Helpful Web Links

The SSC T&E Team has compiled a list of helpful web links for Chrome River Users and Travelers to reference while completing travel planning, and reports in Chrome River.

- **CAPP Manual Topics 20335 & 20336**: Use as a reference for State policies pertaining to Travel expenses.
- **FedRooms Tool**: Use to find compliant hotel rooms for travelers while on official State and College business.
- **USPS Zip Code Verification Tool**: Use to verify the physical lodging location.
- **Federal GSA Per Diem Calculator or GSA Per Diem Rates**: Use to determine the applicable GSA rates based on physical lodging location.
- **DGS – OFMS Trip Calculator**: Use to calculate cost beneficial analysis (cost comparison of rental vehicle and personal vehicle)
- **Proration Calculator**: Use to calculate prorate lodging tax/fees.
- **UDS Foreign Per Diem Rates**: Use to determine the applicable international GSA rates.

Additional resources are located on the [SSC T&E Public Site](#). Assistance is available by the SSC Help Center at 540-591-4000; 877-340-5577; [help@ssc.vccs.edu](mailto:help@ssc.vccs.edu)