

Chrome River

Travel, Mileage, Reimbursements, and Online Trainings



eWallet

Unused Items

0 Credit Card Items

1 Receipts

[VIEW ALL 1 UNUSED ITEMS](#)

Expenses + Create

2

Draft

0

Returned

0

Submitted
Last 90 Days

Pre-Approval + Create

1

Draft

0

Returned

0

Submitted
Last 90 days



NOTICES

REMINDER: Mobile device access

Chrome River is a web application which means there is no need to download an app from the app store to your smart phone or tablet. Simply use your mobile browser to log into chromeriver.vcccd.edu as you do on your desktop. Use the "Add to Home Screen" option to add the Chrome River icon to your mobile device for easy access.

FEATURE HIGHLIGHT: Emailing receipts to your account

Use the "Snap and Send" feature to quickly load receipt images to your account. Simply take a photo of one or more receipts and email them to receipt@ca1.chromeriver.com. The receipt(s) will then be available within your Receipt Gallery. Be sure to send the email from an email account that is registered with Chrome River. Your company email address is already registered and you can easily add other addresses via the Preferences menu.

HELP

A variety of training videos can be found on the [Travel & Mileage](#) webpage.

Follow these *how-to* links for quick tutorials. Full HELP is available throughout the application in the Chrome River Help Center.

General Navigation

- [Getting Started with Chrome River](#)
- [Access Help and Training](#)

Pre-Approvals

- [Create Pre-Approval Reports](#)
- [Track Pre-Approval Reports](#)

Expense Reports

- [Create and Submit Expenses and Mileage Reports](#)
- [Add Receipt Images](#)
- [Approve Expenses](#)

PCards

- [Process Pcard charges](#)
- [Submit a Pcard report](#)
- [Assigning Pcard transaction to others](#)

CONTACT

PCard Transactions and Uploaded Receipts

eWallet

Unused Items

- 0 Credit Card Items
- 1 Receipts

VIEW ALL 1 UNUSED ITEMS

Expenses + Create

2 Draft	0 Returned	0 Submitted Last 90 Days
------------	---------------	--------------------------------

Pre-Approval + Create

1 Draft	0 Returned	0 Submitted Last 90 Days
------------	---------------	--------------------------------

Reports that have not been submitted

New Reports

Reports that have been returned due to an error



NOTICES

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CONTACT

What is Chrome River used for?

- Travel
- Mileage
- Reimbursement
- Purchase Card Reports
- Online Training for Professional Development
- Your Dean, Manager, or Supervisor must approve your request before you enter any reports in Chrome River.

What is the new process for Reimbursement?

- Requisitions for Reimbursement →
Other Expense Report

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

REQUISITION
R

CHECK REQUEST
 DATE CHECK NEEDED
 PO REQUEST

Vendor Code: _____

Phone/Fax: _____

DELIVERY INSTRUCTIONS:
 MAIL CHECK/PURCHASE ORDER
 RETURN CHECK/PURCHASE ORDER TO DEPT.
Requisition Date: _____
Order Delivery Date: _____
Requested By: _____
Phone ext - _____ Bldg /Room #- _____

DOCUMENT TEXT

COMMODITY DESCRIPTION and ITEM TEXT	QUANTITY	UNIT	UNIT PRICE	TOTAL

BANNER INVOICE #	INITIALS	REQUISITION ENTERED ON	INITIALS	COMMENTS

REQUISITIONER	DATE	DIVISION / DEPT MGR.	DATE

FUND (3)	ORG (5)	ACCT (4)	DATE	AUTHOR. SIGNATURE	DATE	%OR AMT.

District Wide Form #14022 Electronic (Rev. 10/19) PURCHASING

What is the new process for Online Training?

- Requisitions for Online Training →

Other Expense Report

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CHECK REQUEST
DATE CHECK NEEDED
PO REQUEST

Vendor Code: _____

Phone/Fax: _____

REQUISITION **R**

DELIVERY INSTRUCTIONS:
 MAIL CHECK/PURCHASE ORDER
 RETURN CHECK/PURCHASE ORDER TO DEPT.

