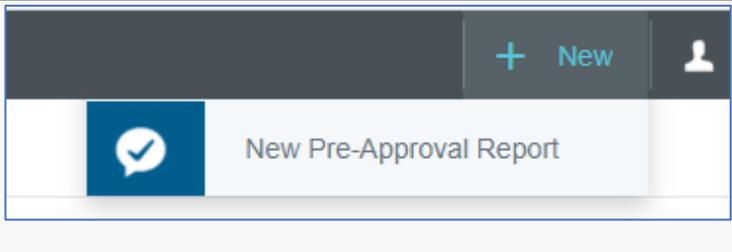
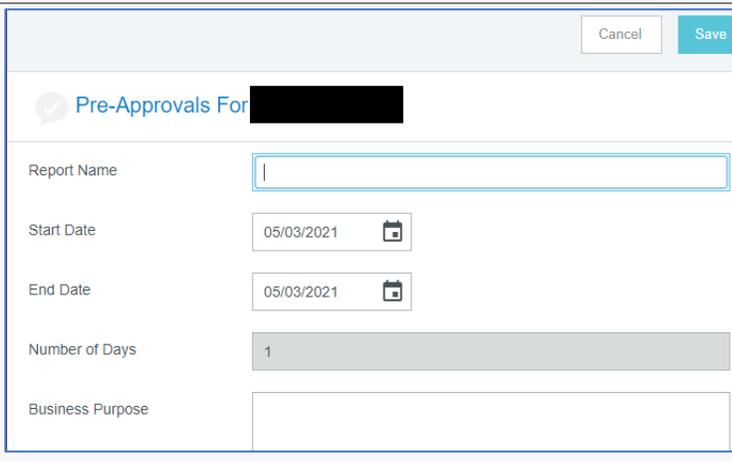
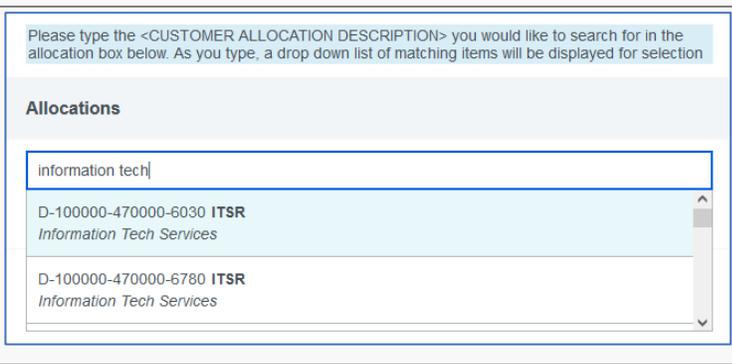
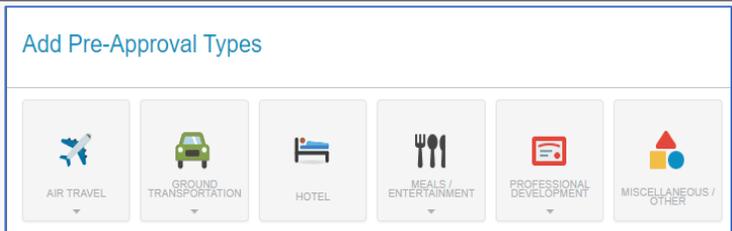


NEW TRAVEL EXPENSE REQUISITION PROCESS

For travel expenses paid with District funds

Pasadena City College’s travel expense requisition process is now entirely electronic. Instead of submitting a paper requisition form and receipts, you will use Chrome River’s expense reporting software. The new process requires two steps – the submission of a pre-approval report in Chrome River before you travel and the submission of an expense report for reimbursement after you travel.

