

ALERT NOTICE

Business Office

Issued: October 19, 2020 Number: 2021-9

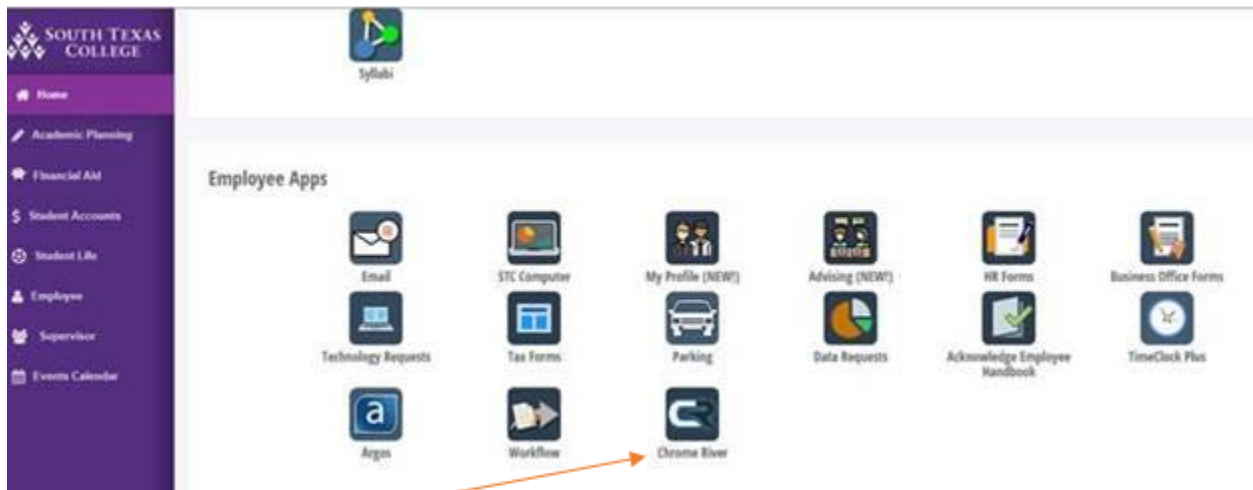
Chrome River – GO Live

As of 10/19/2020 Travel & Expense Management System (TEMS) is no longer available for processing travel documents.

We have a new Travel processing system called Chrome River. Testing has been happening for the past several months and training sessions were held within the month of October. New training sessions will be set up soon through a Faculty/Staff Alert Notice email.

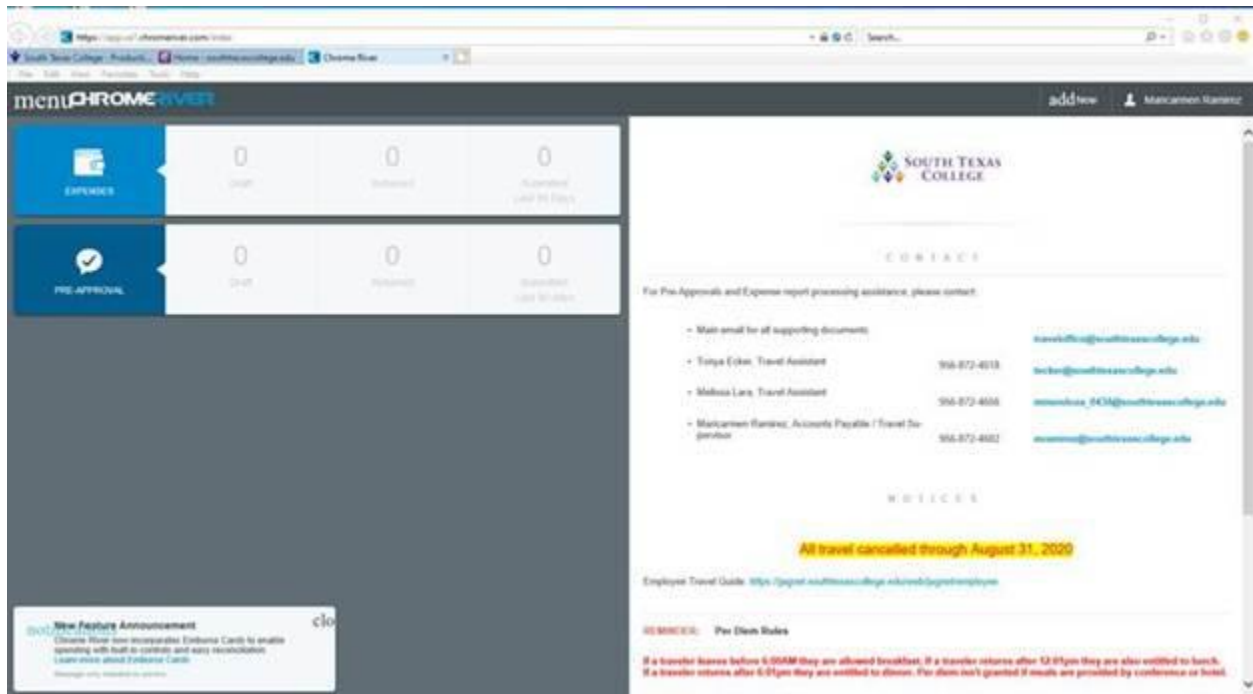
Please remember that those that attended the Chrome River Sessions during October were working with a testing link. While the test link will be available, the Chrome River production sign in process will be different.

