South Texas College

Chrome River Travel

Training Manual – Reference Materials

Business Office

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Reference Material

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ALERT NOTICE

Business Office

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Mileage Reimbursement Best Practices

As of 10/19/2020 Travel & Expense Management System (TEMS) is no longer available for processing travel documents. We will be using the new Chrome River travel system. Below is the updated Best Practices using Chrome River Travel.

Financial Managers and Supervisors should plan for the in-district mileage expense and ensure that authorized faculty and staff complete the necessary documentation as recommended below:

Chrome River Travel

- All travel including Grant, Student clubs, Non-Student clubs, Employee trips, In-district mileage and International Travel will be processed through Chrome River Travel
- Paper documentation will ONLY be accepted for travel that has zero-dollar (\$0) expenses.
- Submit Pre-Approval document in online Chrome River Travel system prior to the employee traveling on college business for class instruction, meetings, monitoring, etc.
- Complete and submit the Expense Report document in the online Chrome River Travel system **on a monthly basis** after travel dates have passed to ensure prompt reimbursement and compliance with IRS guidelines.
- Attach the travel mileage log, BO-0400, standard mileage method (SMM) form if applicable BO-6800, and all supporting documentation at that time.
- The mileage log should include the business purpose and clearly and specifically identify the reason for the miles reported.
- Please ensure that all information is complete and accurate and meet the Travel office deadlines, including year-end deadlines, to avoid delays in processing payment and to record amounts in the appropriate fiscal year.
- Please make sure a copy of the traveler's current driver's license and proof of insurance covering the travel period is on file with the Travel Office.

It is the Financial Manager's responsibility to verify employees are eligible to travel.

If there are any questions, please call Melissa Lara (x4656) or Tonya Ecker (x4618) in the Travel Office.

Workflow approval sequence for Pre-Approval and Expense Reports

In state trips and mileage reimbursements will flow as follows:

- Traveler / Delegate submits item
- Goes to Supervisor for Approval
- Goes to Travel Office for Review
- Goes to Financial Manager for approval

****If the supervisor is also the financial manager then he/she will only approve at the supervisor level and will flow as follows:

- Traveler / Delegate submits item
- Goes to Supervisor for Approval
- Goes to Travel Office for Review (once approved by travel it will feed to finance as ready for payment)

Out of State trips

- Traveler / Delegate submits item
- Goes to Supervisor for Approval
- Goes to Travel Office for Review
- Goes to Financial Manager for approval
- Goes to Dean (if applicable)
- Goes to Vice President for Approval

****If the supervisor is also the financial manager then he/she will only approve at the supervisor level and will flow as follows:

- Traveler / Delegate submits item
- Goes to Supervisor for Approval
- Goes to Travel Office for Review
- Goes to Dean (if applicable)
- Goes to Vice President for approval

****If an item is returned for correction it goes back to the Traveler / delegate and after it is corrected and resubmitted the approvals begin all over again.

****Grants, Student Clubs and Student Activities funded travel documents require additional approval levels.

Most Common Warning & Violation codes

Message Code Short Message Comments Will not be able to continue until correction made Violation 302,303,304,305 Not Authorized for Submission Person entering is not authorized to submit this report Will not be able to continue until correction made Violation 206 Amount Missing for Please enter amount greater than zert for this expense Will not be able to continue until correction made Violation 221 Expense Date Compliance. Future dates are not allowed. Please correct prior to proceeding. Will not be able to continue until correction made Violation 225 Business Purpose The business purpose entered is too short. Please provide more detail. Will not be able to continue until correction made Violation 226 Description Compliance. The description entered is too short Please provide more detail. Will not be able to continue until correction made Violation 237 Invalid Date Range. The hotel checkout date cannot be before the check in date. Please correct. Will not be able to continue until correction made Violation 244 The expense date you selected is not within your trip start / end date. Please Per Diem not allowed on single dat trips. Will not be able to continue until correction made Violation	Reference - Message List	ting			
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correction made District Mileage.	correction made				District Mileage.
Will not be able to Violation 306 Pre-approval is Please select an active pre-approva	Will not be able to	Violation	306	Pre-approval is	Please select an active pre-approval
continue until not active. form.	continue until			not active.	form.
correction made	correction made				
Will not be able to Violation 307 Pre-approval The attached pre-approval has already	Will not be able to	Violation	307	Pre-approval	The attached pre-approval has already
continue until already used. been fully applied to another report	continue until			already used.	been fully applied to another report
correction made	correction made			-	· · · ·