STEP 1 - SUBMIT A PRE-APPROVAL REPORT

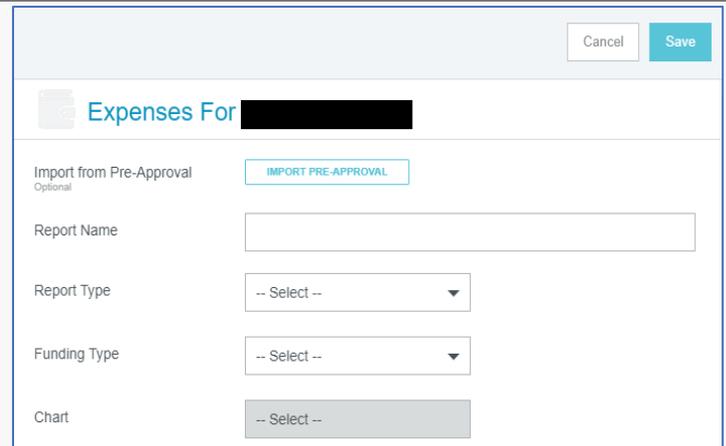
<p>Log into the Chrome River dashboard from the link on the Faculty & Staff page and then click the New Pre-Approval Report button on the + New drop-down list.</p>	
<p>Fill out the form with your travel information. On this form, you can also:</p> <ul style="list-style-type: none"> • Request a cash advance • Request association funding 	
<p>Enter and select the appropriate cost center in the Allocations box. If you don’t know the exact account string, type the name of the fund to get a list of options.</p>	
<p>Add your proposed expenses. On this step, you can also request that the college directly pay particular vendors. Submit the form after adding all of your proposed expenses.</p>	

STEP 2 – SUBMIT AN EXPENSE REPORT

Select **New Expense Report** from the **+New** drop-down menu on the Chrome River dashboard.



Click the **Import Pre-Approval** button to import your pre-approval report and then fill out the form. You must import a pre-approval report before you can submit an expense report.

A screenshot of the 'Expenses For' form. At the top right, there are 'Cancel' and 'Save' buttons. Below the title 'Expenses For', there is a section for 'Import from Pre-Approval' with an 'IMPORT PRE-APPROVAL' button. Below this are four fields: 'Report Name' (text input), 'Report Type' (dropdown menu), 'Funding Type' (dropdown menu), and 'Chart' (dropdown menu).

Click on each expense item to edit the entry and add receipts (a red triangle indicates that an entry is incomplete).

To add receipts, you can upload them from your device or add them from your receipt gallery.

A screenshot of an expense report entry titled 'Santa Barbara College Tour'. It shows a table with columns: DATE, EXPENSE, SPENT, and PAY ME. There are two rows of data.

DATE	EXPENSE	SPENT	PAY ME
Fri 09/27/2019	Business Meals	200.00 USD	200.00
Fri 09/27/2019	Hotel	1,200.00 USD	1,200.00

TRAVEL POLICIES

Board Policy (BP) 7400 and Administrative Policy (AP) 7420 cover employee and trustee travel. For student travel, please see BP 4300 and AP 4300.

FREQUENTLY ASKED QUESTIONS

Why is PCC adopting this new process?

An entirely electronic process will make it easier both for employees to keep track of and request reimbursement for their expenses and for staff who process these submissions.

Can I use Chrome River for non-travel expense requisitions?

At this stage, PCC will only use Chrome River for travel expense requisitions.

Where does my report go after I submit it?

Pre-approval reports that total \$2500 or less and do not involve overnight travel go to your supervisor and then the fund's cost center manager. Pre-approval reports for overnight travel

go to your supervisor, then the fund's cost center manager, and then the area vice president.

Those that are greater than \$2500 go to your supervisor, then the fund's cost center manager, then the area vice president, and then the Board. Expense reports only go to your supervisor before going to accounts payable for processing.

How to I figure out who has my report?

Click on your report on your Chrome River dashboard and then click the tracking button.

I'm a supervisor. How do I handle approvals when I'm on vacation?

You can assign a delegate to approve pre-approval reports and expense reports on your behalf.

More questions? Call Fiscal Services at 626-585-7451 or email the office at travelreimbursement@pasadena.edu.