SLCC™
SOUTH LOUISIANA COMMUNITY COLLEGE

Chrome River

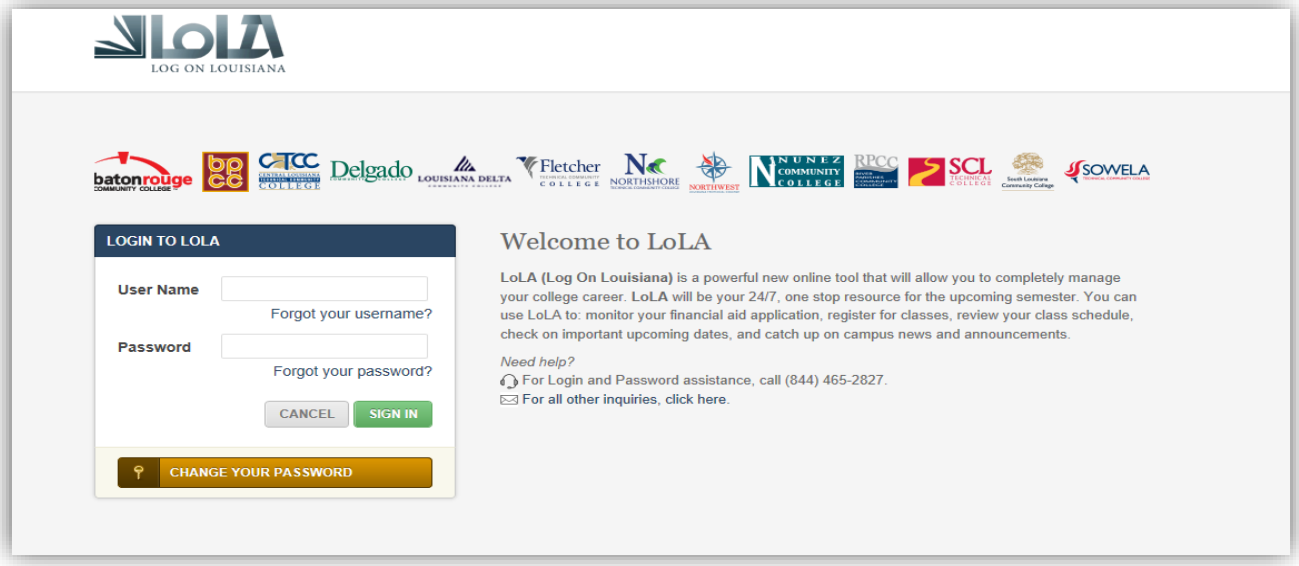
Entering Blanket Travel for Pre-Approval

Do I need a Blanket Travel?

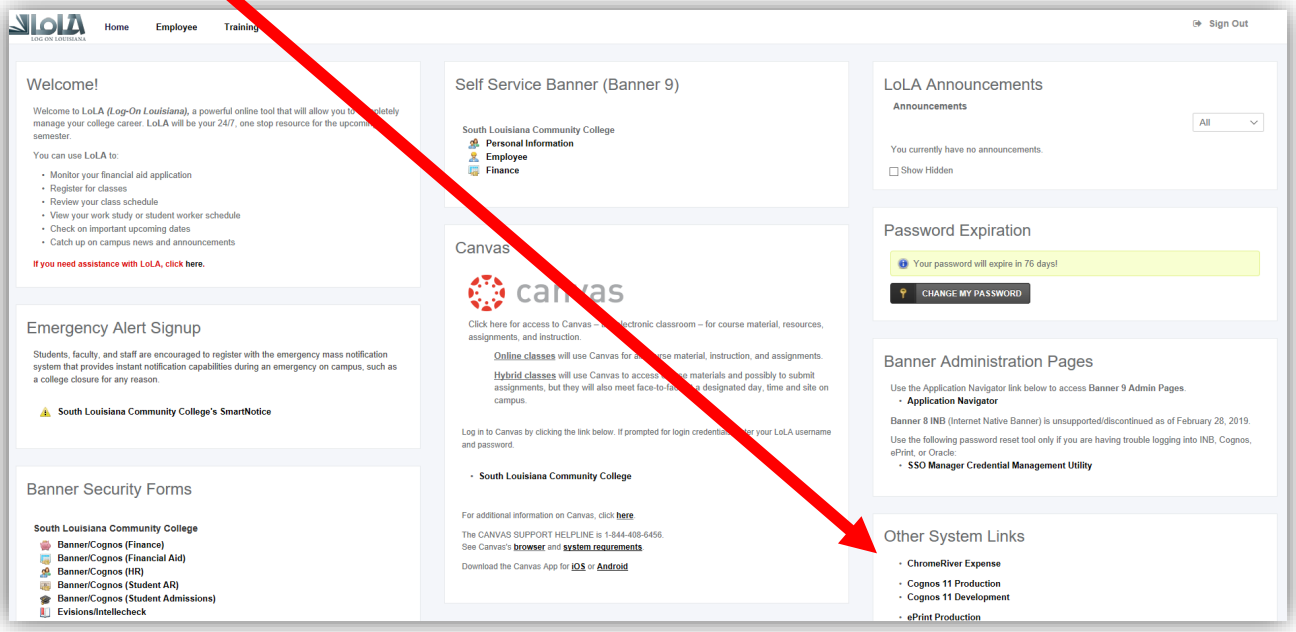
- Blanket Travel is for a period of time and is used for routine travel that is required as part of your job duties.
    - To be completed on a semesterly basis for Faculty and on a yearly basis for Staff
- It allows multiple Expense Reports to be applied to the same Pre-Approval.

