

Entering Blanket Travel for Pre- Approval

Chrome River

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

LOLA
LOG ON LOUISIANA

LOGIN TO LOLA

User Name

[Forgot your username?](#)

Password

[Forgot your password?](#)

Welcome to LoLA

LoLA (Log On Louisiana) is a powerful new online tool that will allow you to completely manage your college career. LoLA will be your 24/7, one stop resource for the upcoming semester. You can use LoLA to: monitor your financial aid application, register for classes, review your class schedule, check on important upcoming dates, and catch up on campus news and announcements.

Need help?

For Login and Password assistance, call (844) 465-2827.

For all other inquiries, click [here](#).

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

LOLA Home Employee Training Sign Out

Welcome!

Welcome to LoLA (Log-On Louisiana), a powerful online tool that will allow you to completely manage your college career. LoLA will be your 24/7, one stop resource for the upcoming semester.

You can use LoLA to:

- Monitor your financial aid application
- Register for classes
- Review your class schedule
- View your work study or student worker schedule
- Check on important upcoming dates
- Catch up on campus news and announcements

If you need assistance with LoLA, click [here](#).

Emergency Alert Signup

Students, faculty, and staff are encouraged to register with the emergency mass notification system that provides instant notification capabilities during an emergency on campus, such as a college closure for any reason.

South Louisiana Community College's SmartNotice

Banner Security Forms

South Louisiana Community College

- Banner/Cognos (Finance)
- Banner/Cognos (Financial Aid)
- Banner/Cognos (HR)
- Banner/Cognos (Student AR)
- Banner/Cognos (Student Admissions)
- Evisions/Intellicheck

Self Service Banner (Banner 9)

South Louisiana Community College

- Personal Information
- Employee
- Finance

Canvas

Click here for access to Canvas - an electronic classroom - for course material, resources, assignments, and instruction.

Online classes will use Canvas for all course material, instruction, and assignments. Hybrid classes will use Canvas to access course materials and possibly to submit assignments, but they will also meet face-to-face on a designated day, time and site on campus.

Log in to Canvas by clicking the link below. If prompted for login credentials, enter your LoLA username and password.

- South Louisiana Community College

For additional information on Canvas, click [here](#).

The CANVAS SUPPORT HELPLINE is 1-844-408-6456. See Canvas's [browser](#) and [system requirements](#).

Download the Canvas App for [iOS](#) or [Android](#).

LoLA Announcements

Announcements

You currently have no announcements.

☐ Show Hidden

Password Expiration

Your password will expire in 76 days!

Banner Administration Pages

Use the Application Navigator link below to access Banner 9 Admin Pages.

- Application Navigator

Banner 8 INB (Internet Native Banner) is unsupported/discontinued as of February 28, 2019. Use the following password reset tool only if you are having trouble logging into INB, Cognos, ePrint, or Oracle:

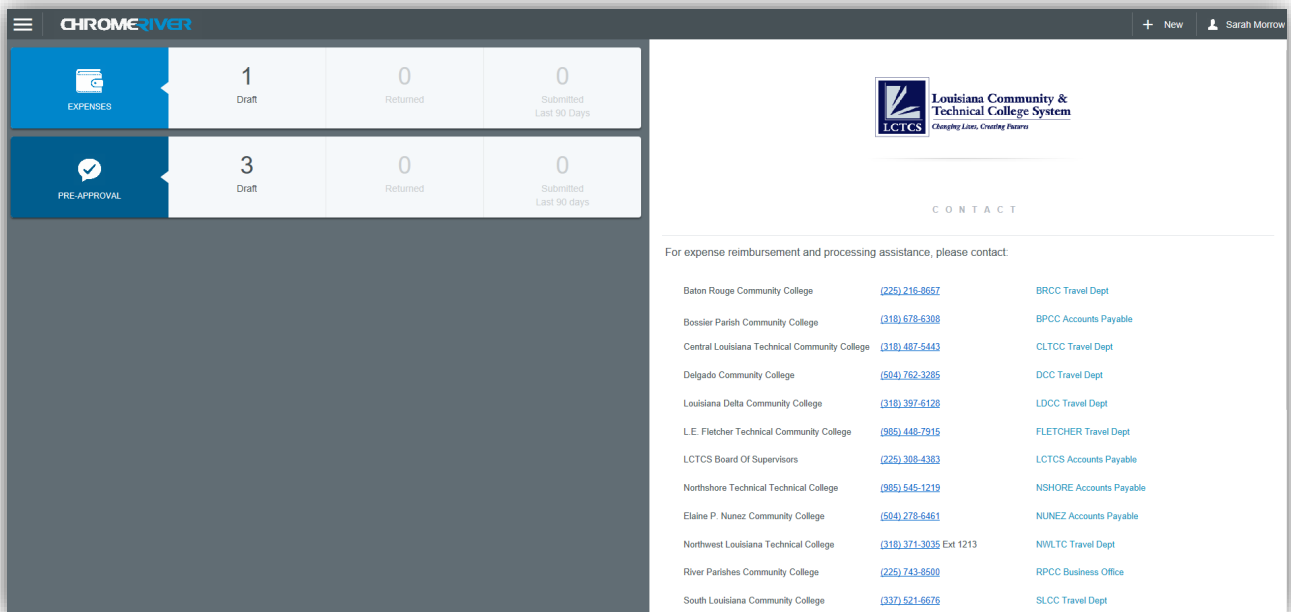
- SSO Manager Credential Management Utility

