

chromeriver Pre-Approvals



RPCC Finance Department

What is chromeriver



Chromeriver, is a web-based travel request and expense system. RPCC employees use chromeriver to create Pre-Approval (PA) and Expense Report (ER) documents. Included features are an electronic approval process, email notification of approval, and automatic transfer of expenses to Banner.

PPM49 regulations are incorporated into chromeriver, however, approvers are required to verify that travelers adhere to PPM49 regulations as part of the approval process.

How to get access:

- Email Sanderson@rpcc.edu the following info:
 - LOLA ID number
 - Title
 - Email address
 - Supervisor's Name
 - Supervisor's Email address

Once your chromeriver account is created, you will receive an email with your username and temporary password



Helpful Tips

- Enter comments for individual expense items to provide additional information regarding your trip. Providing as much information as possible with your request reduces questions and returned items during the approval process.
- For “How will this expense be paid?”, select:
 - **College Directly** – for items paid by the College (i.e. – airfare, rental car, hotel)
 - **Traveler** – for items paid with your funds. You will be reimbursed for these items after the travel has occurred, and your expense report is completed and approved. (i.e. – per-diem, taxi, mileage)
- Chrome River will **not allow** reimbursement when expenses exceed the pre-approval amount. Always estimate up (within reason) to accommodate for price increases or unplanned costs.




Let's get started

Log in to Lola

[LoLA - Log On Louisiana \(lctcs.edu\)](https://lola.lctcs.edu)


Scroll Down to “Other System Links”

Click ChromeRiver Expense



LOG ON LOUISIANA

For login and password assistance, call [1 \(844\) 465-2827](tel:18444652827)
For all other inquiries, please contact your college.



Welcome to LoLA

Welcome to LoLA (Log-On Louisiana), a powerful online tool that will allow you to completely manage your college career. LoLA will be your 24/7, one stop resource for the upcoming semester. If you need assistance with LoLA, please contact your college.

Login

Username

Password

Sign In

Help

New user set-up

- I don't know my **password**
- I don't know my **username**
- What is LoLA?

How To

Apply

- How to **Register**
- Request Official **Transcript**
- View Status of your Official **Transcript** Request
- View **Holds**

Other System Links

- RPCC ApplicationXtender SSO Login
- ApplicationXtender Direct Login
- ChromeRiver Expense
- Cognos 11 Production
- Cognos 11 Development
- ePrint Production SSO Login
- Intellectcheck Production
- Intellectcheck Test
- LCTCS Helpdesk
- Quick Support
- Workflow Production
- Workflow Test

Starting a Pre-Approval

Step 1

Click +Create in the Pre-Approval Section

emburse

chromeriver

eWallet

Unused Items

2 Receipts

VIEW ALL 2 UNUSED ITEMS

Expenses

0 Draft

0 Returned

View All Submitted

Pre-Approval

0 Draft

0 Returned

View All Submitted

+ Create

Step 2

Complete all fields, accordingly and click save

Cancel

Save

Pre-Approvals For Jena Faciane

Report Name

ABC Conference - 02/04/2024 - Washington DC

Event Name-Start Date-Location

Start Date

02/04/2024

End Date

02/10/2024

Number of Days

7

Pay Me In

USD - US Dollars

Business Purpose

Attending ABC Conference for XXXXXXXX

Location Type

Out of State

Travel Type

Conferences and Conventions

Administrative - off campus meetings, training
Conferences and Conventions - sponsored event (requires a registration fee)
Blanket - recurring mileage for a specified period of time

Official Domicile Assignment

Gonzales, LA

your campus location

Destination

Washington, DC

Is this a SO PA request.

Add another location

Allocations

110001-630002 General Fund Accounting/Finance

Start typing in the name of your "Deptment / Organization" and select the appropriate Fund/Org combination

1 - N/A

select an Activity Code or 1 - N/A if not applicable

Now you're ready to build your Pre-Approval


← Pre-Approvals For Jena Faciane +

ABC Conference - 02/04/2024 - Washington DC


0 Comments 0 Attachments

EXPENSE	ESTIMATED
Click "+" to add your first item.	