Accessing Chrome River

- Log in to LOLA: my.lctcs.edu

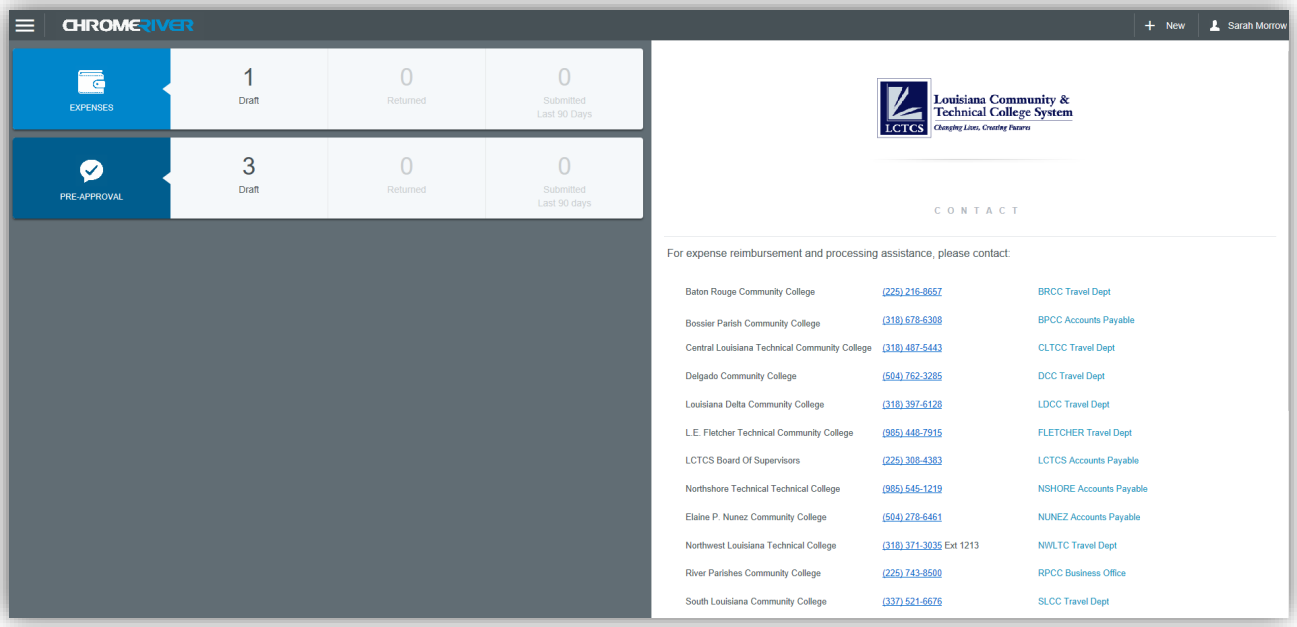


- Select Chrome River from the Other System Links box on the bottom right of the Screen.

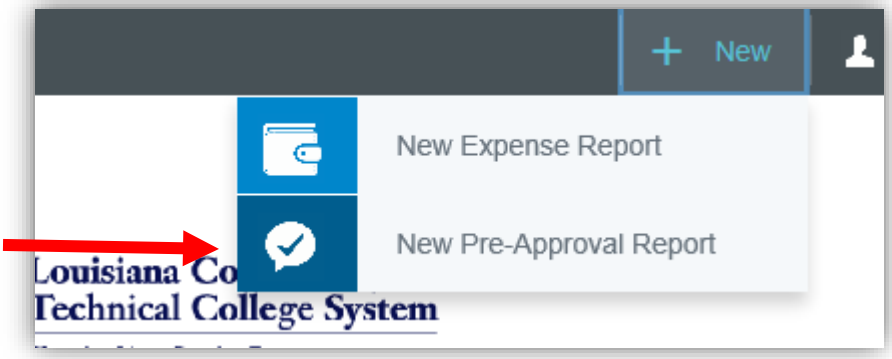


Beginning A Pre-Approval Report

- Once you select the ChromeRiver Expense link as directed prior, you will be brought to a page as shown below.

