

# ALERT NOTICE

## Business Office

Issued: November 11, 2020    Number: 2021-16



## Chrome River Training Sessions 9 - 12

**WHAT:** Chrome River Training Sessions 9 - 12

As requested, the Business Office Travel department set up additional Chrome River Training Sessions in November and December. The sessions should be attended by STC employees that have not attended prior Chrome River training sessions. Please note that the sessions are limited to 25 people in each session. Each session will be broken down in two parts on different dates. Please be sure that you see yourself registered to both parts for whichever session you enroll in. All sessions have the same content.

**MATERIALS NEEDED:** The training manuals are now located in JagNet and will be added to registration link prior to sessions

**WHO SHOULD ATTEND:** All STC personnel who deal with travel, including travelers, their supervisors, and their administrative assistants/secretaries that have not attended a prior Chrome River training session, along with any staff who would like to see the information again.

**If you are a new employee since 9/1/20** – be sure to contact Travel Office (X4618) to verify you are set up in Chrome River prior to your training.

**WHERE WILL THE SESSIONS BE HELD:** These sessions will be held virtually through Microsoft Teams.

**Please register for only one session**

**Session 9 November Workshop 169162:**

Session 9a **Tuesday 11/17/2020**    9a – 11a – **Part 1**-overview/preapproval/travel advance/mileage

Session 9b **Thursday 11/19/2020**    9a – 11a – **Part 2**-expense reports

**WHERE:** These sessions will be held through Microsoft Teams.

**Registration link Workshop 169162:**

<http://apps.esc1.net/ProfessionalDevelopment/STC/Registration/Workshop/169162>

**Session 10 November Workshop 169163:**

Session 10a **Tuesday 11/17/2020** 2p – 4p – **Part 1**-overview/preapproval/travel advance/mileage

Session 10b **Thursday 11/17/2020** 2p – 4p – **Part 2**-expense report

**WHERE:** These sessions will be held through Microsoft Teams.

**Registration link Workshop 169163:**

<http://apps.esc1.net/ProfessionalDevelopment/STC/Registration/Workshop/169163>

**Session 11 December Workshop 169164:**

Session 11a **Tuesday 12/08/2020** 9a – 11a – **Part 1**-overview/preapproval/travel advance/mileage

Session 11b **Friday 12/10/2020** 9a – 11a – **Part 2**-expense report

**WHERE:** These sessions will be held through Microsoft Teams.

**Registration link Workshop 169164**

<http://apps.esc1.net/ProfessionalDevelopment/STC/Registration/Workshop/169164>

**Session 12 December Workshop 169166:**

Session 12a **Tuesday 12/08/2020** 2p – 4p – **Part 1**-overview/preapproval/travel advance/mileage

Session 12b **Friday 12/10/2020** 2p – 4p – **Part 2**-expense report

**WHERE:** These sessions will be held through Microsoft Teams.

**Registration link Workshop 169166:**

<http://apps.esc1.net/ProfessionalDevelopment/STC/Registration/Workshop/169166>

If there are any questions, please contact Tonya Ecker (X4618) or Maricarmen Ramirez (X4609). Thank you for your continued cooperation.

Links are provided below to set up your Microsoft Teams account, please contact IS&P if you need assistance:

**Microsoft Teams STC IS&P website:** <https://isp.southtexascollege.edu/teams-staff/>

**Microsoft Teams STC link to download desktop application:** <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion>