

# ALERT NOTICE

## Business Office

**Issued: October 28, 2020**

**Number: 2021-13**



## Chrome River – Pre-Approval Supervisor/FM Approval Process

***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.***

### Supervisor and Financial Manager Approval process

As indicated during the Chrome River Training Sessions, an approval request email will be submitted to all Supervisors and Financial Managers, or they may log into JagNet and access Chrome River through the icons under Employee Apps.

Some supervisors are seeing the screen below when clicking the accept or return button in the email:

**Travel Justification:** Vinyl signage project  
**TravelerID:** A00032411  
**End Date:** Aug 13, 2020  
**Report Type:** Employee Travel

**Business Purpose**  
 a) What is the purpose of the travel? To create and install vinyl signage for all campus libraries. b) Why is the travel necessary? To have professional and consistent signage in all locations. c) How does the travel benefit STC? To provided our students, faculty, staff, and community patrons with clear informational signs.

**Reason for Assignment**  
 Route to Financial Manager

Account Summary			Amount (USD)
110000-	100.00%	General Funds	Library Automation, Library
530005-4100			86.33

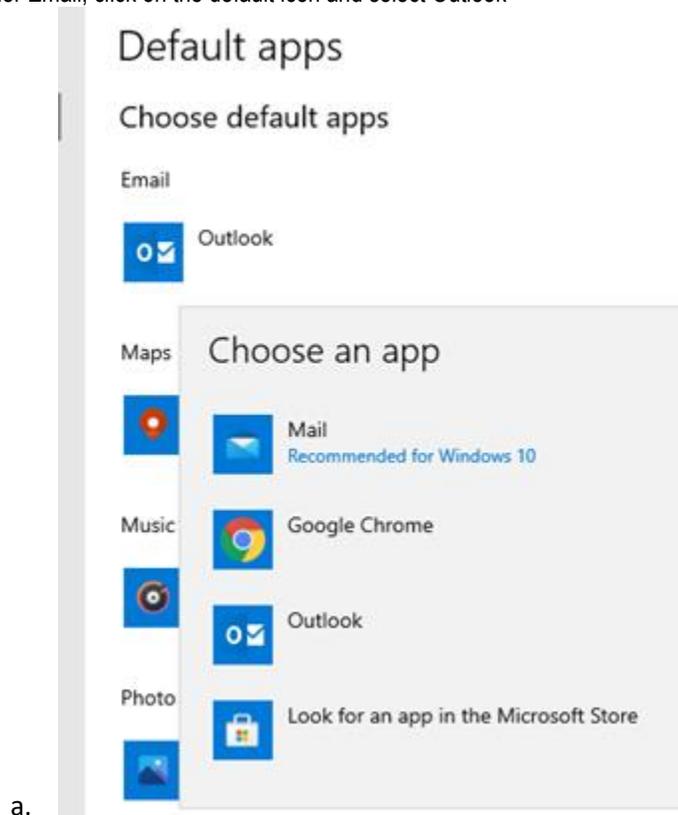
**Expense Details**  
 Mileage 86.33 USD  
 Description: From: 3201 Pecan Boulevard, McAllen, TX, USA To: 142 FM 3167, Rio Grande City, TX 78562, USA To: 3201 Pecan Boulevard, McAllen, TX, USA To: 1901 S McColl Rd, McAllen, TX 78503, USA To: 3201 Pecan Boulevard, McAllen, TX, USA To: 400 N Border Ave, Weslaco, TX 78596, USA To: 3201 Pecan Boulevard, McAllen, TX, USA To: 1901 S McColl Rd, McAllen, TX 78503, USA To: 3201 Pecan Boulevard, McAllen, TX, USA

[View Receipts](#)
Pre-Approval ID 0100-0045-3006



After discussion with Chrome River support, this is related to the device settings and not the email information on Chrome River. We are checking with I.T. to see if Outlook can be set up as the default email application. However, in the meantime if you are using an STC computer follow the steps below to set up Outlook as default in order to correct the issue.

- 1.) Click on Windows menu
- 2.) Type "Default Apps" and hit enter
- 3.) Under Email, click on the default icon and select Outlook



Thank you in advance for your attention and cooperation, please feel free to contact us at 956-872-4609, should you have further questions.