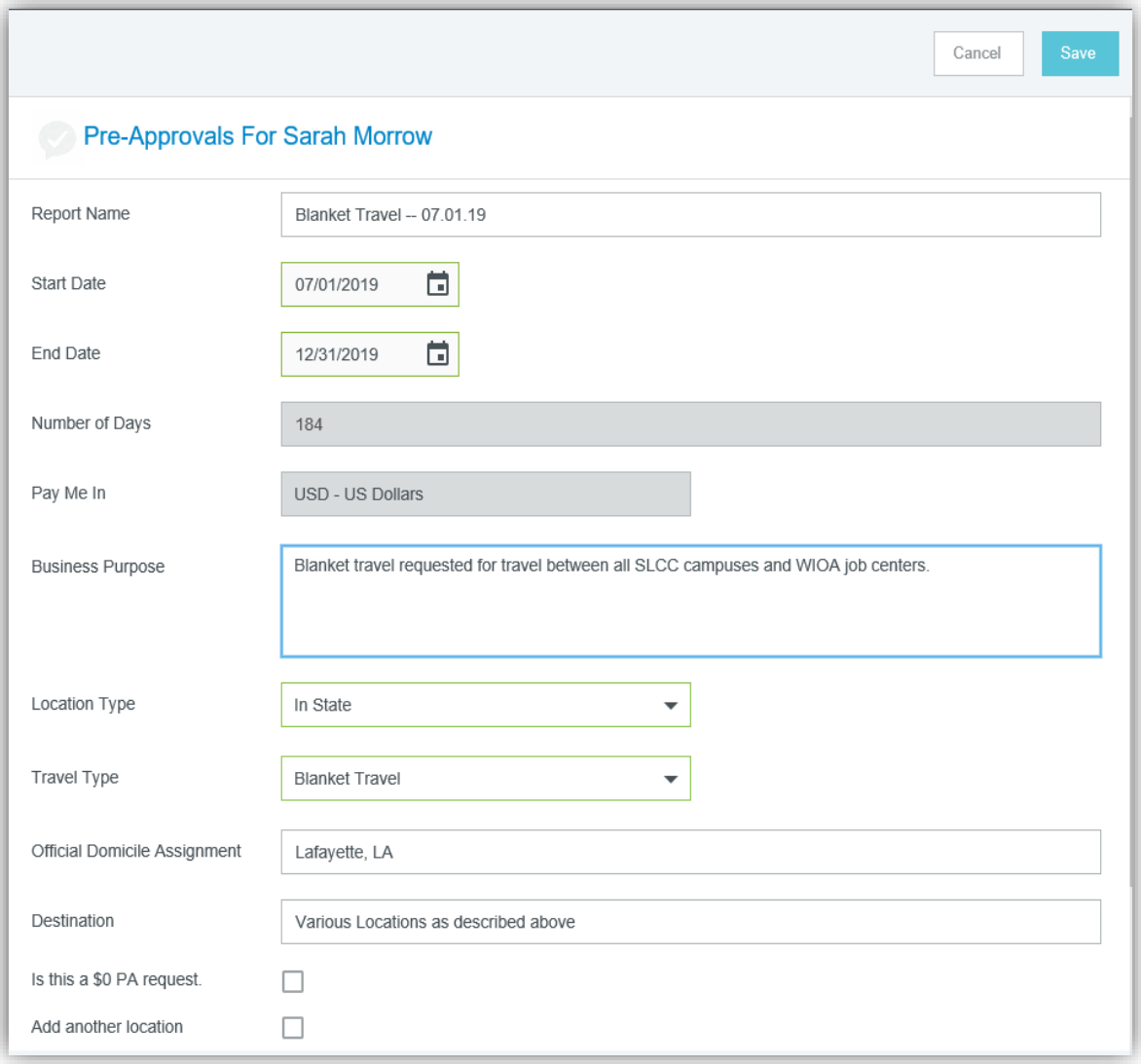


- Select the " + New" at the top then select "New Pre-Approval Report".

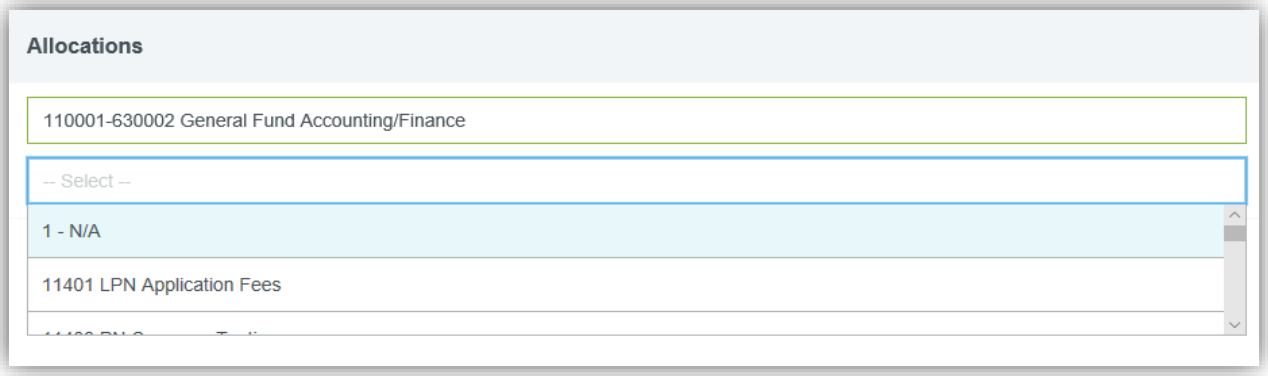


- Once selected, you will be brought to the Header Screen.
- When entering your report name, you will enter "Blanket Travel – XX.XX.XX"

- The date in the report header should always be the begin date of the request (i.e. 01.01.19 or 07.01.19).
- Use the Start Date and End Date boxes to set your period of time.
    - Staff will enter a Blanket Travel for the entire FY. (i.e. 07.01.19 to 6.30.19)
    - Faculty will enter a Blanket Travel for the semester of travel in which their course load requires travel.