Other System Links

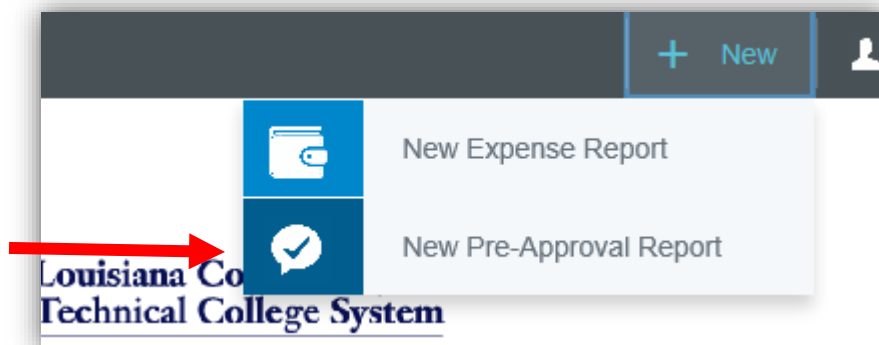
- ChromeRiver Expense
- Cognos 11 Production
- Cognos 11 Development
- ePrint Production

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.

Cancel
Save

Pre-Approvals For Sarah Morrow

Report Name	Blanket Travel -- 07.01.19
Start Date	07/01/2019
End Date	12/31/2019
Number of Days	184
Pay Me In	USD - US Dollars
Business Purpose	Blanket travel requested for travel between all SLCC campuses and WIOA job centers.
Location Type	In State ▼
Travel Type	Blanket Travel ▼
Official Domicile Assignment	Lafayette, LA
Destination	Various Locations as described above
Is this a \$0 PA request.	<input type="checkbox"/>
Add another location	<input type="checkbox"/>

- 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.

Allocations

110001-630002 General Fund Accounting/Finance

-- Select --

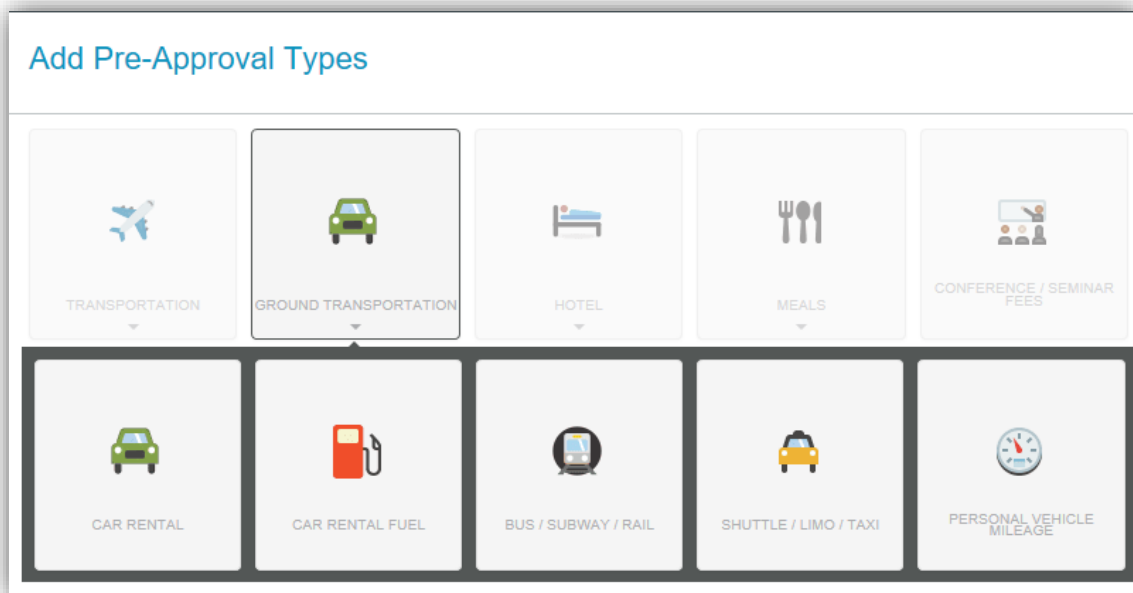
1 - N/A

11401 LPN Application Fees


110001-630002 General Fund Accounting/Finance

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.




Personal Vehicle Mileage

Estimated Amount	<div>290.00</div> <div>  <div>USD</div> </div>
Description <small>Optional</small>	<div>To be used when state car is not available</div>
How will this expense be paid?	<div>Traveler</div>
Estimated Number of Miles traveled:	<div>500</div>
GL_ACCT	<div>7703</div>
CC <small>Optional</small>	<div>QA</div>

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.

