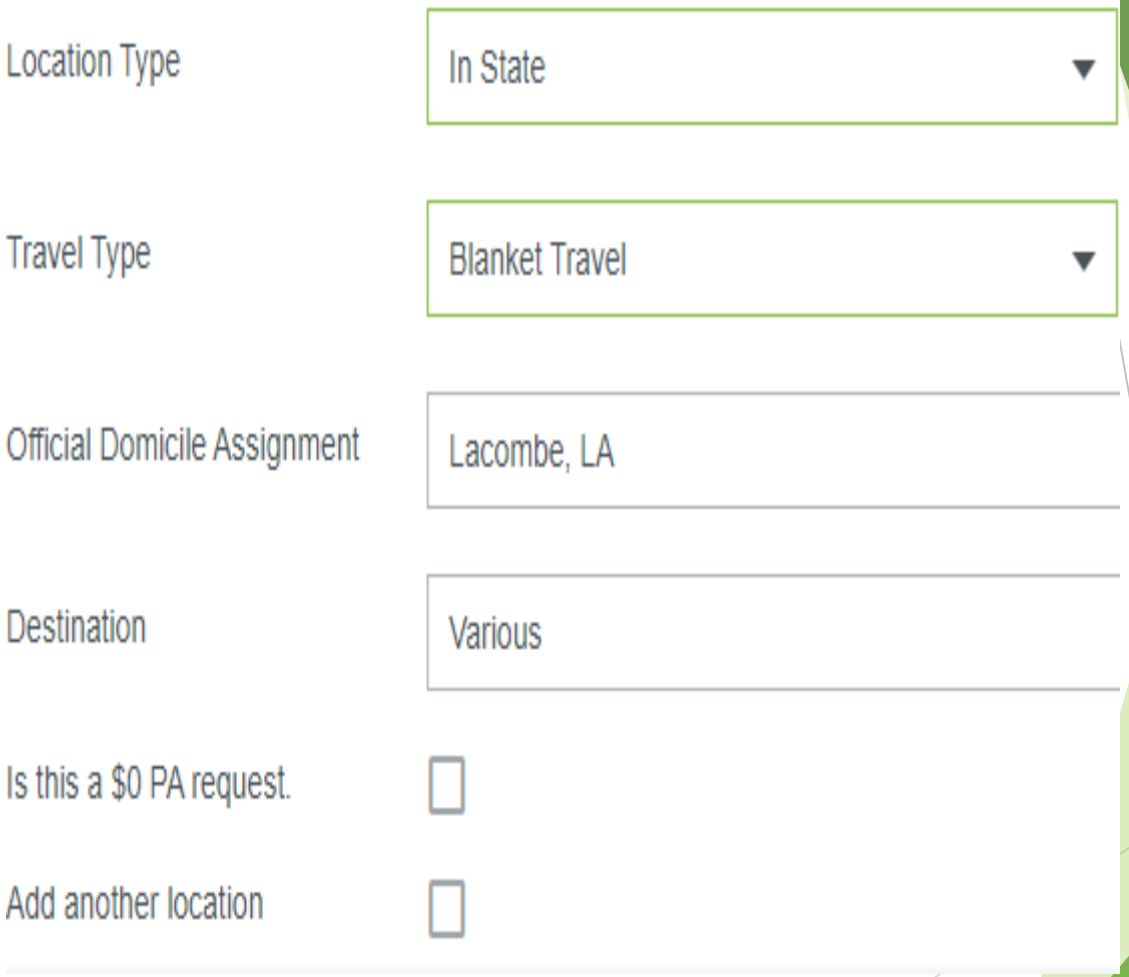
Travel Type
Blanket Travel
Frequent, routine, in-state travel
Does not include out-of-state travel
Does not include overnight travel unless part of employee's routine travel assignments