	1			
Will not be able to	Violation	308	Invalid	A response to a warning message is too
continue until			warning	short. Please correct and resubmit
correction made			message	
			response.	
 Will not be able to	Violation	602	Per Diem is not	Per Diem is not allowed on single day
continue until	Violation	002	allowed on	tring
continue until			cinglo day	tips.
correction made			single udy	
		600	trips.	
Will not be able to	Violation	603	Per Diem date	Per Diem date does not fall within the
continue until			does not fall	Start/End range on the Pre-Approval
correction made			within the	Header - Please correct.
			Start/End	
			range on the	
			PA Header -	
			Please correct.	
Will not be able to	Violation	605	Cash Advance	Cash Advance Amount requested
continue until			Amount	exceeds allowable total for Student
correction made			requested	Club. Grant Travel and NSCT Report
			exceeds	Types Please refer to internal
			allowable	guidelines for more details
				guidennes for more details.
			correct	
 Mill not be able to	Violation	<u> </u>	Contect.	Cook Advance Americant requirested
will not be able to	violation	000	Cash Auvance	Cash Advance Amount requested
continue until			Amount	exceeds allowable total for Employee
correction made			requested	Travel Report Type. Please refer to
			exceeds	internal guidelines for more details.
			allowable	
			total. Please	
			correct.	
Will not be able to	Violation	608	Amount	Please enter an amount greater than
continue until			Missing for	zero for all PreApproval line items.
correction made			PreApproval.	
Will not be able to	Violation	609	Cash Advance	If Cash Advance Amount is greater than
continue until			requested, but	0 and the End Date on the PA Header is
correction made			trip is already	prior to the current date fire a violation
			over.	F
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continue until	violation		Purnose	short Please provide more detail
correction made			i dipose.	short. Hease provide more detail.
	Malation	11001	A ma a sumt - f	Need to items all ladains as sints
will not be able to	violation	HCUI	Amount of	Need to items all lodging receipts
continue until			Expense needs	
correction made			to be fully	
			itemized	

Will not be able to continue until correction made	Violation	PX01	Edit and Resave Line Item.	During the Import of Pre-Approval process, it is required you click "Edit", verify all information and resave the line item to run appropriate compliance. Please review ALL information on this form for accuracy, complete any additional fields, then save expense type.
Need justification notes (over 30 characters)	Warning	201	Receipt required for this expense.	A detailed receipt is required for this expense. A summarized credit card receipt by itself is not sufficient.
Need justification notes (over 30 characters)	Warning	202	Expense over 20 days old.	Expenses should be submitted in a timely manner. Please provide an explanation why an exception should be made.
Need justification notes (over 30 characters)	Warning	205	Possible duplicate entry.	Please confirm this is not a duplicate entry. Check based on Expense Owner, Expense Type, Date and Amount. Please provide a confirmation.
Need justification notes (over 30 characters)	Warning	209	Mileage Guidelines.	If traveling campus to campus use STC's mileage chart and attach the mileage log. Otherwise, use the Google maps feature.
Need justification notes (over 30 characters)	Warning	214	Car Rental Class Compliance.	You have selected a non-compliant car rental class, please provide business justification for choosing this class.
Need justification notes (over 30 characters)	Warning	222	Expense Amount Compliance.	The accounting system can not support a negative dollar amount. Please correct prior to proceeding. If this is a Cash Advance please indicate.
Need justification notes (over 30 characters)	Warning	232	Mileage Note.	If mileage distance exceeds 300 miles, please provide comparison quotes for alternative travel.
Need justification notes (over 30 characters)	Warning	245	Duplicate Per Diem.	You have already claimed a Per Diem reimbursement for this date
Need justification notes (over 30 characters)	Warning	249	Car Rental and Mileage cannot be claimed on the same day.	Car Rental and Mileage cannot be claimed on the same day. Please provide justification.
Need justification notes (over 30 characters)	Warning	251	In State Hotel Lodging requires Hotel Tax Exempt Form to be attached.	In State Hotel Lodging requires Hotel Tax Exempt Form to be attached.

Need justification	Warning	604	Did you attach	Did you attach the Hotel Tax exempt
notes (over 30			the Hotel Tax	form to the PA Header?
characters)			exempt form	
			to the PA	
			Header?	
Need justification	Warning	607	Please attach	Please attach the Student Club Officer
notes (over 30			the Student	Approval form to the Pre-Approval
characters)			Club Officer	Header.
			Approval form	
			to the PA	
			Header.	

Pre-Approval and Expense Report Statuses

- 1. Pending Expense Report has been submitted and is awaiting approval
- 2. Returned Approver has sent the expense report back to the expense owner for adjustment
- 3. Approved Expense has been approved but has not yet been exported
- 4. Exported Approved expense has been sent to payment processing
- 5. Paid Expense has been reimbursed
- 6. Partially Paid / Applied part of the requested expense amount has been reimbursed
- Expired used when planned trip has been canceled or when budgeted-but-unused funds need to be released – the pre-approval will remain in the submitted pre-approvals list, but it will no longer be able to be linked to an expense.