Add Pre-Approval Types




AIR TRAVEL
▼




GROUND TRANSPORTATION
▼




HOTEL
▼



MEALS
▼



CONFERENCE / SEMINAR FEES
▼



MISCELLANEOUS TRAVEL
▼

P

PARKING & TOLLS
▼

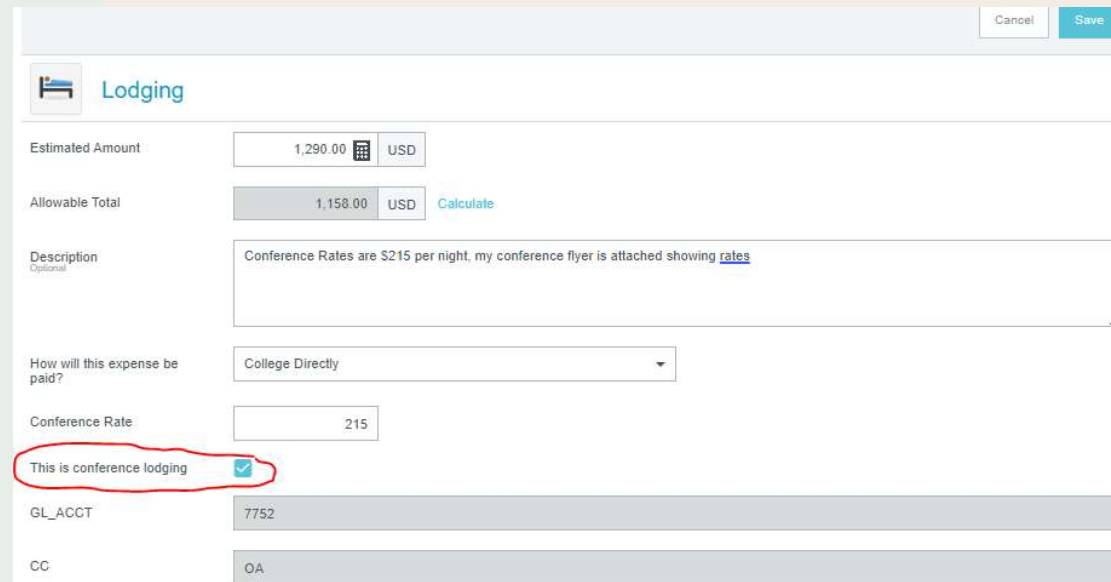
PA Report ID
010001117712

Total Estimated Amount
0.00 USD

Submit

Summary of Pre-Approval Types

- Air Travel
 - Air Travel – must be booked 10-14 days before the travel date. Estimate airfare based on a CHRISTOPHERSON search. Round up to accommodate for price increases at the time of booking. *Only Economy/Coach are allowed per State Travel Policy (PPM49)*
 - Baggage Fee – Allowed one checked bag, receipt required
 - Change Ticket Fee – The state will pay for a penalty incurred for a change in plans when the change is required by RPCC.
- Ground Transportation
 - Car Rental – *Only compact or intermediate* See PPM49 for current approved rates.
 - Car Rental Fuel – include an estimate of fuel. Pre-paid fuel or replacement of fuel from the rental company is not allowed
 - Bus/Subway/Rail/Shuttle/Taxi – include estimates for public transportation
 - Personal Vehicle Mileage – See PPM49 for current approved rates and limits
- Hotel
 - Lodging – rates are based on GSA lodging rates <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - Estimated amount: Room rate multiplied by number of nights
 - Allowable Total: Calculates room rate expense allowed
 - Conference Rate: enter the conference room rate, check the “This is conference lodging” box, and upload supporting documents. *If the estimated amount exceeds the allowable amount, you will receive an error when submitting for approval.*
 - Other (Taxes, Tips, Parking, etc) – include estimate of state & local sales tax (if out of state), occupancy tax, resort fee, parking, etc.