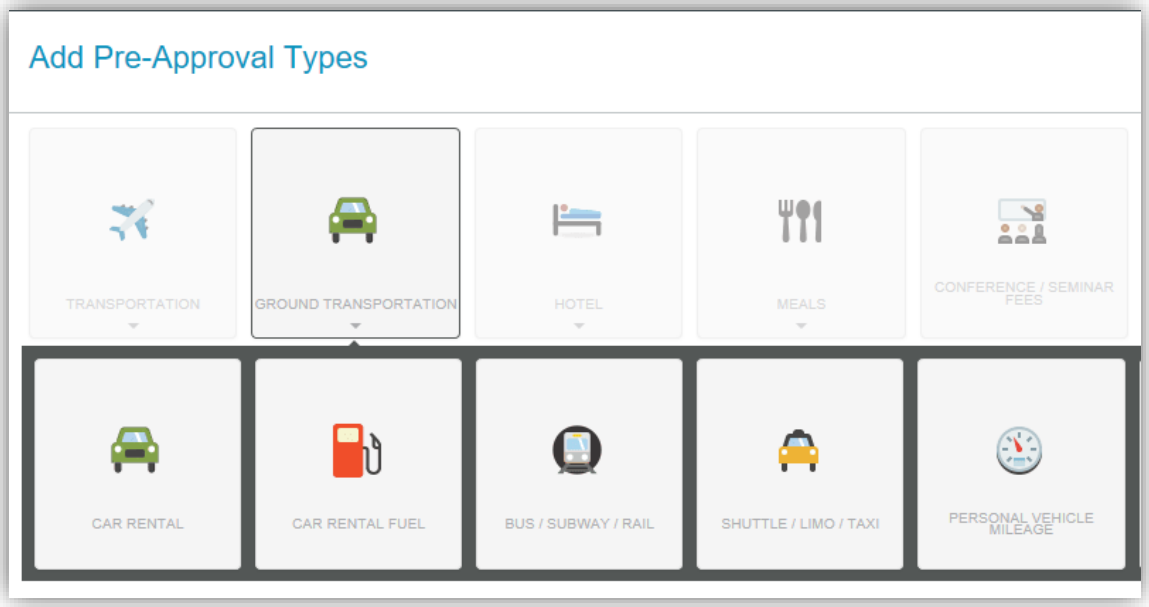


- Enter your funding source in the allocation box. This feature works similar to a google search. You can type either your fund and org numbers or the name of your department to see results.
- The more often you travel, it will begin to remember your most used funding and automatically display those at the top.
- The blank box under the fund and org is for an activity code. Select “N/A” unless advised by Accounting to use an activity code.

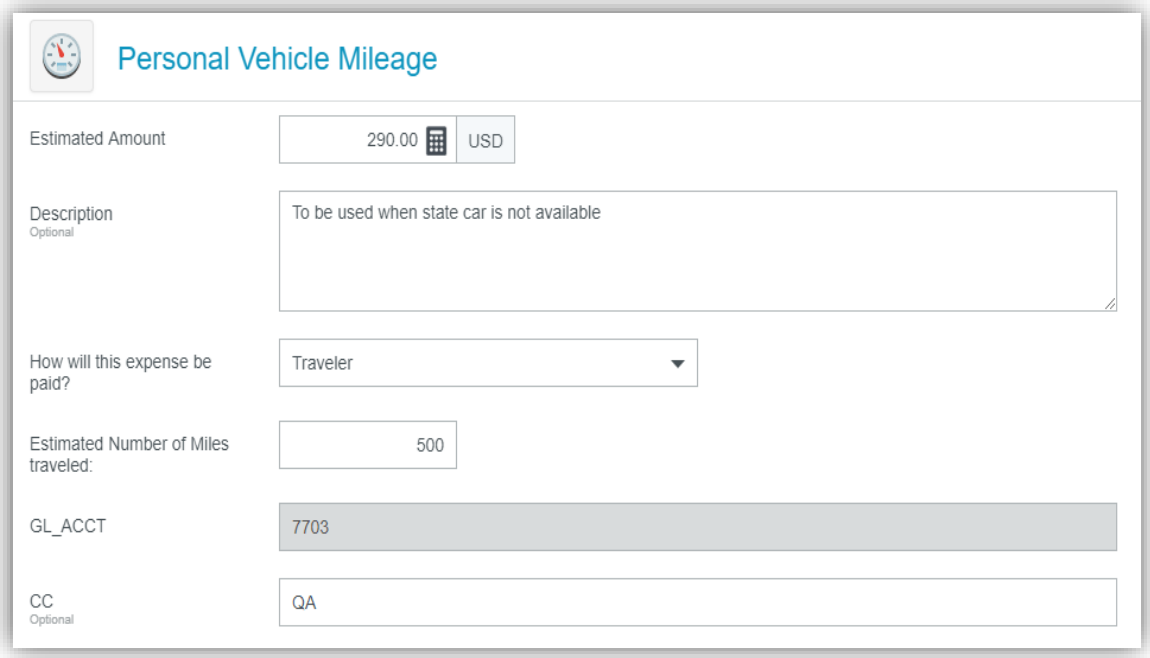


Adding Personal Vehicle Mileage

- Select the Ground Transportation icon and then personal vehicle mileage to add anticipated mileage to be traveled in your personal car, when no state vehicle is available.