Requisition Date: _____
Order Delivery Date: _____
Requested By: _____
Phone ext - _____ Bldg /Room #- _____

DOCUMENT TEXT

COMMODITY DESCRIPTION and ITEM TEXT	QUANTITY	UNIT	UNIT PRICE	TOTAL

BANNER INVOICE # _____ INITIALS _____ REQUISITION ENTERED ON _____ INITIALS _____ COMMENTS _____

REQUISITIONER	DATE	DIVISION / DEPT MGR.	DATE

AUTHORIZED SIGNATURE	DATE	AUTHORIZED SIGNATURE	DATE			
FUND (3)	ORG (5)	ACCT (4)	PROG (6)	OR	INDEX	%OR AMT.

District Wide Form #14022 Electronic (Rev. 10/19) PURCHASING

Expense Reports

Cash Advance Prior to Travel, Actual Expenses after Travel,
Mileage, Reimbursements, and Online Trainings

Expense Report

eWallet

Unused Items
0 Credit Card Items
1 Receipts
[VIEW ALL 1 UNUSED ITEMS](#)

Expenses [Create](#)

2 Draft	0 Returned	0 Submitted Last 90 Days
------------	---------------	--------------------------------

Pre-Approval [Create](#)

1 Draft	0 Returned	0 Submitted Last 90 days
------------	---------------	--------------------------------

Last Login on 09/13/2021 at 2:28 PM

Create a new report

REMINDER: Mobile device access
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[CONTACT](#)

Expense Report

Travel Expense Reports require you to import your pre-approval

Travel
Mileage
PCard
Cash Advance Request
Other

The screenshot shows a web form titled "Expenses For Allie Frazier" with a "Cancel" and "Save" button in the top right. The form fields are: "Import from Pre-Approval" (Optional) with an "IMPORT PRE-APPROVAL" button; "Report Name" (text input); "Pay Me In" (dropdown menu showing "USD - US Dollars"); "Business Purpose" (text input); "Description of Event" (text input); "Report Type" (dropdown menu showing "-- Select --"); "Start Date" (calendar icon); "End Date" (calendar icon); and "Fiscal Year" (dropdown menu showing "FY22").

Callouts with green arrows point to the "IMPORT PRE-APPROVAL" button, the "Report Type" dropdown, and the "End Date" calendar icon.

The date of the expense, not the date you are inputting the report



Add a new expense from scratch



Add Expenses

Create New

Add an expense from a PCard Purchase

Add a new expense from an imported receipt

- eWallet
- All
- Trips
- Cash Advance
- District Credit Card
- Offline
- Recycle Bin

- eReceipts
- Receipt Gallery

Delete Add

All Items All Merged

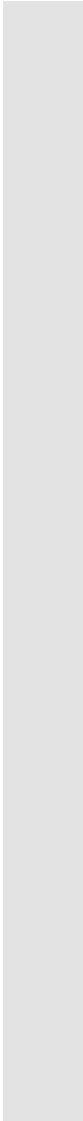
Sort Group by: None

There are no items available.



Mileage

Mileage Reimbursement Requests and
Travel Mileage





Expenses For
Allie Frazier

Select the expense type



ACCCA Conference

0 Comments 0 Attachments

DATE	EXPENSE	AMOUNT	PAY ME
------	---------	--------	--------

Click "+" to add your first item.

Create New

eWallet

- All
- Trips
- Cash Advance
- District Credit Card
- Offline
- Recycle Bin

eReceipts

Receipt Gallery



MILEAGE

Expense Report
010023763344

Total Pay Me Amount
0.00 USD

Submit

Expenses For Christopher Renbarger

ACCCA Conference

0 Comments 0 Attachments

DATE EXPENSE AMOUNT PAY ME

Click "+" to add your first item.

Input the FOAP(s) given to you by your supervisor

Use the calculator



Mileage

Cancel Save

Date 09/03/2021

Amount 0.00 USD

Business Purpose Professional Development

Description

Rate 0.56

Miles 0.00 Calculate Mileage

Deduction None

Allocation

Search for Fund-Organization-Program

+ Add Allocation Presets

CREATE PRESET

Attachments (0)



Expense Report
010023763375

Total Pay Me Amount
0.00 USD

Submit

Add your starting location, destination, and return trip

Mileage

Calculate Mileage

Oxnard College, South Rose Avenue, Oxnard, CA, USA

Coast Community College District, Adams Avenue, Costa Mesa, CA, USA

Oxnard College, South Rose Avenue, Oxnard, CA, USA

+ Add Destination

Return to Start

195.43 Miles

Map Satellite

Google

Cancel Save Trip

The mileage will be calculated for you

Expenses For Christopher Renbarger

ACCA Conference

0 Comments 0 Attachments

DATE	EXPENSE	AMOUNT	PAY ME
Click "+" to add your first item.			

