



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 6/19/18

Date: June 19, 2018

Re: Important Notice Regarding New Chrome River Features

Chrome River enhancements were implemented in the production environment on Tuesday, 6/19/18. These enhancements include the following:

- Current: Changes to Warnings on Pre-Approval Reports containing Business Meals to alert users to attach the GSA Per Diem Calculator
- New: Users will now be required to attach a GSA Per Diem Calculator for Business Meal Pre-Approvals. Screen changes and new Warnings on Pre-Approval Reports containing Business Meals have been made to support this new requirement.

Self-help user guides specific to the changes will be available starting on 6/19/18 at the following link: [T&E Training Documents](#) (MyVCCS Login required)

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.

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.