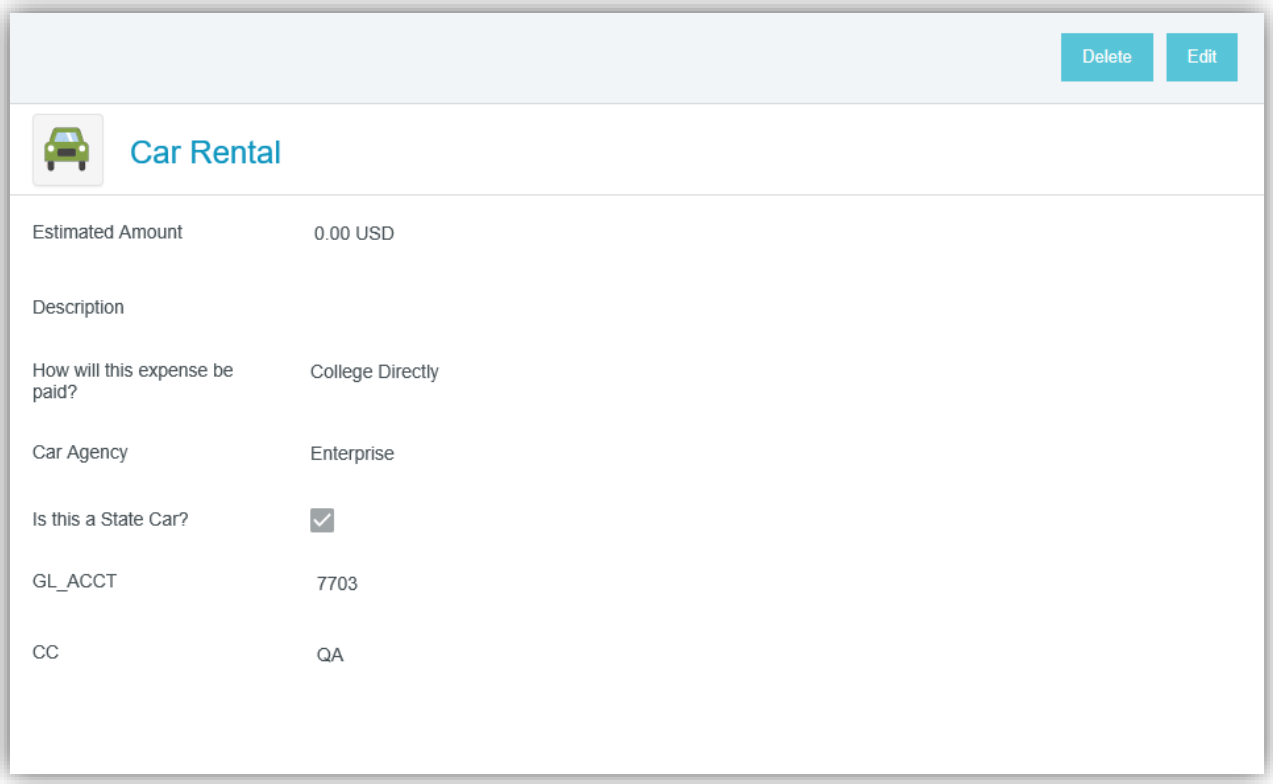


- Rather than type directly into the estimated amount box, you will type the estimated number of miles and let the amount calculate.
- Select paid by traveler, showing that you will expect reimbursement.