Expense Report
010023764229

Total Pay Me Amount
0.00 USD

Submit

Cancel Save

Mileage

Date: 09/03/2021

Amount: 109.44 USD

Business Purpose: Professional Development

Description:

From:: Oxnard College, South Rose Avenue, Oxnard, CA, USA

To:: Coast Community College District, Adams Avenue, Costa Mesa, CA, USA

To:: Oxnard College, South Rose Avenue, Oxnard, CA, USA

Rate: 0.56

Miles: 195.43 [Calculate Mileage](#)


Deduction: None

Allocation

111-22066-672000 Oxnard College VP, Business Services

+ Add Allocation Presets [CREATE PRESET](#)

Attachments (0)



Reimbursement and Online Training

Reimbursement and Online Training

PDF Images Cancel Save

Expenses For Allie Frazier

Report Name


Pay Me In


Business Purpose

Description of Event

Report Type

Expense report for Other report type should not exceed \$200.

Start Date 

End Date 

Fiscal Year

Import from Pre-Approval
Optional

Comments (0)

Select the type of expense you want reimbursed



Expenses


Create New


eWallet


- All
- Trips
- Cash Advance
- District Credit Card
- Offline
- Recycle Bin


eReceipts

- Receipt Gallery


SUPPLIES


TRAINING / EDUCATION


MISCELLANEOUS / OTHER


ITEMIZATION

Cancel Save

Office Supplies

Date 09/03/2021

Amount 0.00 USD

Business Purpose Training

Description Optional

Merchant

Allocation

Search for Fund-Organization-Program

+ Add Allocation Presets CREATE PRESET

Attachments (0)

Drag image here to upload Add Attachments

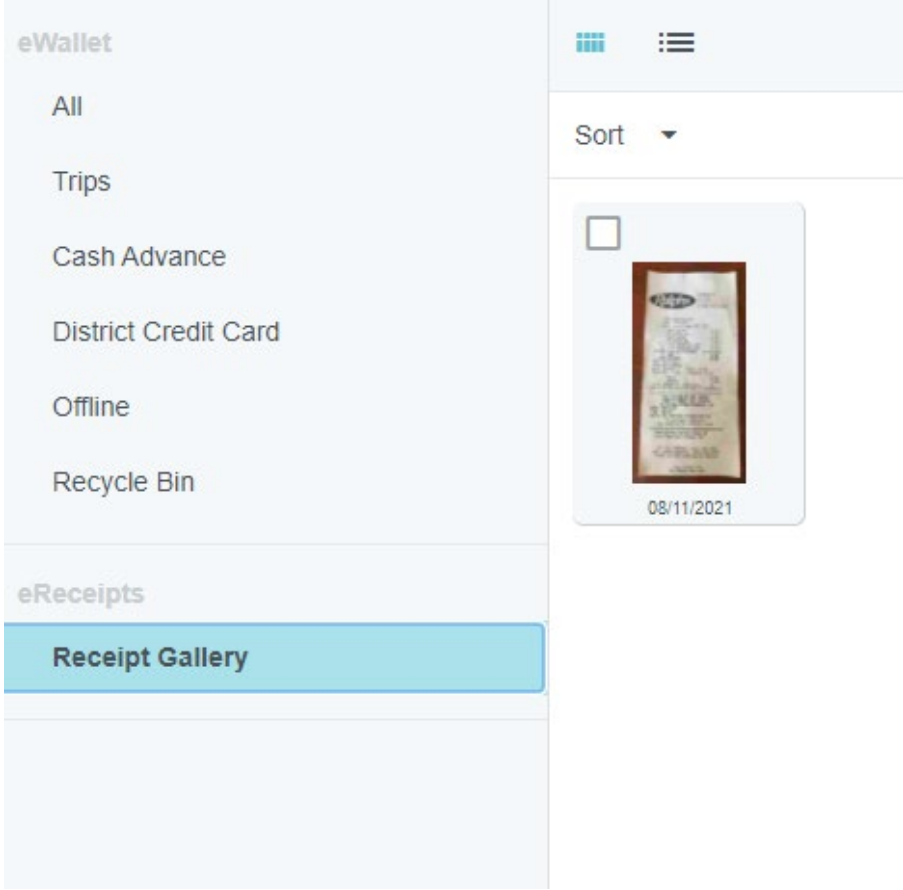
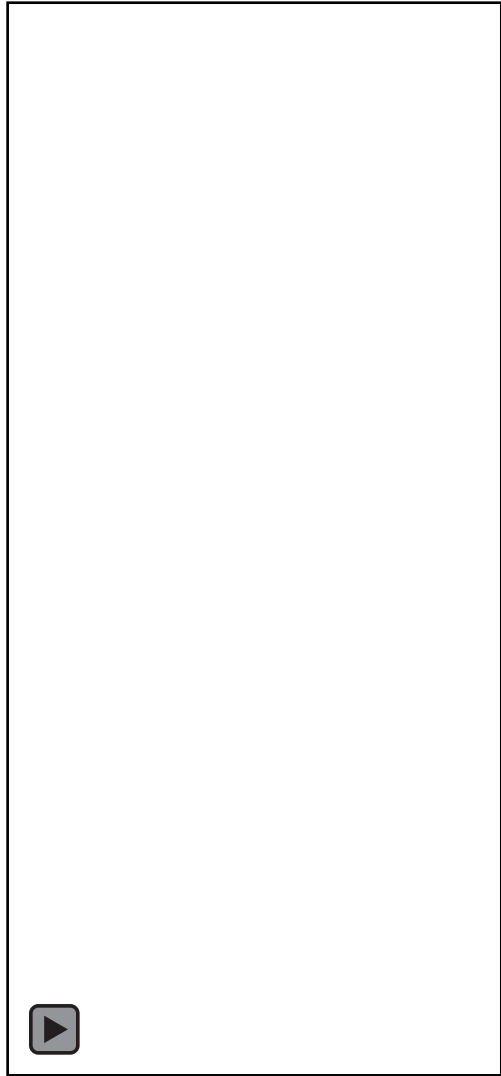
Enter what you paid