Lodging

Estimated Amount: 1,290.00 USD

Allowable Total: 1,158.00 USD [Calculate](#)

Description: Conference Rates are \$215 per night, my conference flyer is attached showing [rates](#)

How will this expense be paid?: College Directly

Conference Rate: 215

This is conference lodging ☒

GL_ACCOUNT: 7752

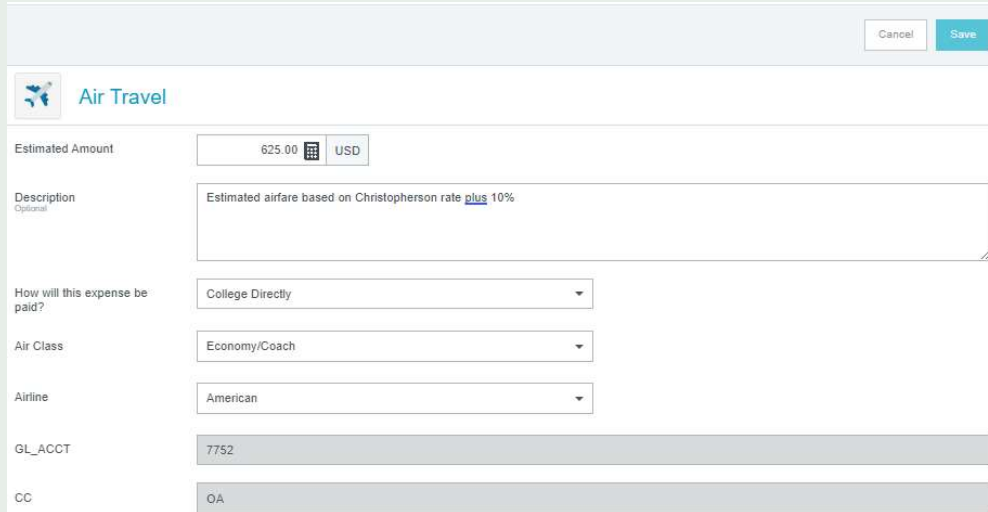
CC: QA

Summary of Pre-Approval Types Cont'd

- **Meals**
 - Per Diem Wizard – Automatically calculates per GSA rates based on the start and end date of travel entered. Once daily amounts are calculated, you can expand each day to exclude meals that are provided (ex: conference-provided lunch or hotel-provided breakfast). [Per Diem Rates | GSA](#)
 - Do not use any of the other meal options.
- **Conference/Seminar Fees**
 - Registration fees; must attach support showing the published rate, and must send an invoice or link to Travel Personnel for processing
- **Parking & Tolls**
 - Parking costs that are NOT included with hotel parking and any required tolls if no alternate route is available.
- **Miscellaneous Travel**
 - Miscellaneous – Other – include an estimate for any possible miscellaneous expenses not covered above, including hotel and valet tips.

DATE	LOCATION	AMOUNT
× Sun, 02/04/2024	Washington, District of Columbia (DC), United States	59.25 USD
Deductible (applicable for meals not to be reimbursed)		
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Incidental <input type="checkbox"/> Additional Deduction		
× Mon, 02/05/2024	Washington, District of Columbia (DC), United States	79.00 USD
× Tue, 02/06/2024	Washington, District of Columbia (DC), United States	79.00 USD
× Wed, 02/07/2024	Washington, District of Columbia (DC), United States	79.00 USD
× Thu, 02/08/2024	Washington, District of Columbia (DC), United States	79.00 USD
× Fri, 02/09/2024	Washington, District of Columbia (DC), United States	79.00 USD
× Sat, 02/10/2024	Washington, District of Columbia (DC), United States	59.25 USD