Adding State Car Usage

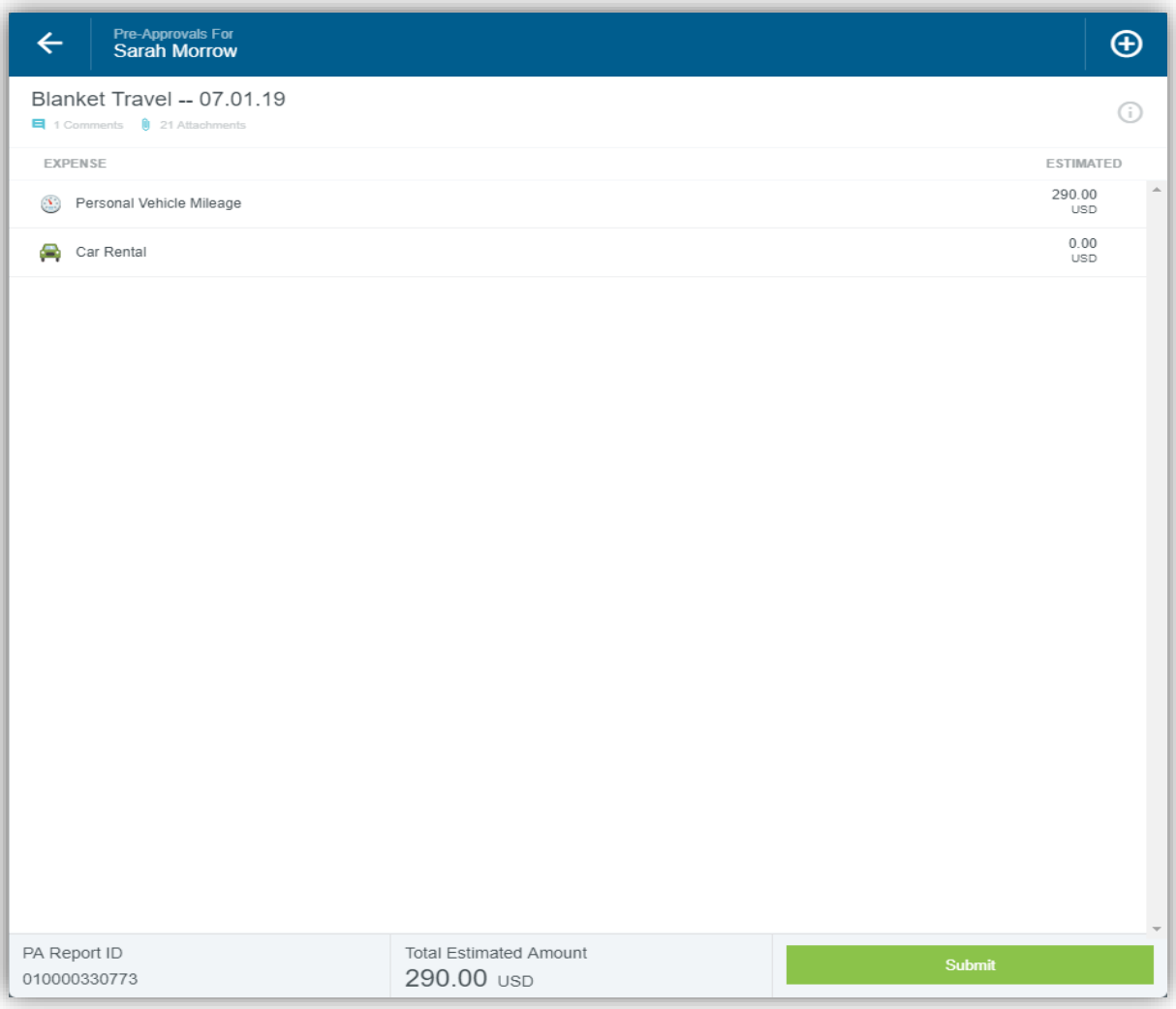
- Add any anticipated use of the state vehicle by selecting Car Rental. You will leave the amount as zero and select the State Car check box.
- The expense will be paid by the college directly and for car agency select Enterprise and press save.



- **NOTE: Your budget will be charged by Accounting for use of a state vehicle, but Accounting will handle that outside of ChromeRiver.**

Current View of Line Items

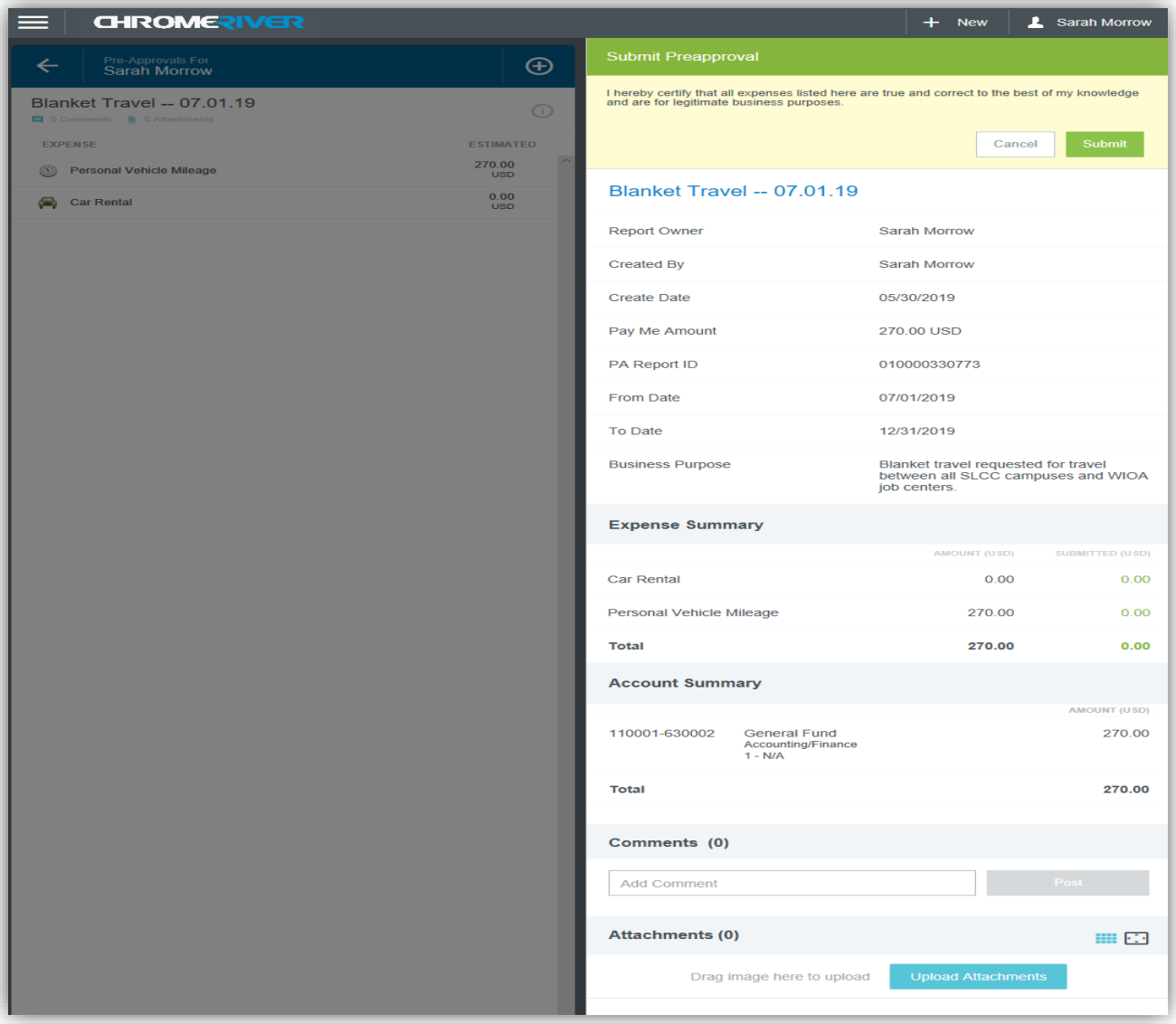
- At this point, you should have two line-items as shown below.