Describe what it is and why you purchased it

Input the FOAP(s) given to you by your supervisor

Attach your receipts and a list of attendees when applicable

CR Snap Phone App





Travel

What is the new process for Travel?

- Travel Request form →

Enter Estimated Expenses in the Pre-Approval Form

Enter the Advanced Payment Request in the Expense Report

Enter the Actual Expenses after the trip in the Expense Report

COMMUNICATED PRINTED PRODUCTS • (800) 959-8880 • (810) 733-9876

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
Travel Request

E 0038834

Name _____ Ext. _____ Travel Dates _____

Travel Purpose _____

Budget Acct. _____ Encumbered Amt. _____ Final Expense Amt \$ _____

Budget Acct. _____ Encumbered Amt. _____ Final Expense Amt \$ _____

Refer to VCCCD Purchasing Department website for travel procedures and current rates.

Estimated Expenses	ACTUAL EXPENSES (Must include advances and amount due vendor)		TOTAL
\$ _____	DATES		
\$ _____	*Registration		
\$ _____	*Lodging		
\$ _____	Meals		
\$ _____	Breakfast		
\$ _____	Lunch		
\$ _____	Dinner		
\$ _____	Transportation		
\$ _____	Airfare		
\$ _____	Car Rental		
\$ _____	Parking/Tolls		
\$ _____	Shuttle		
\$ _____	Mileage @ _____ c (Actual miles)		
\$ _____	Miscellaneous		
\$ _____	Telephone/Fax		
\$ _____	Other		
\$ _____	Other		
\$ _____	Other		
\$ _____	Total Encumbered Amount		

Total Expenses \$ _____

Less Total Advances \$ (_____)

Total Due Vendor \$ _____

Travel Agent / Airfare \$ (_____)

District VISA / Procurement \$ (_____)

Other \$ (_____)

Total Due Employee \$ _____

Refund Due District \$ _____

* For Advanced Payment Request Indicate Payee & Amount

Payee	Amount	Banner #if
Reg. _____	_____	_____
Hotel _____	_____	_____
Personal Adv. _____	_____	_____
	Total Advance \$ _____	

Amount Due Vendor

Travel Agent / Airfare \$ (_____)

District VISA / Procurement \$ (_____)

Other \$ (_____)