Official Domicile Assignment
Your home campus' city

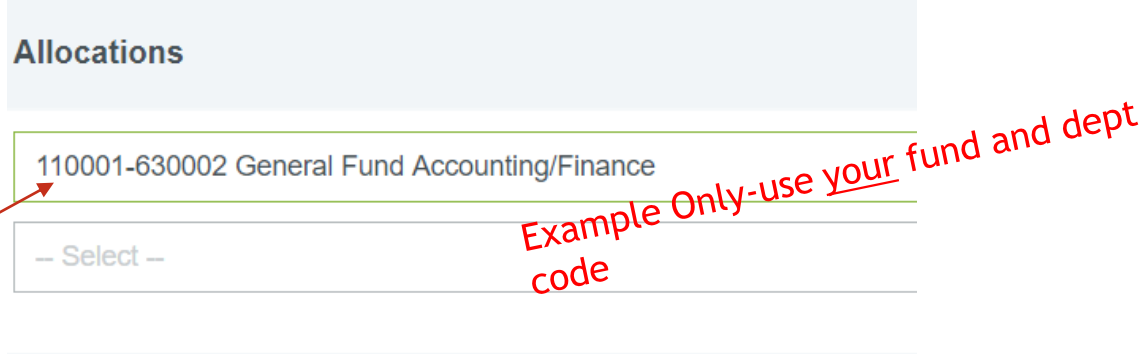
Destination
Enter Various

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

Add another location
DO NOT USE



BLANKET TRAVEL CONT'D

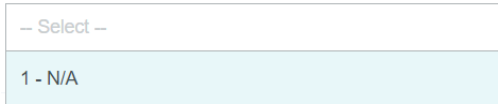


Allocations

- 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

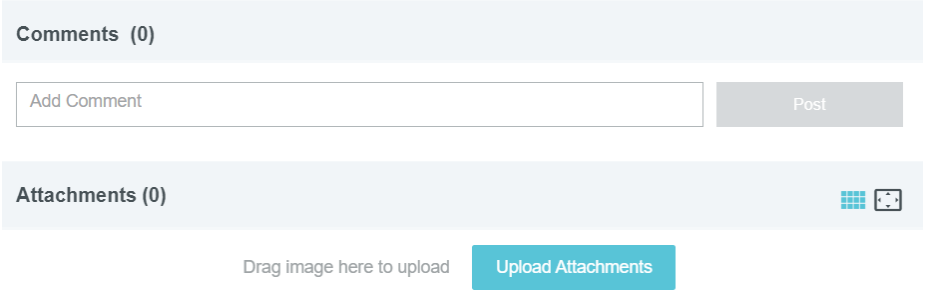


- There is an option to Add Allocation

  - 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

BLANKET TRAVEL CONT'D



- 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 domiciled area
- Click SAVE