- Press submit and have your attachments ready.

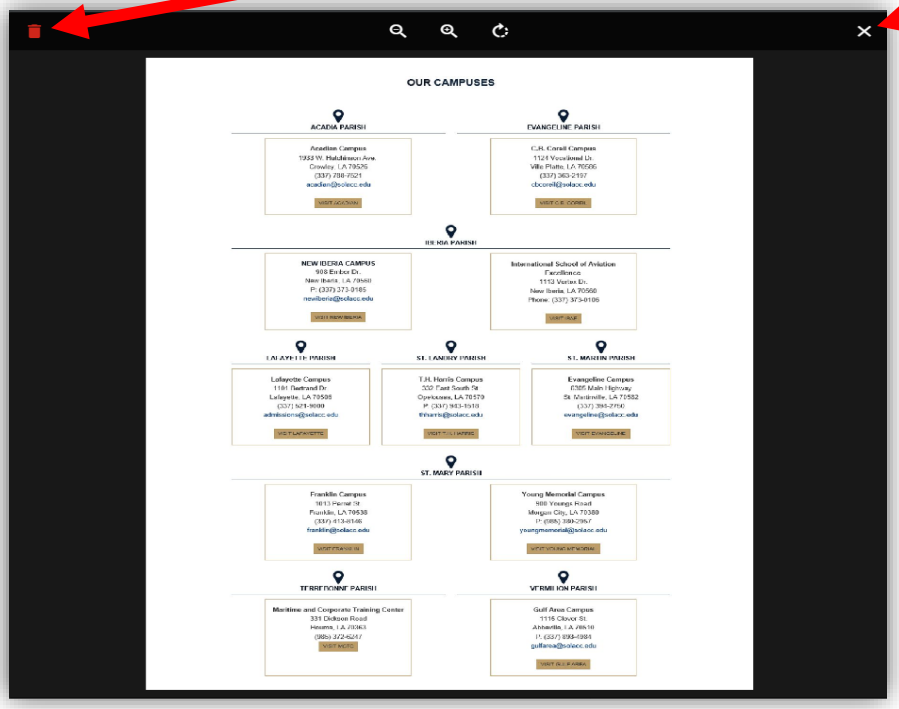
Finalizing your Pre-Approval

- This is where you will attach all of your documentation to support your Pre-Approval Report.
    - Attachments can be uploaded individually or all at once.
- Scroll to the bottom and locate upload attachments.



Uploading your Attachments

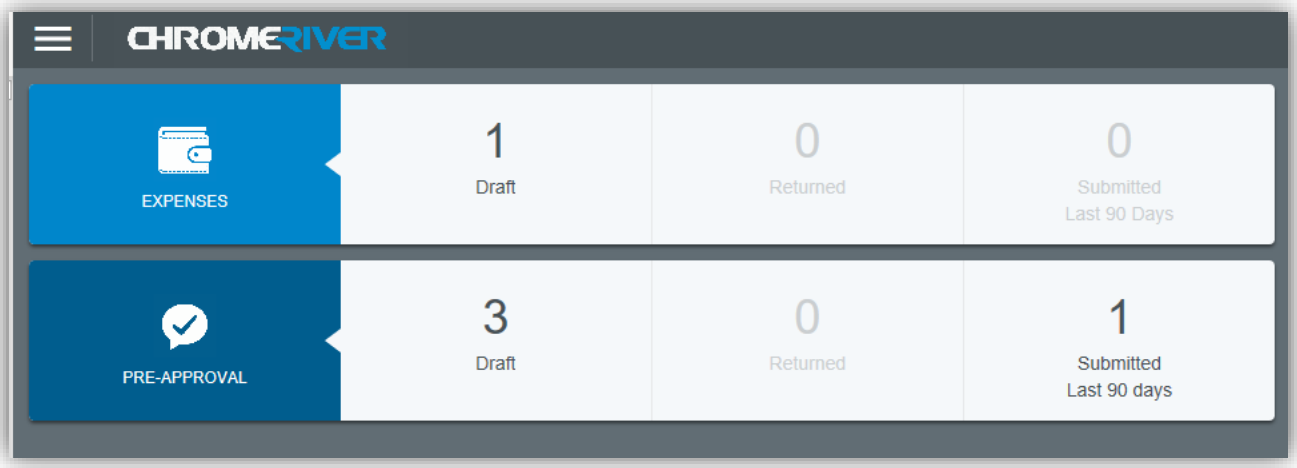
- Click upload attachments and select your files from wherever they are stored on your computer or you can drag and drop them into the box.
- Once your items are uploaded, you can view and delete individual pages of the attached by selecting the image and utilizing the functions at the top of the left pane bar.
- The top menu from left to right: delete, zoom out, zoom in, rotate, and close.