Total Due Employee \$ _____

Refund Due District \$ _____

Division/Budget Mgr. Travel Request Approval _____ Date _____

Final Expenditure Approvals



Pre-Approval

Expense estimates before you travel



Dates of trip

Describe the purpose of the trip

Include the FOAP provided by your supervisor

Cancel Save

Pre-Approvals For Christopher Renbarger

Report Name: ACCCA Conference

Start Date: 10/22/2021

End Date: 10/22/2021

Number of Days: 1

Pay Me In: USD - US Dollars

Business Purpose: For C. Renbarger to attend the Management Essentials Training Program

Traveler Type: Employee Travel

Trip Type: Domestic

Destination: Costa Mesa, CA

Fiscal Year: FY22

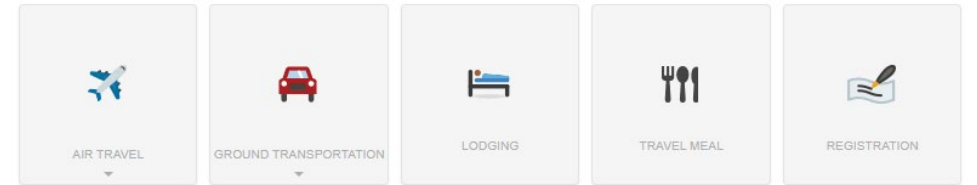
Allocations

111-22066-672000 Oxnard College VP, Business Services

Pre-Approval

- Pre-Approval is for upcoming travel.
- Add Estimated Expenses.
- Expected categories of spending are Registration, Lodging, Meals, and Transportation.

Add Pre-Approval Types





Pre-Approvals For Christopher Renbarger

Select the type of expense

ACCCA Conference

0 Comments 0 Attachments

EXPENSE ESTIMATED

Click "+" to add your first item.

Select each of the expenses you expect to incur

Add Pre-Approval Types

- AIR TRAVEL
- GROUND TRANSPORTATION
- LODGING
- TRAVEL MEAL
- REGISTRATION
- CAR RENTAL
- CAR RENTAL FUEL
- MILEAGE
- PARKING
- PUBLIC TRANSIT
- TAXI / CAR SERVICE / SHUTTLE
- TRAIN / RAIL
- OTHER TRANSPORTATION EXPENSES

PA Report ID
010000538670

Total Estimated Amount
0.00 USD

Submit

Pre-Approval

Select calculate the mileage with the built in calculator

Cancel Save

Mileage

Estimated Amount: 0.00 USD

Description (Optional):

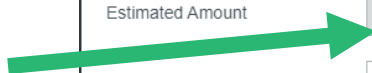
0.56

Miles: 0.00 [Calculate Mileage](#)

Deduction: None

Pre-Approval

The calculator will input the information for you



Cancel Save

Mileage

Estimated Amount: 109.44 USD

Description
Optional
From: Oxnard College, South Rose Avenue, Oxnard, CA, USA
To: Coast Community College District, Adams Avenue, Costa Mesa, CA, USA
To: Oxnard College, South Rose Avenue, Oxnard, CA, USA

Rate: 0.56

Miles: 195.43 [Calculate Mileage](#)

Deduction: None



Pre-Approvals For Christopher Renbarger



Add Pre-Approval Types

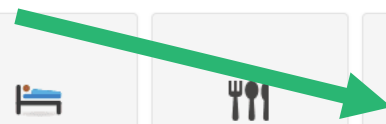
ACCCA Conference

0 Comments 0 Attachments

EXPENSE ESTIMATED

Mileage	109.44 USD
---------	------------

Add any additional expenses



- AIR TRAVEL
- GROUND TRANSPORTATION
- LODGING
- TRAVEL MEAL
- REGISTRATION

PA Report ID
010000539097

Total Estimated Amount
109.44 USD

Submit



Pre-Approvals For Christopher Renbarger

ACCCA Conference
0 Comments 0 Attachments

EXPENSE

Mileage 109.44 USD

Add the cost of registration

Registration

Estimated Amount 150.00 USD

Description Optional

Pre-Approvals For Christopher Renbarger

ACCCA Conference

0 Comments 0 Attachments

EXPENSE	ESTIMATED
Mileage	54.66 USD
Registration	150.00 USD

PA Report ID: 010000538670

Total Estimated Amount: 204.66 USD

Submit

Submit Preapproval

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Cancel **Submit**

ACCCA Conference

Report Owner: Christopher Renbarger

Created By: Allie Frazier

Create Date: 09/02/2021

Pay Me Amount: 204.66 USD

PA Report ID: #####

From Date: 10/22/2021

To Date: 10/22/2021

Business Purpose: For C. Renbarger to attend the Management Essentials Training Program

Expense Summary

	AMOUNT (USD)	SUBMITTED (USD)
Mileage	54.66	0.00
Registration	150.00	0.00
Total	204.66	0.00

Account Summary



Submitted Pre-Approvals



ACCCA Conference

09/02/2021

204.66
USD

PENDING



Cash Advance

Optional— Cash Advance

- You can request a Cash Advance prior to your trip after the Pre-Approval has been approved.
- This is entered as an **Expense Report** before the trip.
- Submit the request at least 10–15 working days in advance to ensure you receive the advance in time.

