



**To:** All Active Chrome River Users, VPs of Finance, and Business Managers

**From:** Shared Services Center

**Area:** Travel and Expense

**Reason:** New Chrome River Release Rescheduled to 4/25/18

**Date:** April 23, 2018

**Re:** Important Notice Regarding New Chrome River Features and Training Opportunities

The Travel & Expense Features have been re-scheduled for release on Wednesday, 4/25/18. These enhancements include the following:

- The ability to import your information from a Pre-approval to an Expense Report reducing the need to re-enter much of the data
- A Hotel Bill Itemization Wizard within the Expense Report to streamline the process of entering daily expenses to your Hotel expense line item
- Addition of a calculator to the Expense Report Business Meal expense page to reduce errors
- Addition of a calculator to the Expense Report Public Transport/Taxi/Shuttle expense page to reduce errors
- Changes to Warnings on Expense Report Excess Lodging to alert the user if the appropriate Pre-approval has not been attached
- Changes to screen labels and instructions to make data entry clearer for users
- Text changes for Warning and Violation descriptions to clarify the potential issue and appropriate actions

**There are a few important procedures to note for this release:**

- **Some Internet Explore versions are not compatible with the new Hotel Itemization Wizard. We recommend using Chrome (version 51.0 or higher). Based on our testing, Mozilla may also work, but it is not certified by Chrome River.**
- **Pre-approvals created before 1/8/18 – the import to the Expense Report will not work properly. Please create your Expense Report manually and associate the Pre-approval at submit as you always have.**
- **Pre-approvals created before 4/25/18 – the Travel Dates and the Business purpose on the header must be populated manually. These fields will import for all Pre-approvals created on or after 4/25/18.**

In order to make this a smooth transition, the SSC is providing several resources to the Chrome River user community:

- Self-help user guides specific to the changes will be available starting on 4/25/18 at the following link: [T&E Training Documents](#) (MyVCCS Login required)
- Training webinars will be available at the date/times below. Details on how to participate in these training sessions can be found on the [SSC Travel & Expense Page](#)
  - a. Tuesdays at 2 PM – April 24<sup>th</sup>, May 1<sup>st</sup>, May 8<sup>th</sup>
  - b. Wednesdays at 10 AM – April 25<sup>th</sup>, May 2<sup>nd</sup>, May 9<sup>th</sup>
- If you are experiencing any difficulty in using the system, the SSC Help Center is ready to assist you at 877-340-5577, or [help@ssc.vccs.edu](mailto:help@ssc.vccs.edu)

We hope you find the new features useful in getting your travel expenses approved and reimbursed more easily. If you have questions related to this update or need further assistance, please contact the VCCS SSC Help Center at 877-340-5577, or [help@ssc.vccs.edu](mailto:help@ssc.vccs.edu).