- Required attachments for Faculty traveling between campuses:
  - A copy of your class schedule including dates and campuses
  - Document listing addresses of all SLCC locations.
- Required attachment for Staff
  - Document listing addresses of all SLCC locations.

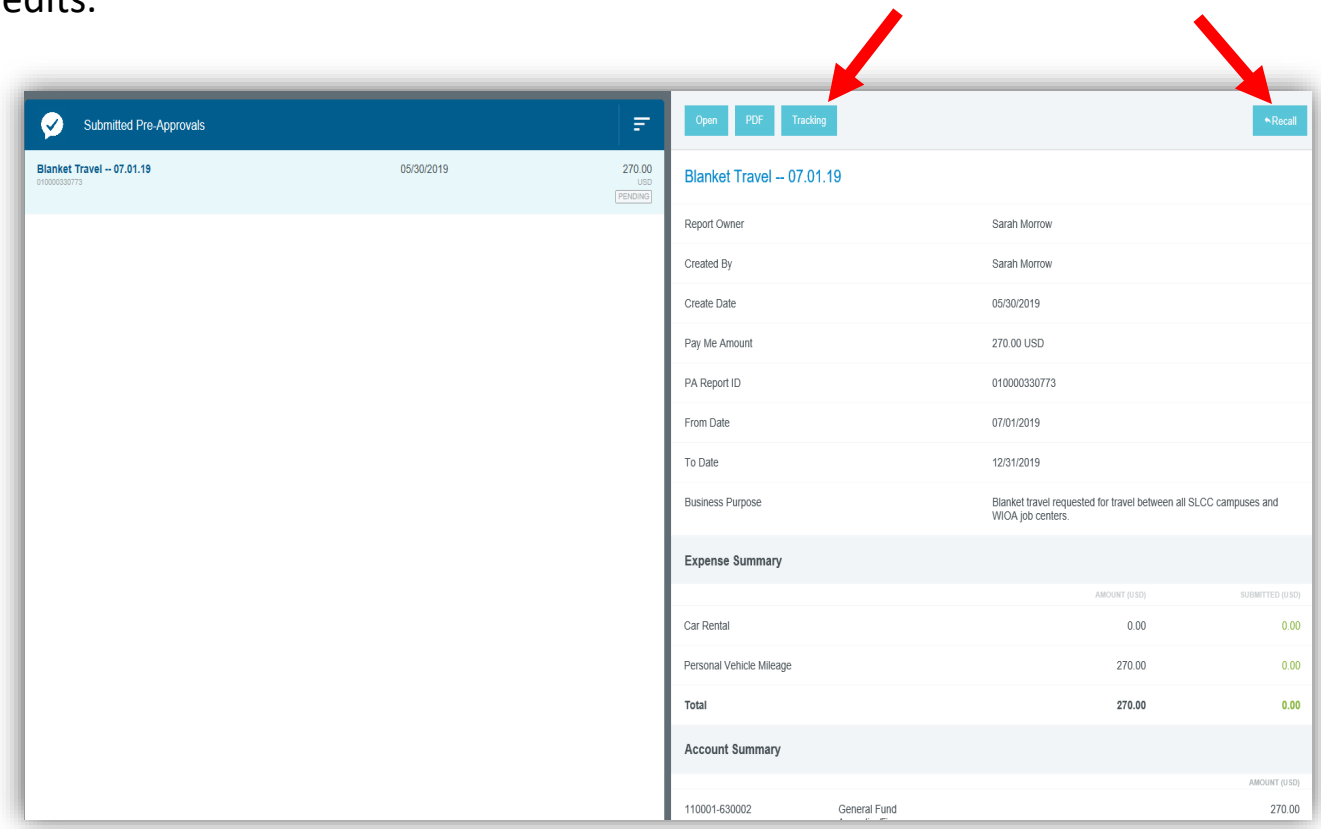
Submitting your Pre-Approval

- Once all relevant items have been attached, review the entire summary for accuracy.
- When satisfied, read the statement in the yellow top box and press submit.
- Select the ChromeRiver logo in the top corner to be brought back to your dashboard. You will notice that you now have one in Submitted.



Tracking your Pre-Approval

- You can view the tracking of your pre-approval by selecting the number above “submitted Last 90 days” on the pre-approval line.
- Then select the title of the report you wish to open. It should look like the screen below.
- From this screen, you can select tracking to see where your pre-approval is in the approval process.
- You can also recall any unapproved pre-approvals if you need to make any edits.



Questions?

- **Travel Related Inquiries:**
  Travel Email: travel@solacc.edu
  Travel Phone: 337-521-6676
  Travel Fax Line: 337-521-6683