YOU ARE READY TO BEGIN ENTERING YOUR ESTIMATED EXPENSES

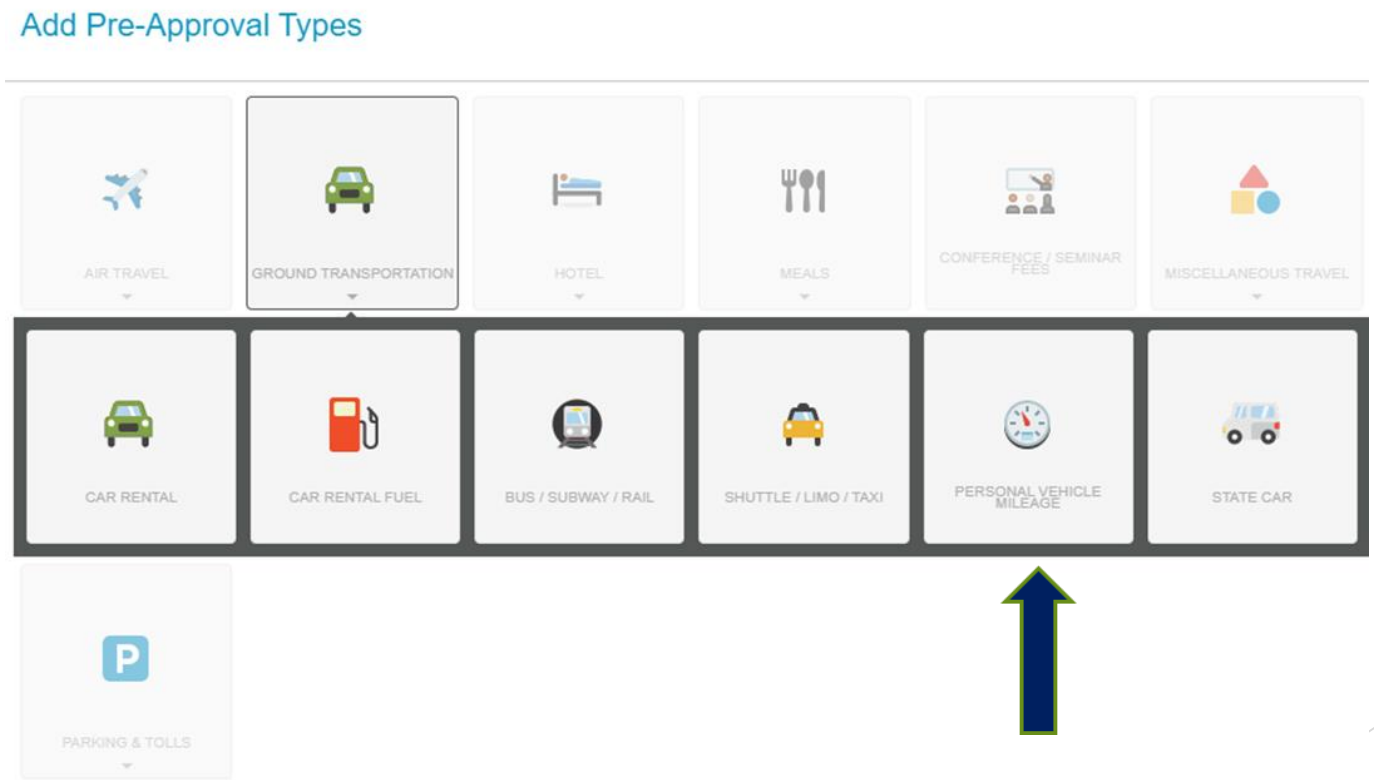
BLANKET TRAVEL CONT'D

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

Mileage should be the only expense on a Blanket Pre-Approval



BLANKET TRAVEL CONT'D

PERSONAL VEHICLE MILEAGE CONT'D

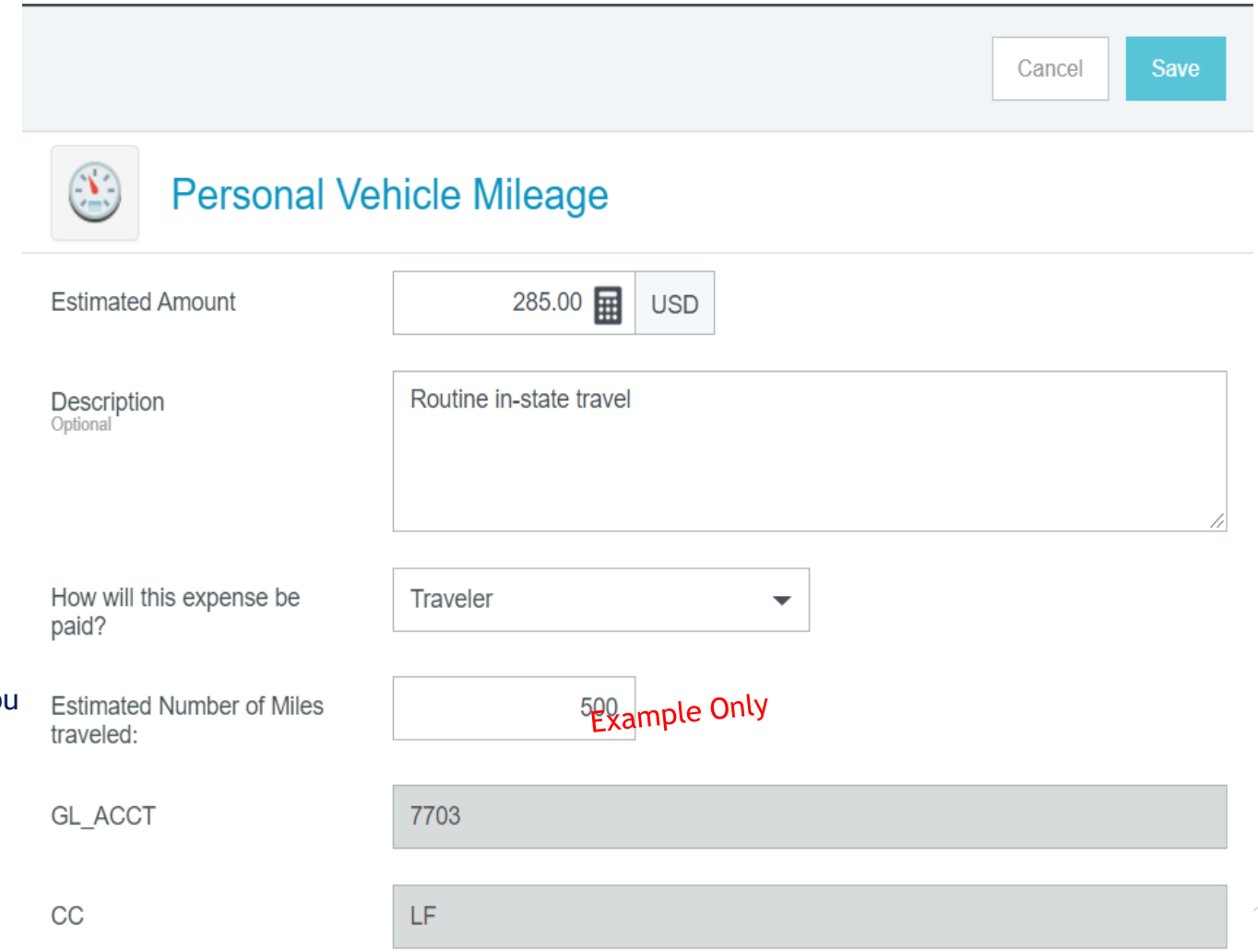
Automatically calculates after estimated number of miles is entered

A general description here

Select "Traveler"

Estimate the number of miles you will travel throughout the fiscal year

Click SAVE



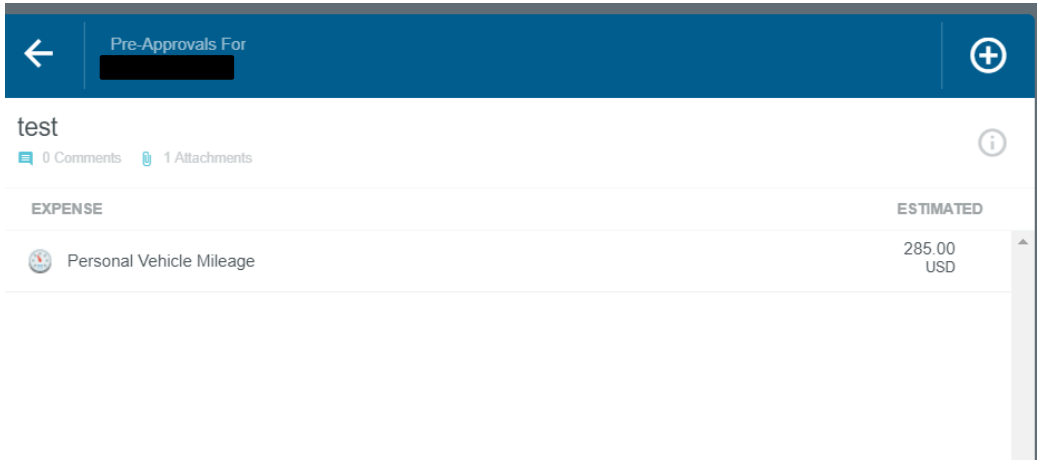
IMPORTANT-there is a 99 mile cap on single day and/or round trip mileage. Enter your estimated mileage but when it is time to request reimbursement you will only be allowed 99 miles.

BLANKET TRAVEL CONT'D

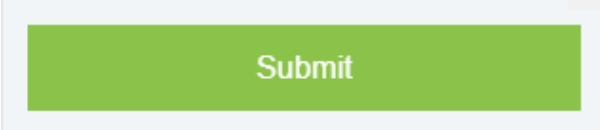
EXPENSE SCREEN

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.

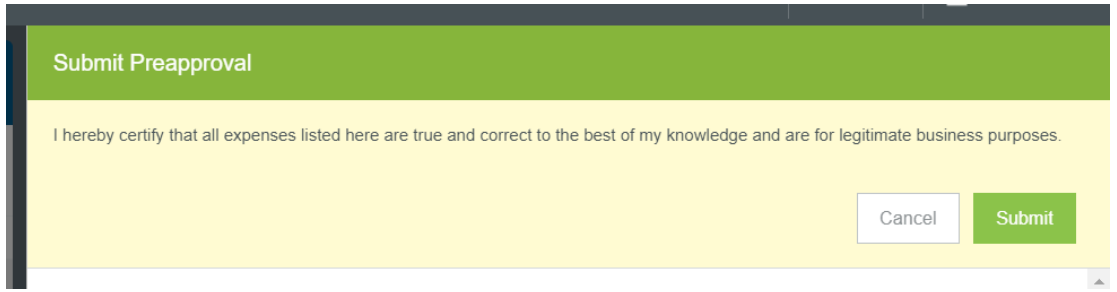


Click Submit



BLANKET TRAVEL CONT'D

EXPENSE SCREEN CONT'D



- 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

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TECHNICAL COMMUNITY COLLEGE

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

CHROMERIVER