Submitted Pre-Approvals		F
TEST_MRamirez mileage Sept-Dec 2020	10/16/2020	261.00 USD
Test_M Ramirez trip to Dallas TX 101620	10/16/2020	208.35 USD PARTIALLY APPLIED
TEST_M Ramirez_In Dist Mile_082520-120520	10/13/2020	290.00 USD
TEST_M Ramirez_In dist mile_011520-051020 QA0000586181	10/12/2020	261.00 USD PARTIALLY APPLIED
TEST_M Ramirez_Dallas TX_101320 QA0000588156	10/12/2020	0.00 USD USED / EXPIRED
TESTING cash advance pre approval 3 QA0000588133	10/09/2020	209.09 USD

Chrome River Terms

- 01XXXXXX document number assigned to encumbrances previously TA's
- CVXXXXXX document number assigned to cash advances previously TV's
- CRXXXXXX document number assigned to expense reports previously TR's
- Mosaic (Tile) shows expenditure categories (ie: hotel, airfare, per-diem, etc.) available
- Warning also known as a "soft stop" prompted message appears in yellow the user will usually need to enter a justification (more than xxxx characters) to continue
- Violation also known as a "hard stop" prompted message appears in red the user will usually need to attach documentation and/or enter a justification (more than xxxx characters) to continue
- Pre-approval also known as Pre-authorization. Previously a Travel Authorization
- Expense report previously a Travel Voucher
- Expense owner traveler
- Delegate someone who has full access to your account and can enter a travel document on behalf of the traveler
 - \circ $\;$ Delegate access should be authorized/assigned by the traveler
- Delegate approver
 - Has to be assigned by the person delegating their approval access for a time when they won't be available such as during vacation.
- User traveler or delegate
- eWallet the eWallet is where you will find the cash advance transaction to be added to an expense report
- Allocations The FOAPL (fund, organization, account, program, location) that will be paying for the travel
- Per Diem Wizard is linked to the GSA per diem rates and should be your first choice when calculating per diem. The wizard will calculate the per diem for you depending on the start date, start time, end date, and end time
- Hamburger Menu –
- Itemization (hotel) To expense out your hotel expense (see page 15 of Chrome River Travel Training Manual Expense Report)

Types of Travel:

- Employee Travel travel for college employees (receive paycheck from STC). This type of travel is paid with unrestricted funds (11xxxxx).
- Non-Student Club Travel = Any travel that is paid with auxiliary funds (3xxxxx).
- Student Club Travel = Any travel that is paid with agency funds (8xxxxx).
- Student Employee Grant Travel= Any travel that is paid with restricted funds (2xxxxx).

Items to Upload on the Pre-Approval (Not all Inclusive)

Anything that will be paid by the college needs to have an uploaded document. These documents include but are not limited to the following:

- Airfare quote from Travel agency
- Car rental reservation/agreement include purchase requisition # if available
- Airfare quote if you are driving instead of flying (this is for trips to San Antonio and beyond
- A map if you are driving
- Hotel reservation with room and tax amounts
- If the trip is in state the traveler's hotel tax exempt form needs to be uploaded
- Registration confirmation/invoice with amounts to be paid
- Any documentation for fees on training or education
- Membership fees need an upload of the STC institutional membership form and the membership documentation with amounts to be paid.

Items NOT to Upload on the Pre-Approval (Not all Inclusive)

Email the following to: traveloffice@southtexascollege.edu include Chrome River PA#

- Employee Driver's license
- Employee Insurance Card
- Current IRS Version of Vendor W-9

Items to Upload on the Expense Report (Not all Inclusive)

Anything that will be paid to the traveler needs to have an uploaded receipt. These documents include but are not limited to the following:

- Boarding passes for trip if flying
- Receipts for baggage fees paid by the traveler
- Receipt if wi-fi was used for business purposes on the plane
- Car rental agreement and receipt
- If a car rental was used fuel receipts for the amount spent on refueling.
- Parking receipts if using parking garages or the hotel charges parking
- Detailed receipts for Lyft, Uber, or any car service used. ***Note: Do not include tips.
- Receipts for public transit charges
- Receipts for any paid tolls
- Hotel folio
- Any other miscellaneous/incidental charges will need a receipt uploaded
- Mileage log if in district mileage
- Standard Mileage Method Form (SMM)
- Detailed map(s) if necessary. The map must include the route that was taken.
- Teaching schedule