[Delete](#) [Edit](#)


Car Rental

Estimated Amount	0.00 USD
Description	
How will this expense be paid?	College Directly
Car Agency	Enterprise
Is this a State Car?	<input checked="" type="checkbox"/>
GL_ACCT	7703
CC	QA

- **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.

Pre-Approvals For Sarah Morrow

Blanket Travel -- 07.01.19

1 Comments 21 Attachments

EXPENSE	ESTIMATED
Personal Vehicle Mileage	290.00 USD
Car Rental	0.00 USD

PA Report ID: 010000330773

Total Estimated Amount: 290.00 USD

Submit

- 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.

The screenshot displays the Chrome River Pre-Approval system interface. The left sidebar shows the navigation menu with 'Pre-Approvals For Sarah Morrow' selected. The main content area is titled 'Submit Preapproval' and includes a certification statement, a 'Cancel' button, and a 'Submit' button. Below this, the report details for 'Blanket Travel -- 07.01.19' are shown, including the Report Owner (Sarah Morrow), Created By (Sarah Morrow), Create Date (05/30/2019), Pay Me Amount (270.00 USD), PA Report ID (010000330773), From Date (07/01/2019), To Date (12/31/2019), and Business Purpose (Blanket travel requested for travel between all SLCC campuses and WIOA job centers).

The 'Expense Summary' table shows the following data:

	AMOUNT (USD)	SUBMITTED (USD)
Car Rental	0.00	0.00
Personal Vehicle Mileage	270.00	0.00
Total	270.00	0.00

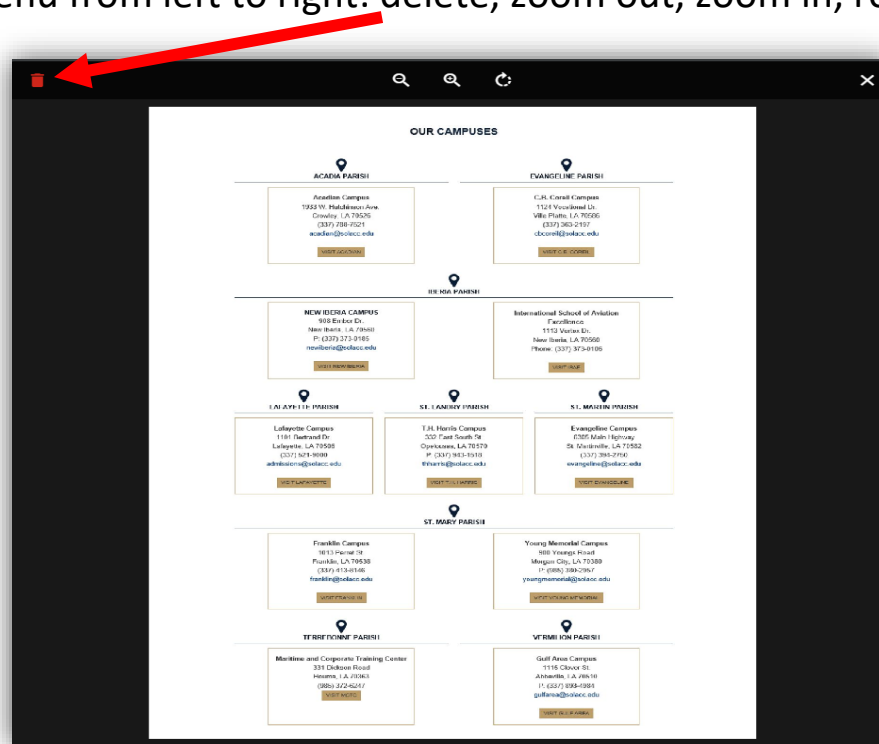
The 'Account Summary' table shows the following data:

	AMOUNT (USD)
110001-630002 General Fund Accounting/Finance 1 - N/A	270.00
Total	270.00

The 'Comments (0)' section includes an 'Add Comment' input field and a 'Post' button. The 'Attachments (0)' section includes a 'Drag image here to upload' area and an 'Upload Attachments' button.

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.

CHROMERIVER			
EXPENSES	1 Draft	0 Returned	0 Submitted Last 90 Days
PRE-APPROVAL	3 Draft	0 Returned	1 Submitted Last 90 days

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.

Submitted Pre-Approvals

Blanket Travel – 07.01.19 05/30/2019 270.00 USD
010000330773 PENDING

Blanket Travel – 07.01.19

Report Owner Sarah Morrow

Created By Sarah Morrow

Create Date 05/30/2019

Pay Me Amount 270.00 USD

PA Report ID 010000330773

From Date 07/01/2019

To Date 12/31/2019

Business Purpose Blanket travel requested for travel between all SLCC campuses and WIOA job centers.

Expense Summary

	AMOUNT (USD)	SUBMITTED (USD)
Car Rental	0.00	0.00
Personal Vehicle Mileage	270.00	0.00
Total	270.00	0.00

Account Summary

	AMOUNT (USD)
110001-630002 General Fund	270.00

Questions?

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