

ALERT NOTICE

Business Office

Issued: February 1, 2021

Number: 2021-29



Chrome River Training Sessions 15 - 16

WHAT: Chrome River Training Sessions 15 - 16

As requested, the Business Office Travel department is continuing Chrome River Training Sessions in February. There will be two (2) sessions with limited seating for each session. Each session will be 2 parts. Please be sure that you see yourself registered to both parts for whichever session you enroll in. Each session will be the same content.

MATERIALS NEEDED: The training manuals are available in JagNet and will be added to registration link prior to the sessions.

WHO SHOULD ATTEND: All STC personnel who deal with travel, including travelers, their supervisors, and their administrative assistants/secretaries are invited to attend

If you are a new employee since 9/1/20 – be sure to contact the Travel department (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 through Microsoft Teams.

Please register for only one session

Session 15 February Workshop 174564 – deadline to register 2/15/2021 10am:

Session 15a **Tuesday 02/16/2021** 9a – 11a – **Part 1**-overview/preapproval/travel advance/mileage

Session 15b **Friday 02/19/2021** 9a – 11a – **Part 2**-expense report

WHERE: Sessions will be held through Microsoft Teams.

Registration link Workshop 174564

<http://apps.esc1.net/ProfessionalDevelopment/STC/Registration/Workshop/174564>

Session 16 February Workshop 174565 – deadline to register 2/15/2021 10am:

Session 16a **Tuesday 2/16/2021** 2p – 4p – **Part 1**-overview/preapproval/travel advance/mileage

Session 16b **Friday 02/19/2021** 2p – 4p – **Part 2**-expense report

WHERE: Sessions will be held through Microsoft Teams.

Registration link Workshop 174565:

<http://apps.esc1.net/ProfessionalDevelopment/STC/Registration/Workshop/174565>

If there are any questions, please contact Tonya Ecker (X4618) or Patricia Jackson (X4695). 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>