Chrome River Travel

Training Manual – Reference Materials

Business Office

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Table of Contents

Reference Material

SOUTH TEXAS COLLEGE

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
Reference - Message Listing					
			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 Expense.	Please enter amount greater than zero 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 Compliance.	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 prior to proceeding.
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 correct.	The expense date you selected is not within your trip start / end date. Please correct.
Will not be able to continue until correction made	Violation		250	Per Diem not allowed on single day trips.	Per Diem not allowed on single day trips.
Will not be able to continue until correction made	Violation		253	Per Diem Note.	Per Diem Wizard Start/End Dates do not fall within the Start/End Date on the expense header. Please correct.
Will not be able to continue until correction made	Violation		256	In District Mileage Note.	Only mileage expenses can be submitted with a Travel Type of In District Mileage.
Will not be able to continue until correction made	Violation		306	Pre-approval is not active.	Please select an active pre-approval form.
Will not be able to continue until correction made	Violation		307	Pre-approval already used.	The attached pre-approval has already been fully applied to another report

Will not be able to continue until correction made	Violation	308	Invalid warning message response.	A response to a warning message is too short. Please correct and resubmit
Will not be able to continue until correction made	Violation	602	Per Diem is not allowed on single day trips.	Per Diem is not allowed on single day trips.
Will not be able to continue until correction made	Violation	603	Per Diem date does not fall within the Start/End range on the PA Header - Please correct.	Per Diem date does not fall within the Start/End range on the Pre-Approval Header - Please correct.
Will not be able to continue until correction made	Violation	605	Cash Advance Amount requested exceeds allowable total. Please correct.	Cash Advance Amount requested exceeds allowable total for Student Club, Grant Travel and NSCT Report Types. Please refer to internal guidelines for more details.
Will not be able to continue until correction made	Violation	606	Cash Advance Amount requested exceeds allowable total. Please correct.	Cash Advance Amount requested exceeds allowable total for Employee Travel Report Type. Please refer to internal guidelines for more details.
Will not be able to continue until correction made	Violation	608	Amount Missing for PreApproval.	Please enter an amount greater than zero for all PreApproval line items.
Will not be able to continue until correction made	Violation	609	Cash Advance requested, but trip is already over.	If Cash Advance Amount is greater than 0 and the End Date on the PA Header is prior to the current date fire a violation
Will not be able to continue until correction made	Violation	611	Business Purpose.	The business purpose entered is too short. Please provide more detail.
Will not be able to continue until correction made	Violation	HC01	Amount of Expense needs to be fully itemized	Need to items all lodging receipts

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 notes (over 30 characters)	Warning	604	Did you attach the Hotel Tax exempt form to the PA Header?	Did you attach the Hotel Tax exempt form to the PA Header?
Need justification notes (over 30 characters)	Warning	607	Please attach the Student Club Officer Approval form to the PA Header.	Please attach the Student Club Officer Approval form to the Pre-Approval 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
7. **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.

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
    - 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