

Chrome River Enhancements/Travel Reminders/Changes

August 2019

Chrome River Enhancements or Changes:

1. We have changed the Per Diem icons for Pre-Approvals to accommodate the Blanket Travel report type. Now when you create a Pre-Approval you will see one Per Diem icon, but with three options: Single Day Per Diem, Per Diem Wizard and Blanket Travel Per Diem. The Single Day Per Diem and Per Diem Wizard will calculate based on dates of travel and the federal per diem rate for the location. The Blanket Travel Per Diem will allow you to add an estimated amount for the entire fiscal year to the Pre-Approval.
2. We have added the ground transportation icon to the Pre-Approval choices so you can distinguish between rental car and other modes of transportation.
3. We have changed the hotel icon on Expense Reports. If your hotel receipt is for lodging only, you can put the lodging costs in the spent amount, attach the receipt and save, no itemization required. If the receipt contains anything other than lodging, such as parking or internet you will need to itemize the charges.

Travel Reminders or Changes:

1. Travel approval queues will change starting September 2.
 - a. Pre-Approval
 - i. If a delegate creates a Pre-Approval for a traveler, travelers will not be required to review and submit the report.
 - ii. The Travel Office will not review Pre-Approvals unless a travel advance is requested. However, until the end of October, to help with the transition the Travel Office will continue to review Pre-Approvals to help Account Director determine the appropriateness when reviewing and approving travel documents.
 - iii. Account Directors have more responsibility when reviewing and approving travel documents.
 - iv. UBO's will no longer have to approve Pre-Approvals, unless the Traveler and Account Director are the same person.
 - b. Expense Report
 - i. **Travelers must review their Expense Reports.** Travelers are responsible for assuring the Expense Report is complete and accurate.
 - ii. If Delegates have been assigned as an Approval Delegate so the traveler does not need to submit their Expense Reports, the Delegate will need to be removed from the traveler's Approval Delegate list.
 - iii. Account Directors have more responsibility when reviewing and approving travel documents.
 - iv. UBO's will no longer have to approve Expense Reports, unless the Traveler and Account Director are the same person.
2. Account Director and Traveler responsibility guidelines have been posted on the travel website for review.

3. The Consultant's Report has been posted on the travel website for review.
4. Our next CR and Travel Discussion group will be held on September 10th at 2:00 p.m. in the Rendezvous, Suite A.