1. The link and Chrome River Icon will be located in JagNet – after you log in to JagNet you will see the icon:

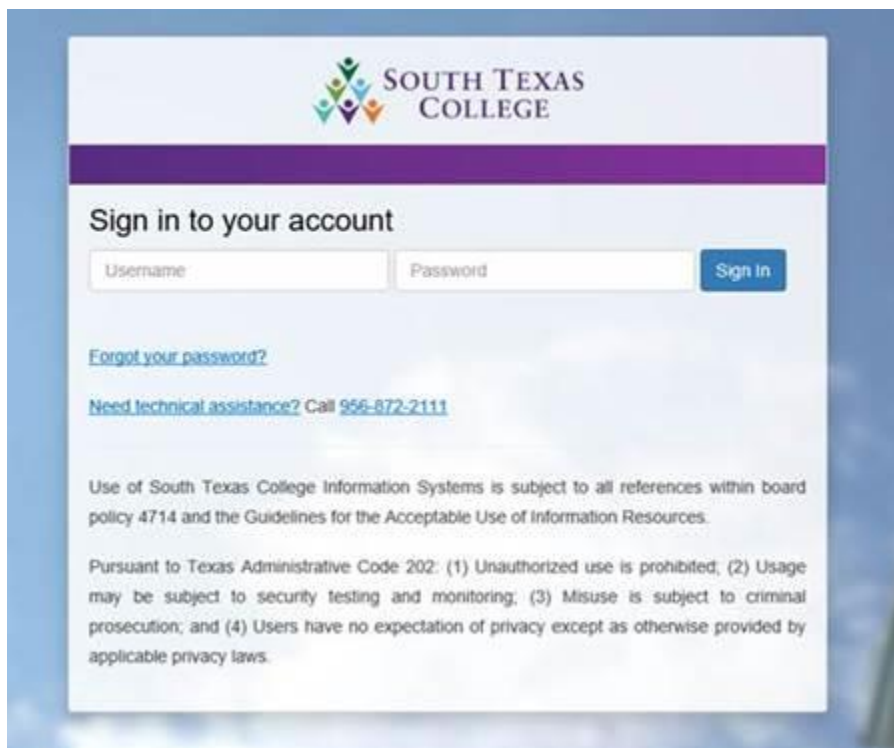


Chrome River Icon

2. As long as you log in through JagNet and click the icon – you will see the dashboard page

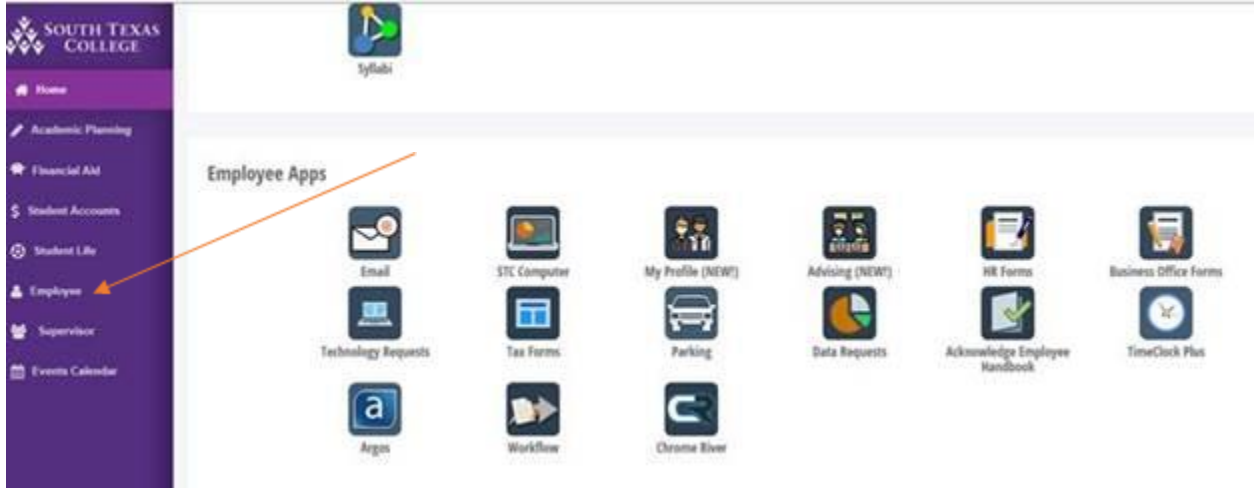


3. If you bookmark the Chrome River link and try to access from there, it will take you to your JagNet login screen:

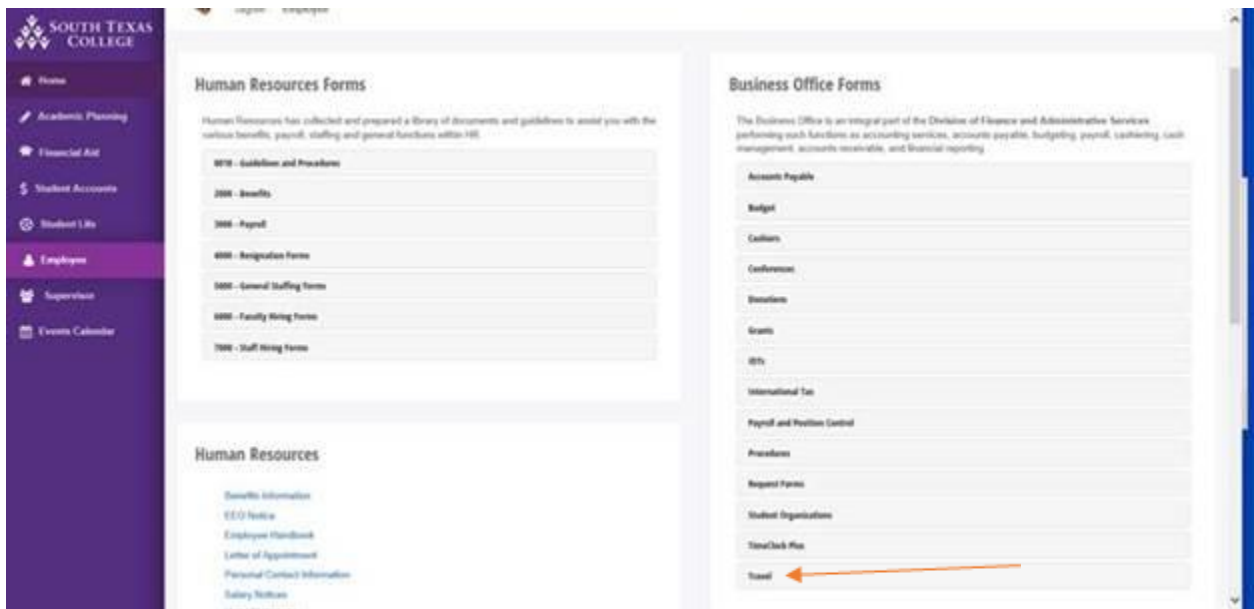


When you log out of Chrome River – it will take you back to your JagNet login page

4. The training manuals will be available through JagNet soon – click on “Employee” on left



Then you will see this page, and select "Travel" in Business Office Forms



5. We will replace the Online Travel and Expense Training Manual with the Chrome River Training manuals

Travel

BO-0400 - Mileage Log
BO-0500 - Travel Voucher
BO-0510 - Travel Expense Management System Access Form
BO-0600 - Travel Authorization
BO-1100 - International Travel Justification
BO-5501 - Student Travel Authorization For Instructional Programs and DE Students
Employee Mileage Reimbursement Authorization
Employee Travel Guide
Mileage Chart
Online Travel and Expense Training Manual ←
Per Diem Rates (US General Services Administration)
Standard Mileage Method Form
Texas Hotel Occupancy Tax Exemption Certificate

6. The training sessions were recorded during the second week, and Part 1 and Part 2 will be available soon.

Thank you in advance for your cooperation, please feel free to contact the Travel Office or 956-872-4609 should you have further questions.