The screenshot shows a web form titled "Expenses For Allie Frazier". At the top, there are buttons for "PDF", "Images", "Cancel", and "Save". The form fields are as follows:

- Report Name:
- Pay Me In:
- Business Purpose:
- Description of Event:
- Report Type:
- Start Date:
- End Date:
- Fiscal Year:
- Import from Pre-Approval (Optional):
- Comments (0):
- Attachments (0):

At the bottom of the form, there is a text prompt "Drag image here to upload" and a button "Add Attachments".

Cash Advance Request will be the only expense type

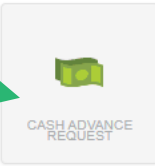


Sample Expense

DATE	EXPENSE	AMOUNT	PAY ME
Click "+" to add your first item.			

Add Expenses

- Create New
- eWallet
 - All
 - Trips
 - Cash Advance
 - District Credit Card
 - Offline
 - Recycle Bin
- eReceipts
 - Receipt Gallery



Provide the amount requested and the reason why

Make sure to select the correct location

[Cancel](#) [Save](#)

Cash Advance Request

Cash Advance must be requested 10 to 15 days before your trip (For example)

Date

Amount USD

Business Purpose

Description Optional

Budget Location

Allocation

Attachments (0)

Drag image here to upload [Add Attachments](#)



Travel Expenses

If you imported your pre-approval, this section will self-populate



Expenses For Christopher Renbarger

ACCA Conference

0 Comments 0 Attachments

DATE	EXPENSE
Click "+" to add your first item.	

PAY ME

Expense Report

Total Pay Me Amount
0.00 USD

Submit

Expenses For Christopher Renbarger

Cancel Save

Import from Pre-Approval
Optional

IMPORT PRE-APPROVAL

Report Name: ACCA Conference

Pay Me In: USD - US Dollars

Business Purpose: Professional Development

Description of Event: Management Essentials Training Program

Report Type: Travel

Traveler Type: Employee Travel

Trip Type: Domestic

Destination: Costa Mesa, CA

Start Date: 10/22/2021

End Date: 10/22/2021

Fiscal Year: FY22

Expenses For Allie Frazier

ACCCA Conference

0 Comments 1 Attachments

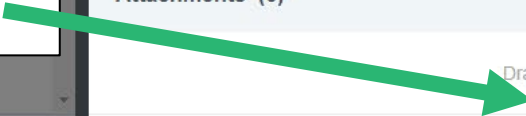
DATE	EXPENSE	AMOUNT	PAY ME
Fri 09/03/2021	Mileage	109.44 USD	109.44

Expense Report 010023763344

Total Pay Me Amount **109.44** USD

Submit

Add receipts from your event to show actual expenses



Registration

Date: 09/03/2021

Amount: 150.00 USD

Business Purpose: Conference Training

Description: Optional

Merchant:

Allocation: 111-22066-672000 Oxnard College VP, Business Services

+ Add Allocation Presets CREATE PRESET

Attachments (0)

Drag image here to upload Add Attachments

ACCCA Conference

DATE	EXPENSE	AMOUNT	PAY ME
Fri 09/03/2021	Mileage	109.44 USD	109.44
Fri 09/03/2021	Registration	150.00 USD	

Submit your expense report when all expenses and receipts are added

Expense Report 010023763344

Total Pay Me Amount **259.44** USD

Submit

Expenses For Allie Frazier

Report Name: ACCCA Conference

Report Type: Travel

Traveler Type: Employee Travel

Trip Type: Domestic

Destination: Costa Mesa, CA

Start Date: 09/03/2021

End Date: 09/03/2021

Fiscal Year: FY22

Import from Pre-Approval: [ADD PRE-APPROVAL REPORT](#)

Comments (0)



Questions?