Detailed process for Pre-Approval Types



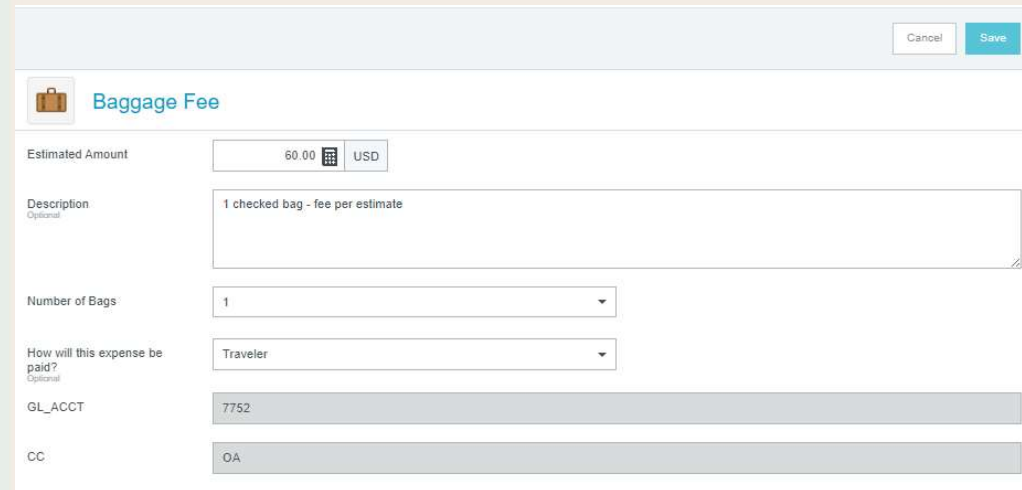
The screenshot shows the 'Air Travel' pre-approval form. At the top right are 'Cancel' and 'Save' buttons. The form has a header with an airplane icon and the title 'Air Travel'. Below this, the 'Estimated Amount' is set to '625.00' with a currency selector set to 'USD'. The 'Description' field contains the text 'Estimated airfare based on Christopherson rate plus 10%'. The 'How will this expense be paid?' dropdown is set to 'College Directly'. The 'Air Class' dropdown is set to 'Economy/Coach'. The 'Airline' dropdown is set to 'American'. The 'GL_ACCT' field is set to '7752' and the 'CC' field is set to 'OA'.

Air Travel

Under Air Travel enter the estimated amount based on the research you have done in CHRISTOPHERSON

1. Increase your estimated amount (within reason) in case the cost goes up before the request is approved.
2. Description (Optional)
3. How will this expense be paid? College Directly
4. Air Class – Economy/Coach
5. Airline – Airline you selected in CHRISTOPHERSON
6. Save

2024



The screenshot shows the 'Baggage Fee' pre-approval form. At the top right are 'Cancel' and 'Save' buttons. The form has a header with a suitcase icon and the title 'Baggage Fee'. Below this, the 'Estimated Amount' is set to '60.00' with a currency selector set to 'USD'. The 'Description' field contains the text '1 checked bag - fee per estimate'. The 'Number of Bags' dropdown is set to '1'. The 'How will this expense be paid?' dropdown is set to 'Traveler'. The 'GL_ACCT' field is set to '7752' and the 'CC' field is set to 'OA'.

Baggage Fee


1. Enter the estimated cost of your 1st checked bag. Use the current rate for selected airline and double the amount for roundtrip.
2. Description – Optional
3. Number of bags: 1
4. How will this expense be paid? Traveler
5. Save

10


Detailed Process for Pre-Approval Types Cont'd

Cancel

Save

 **Car Rental**

Estimated Amount

290.00  USD

Description
Optional

How will this expense be paid?

College Directly ▼

Car Agency

Enterprise ▼

GL_ACCT

7752

CC

OA


Car Rental

1. Estimated total amount of rental for the rental period. See PPM49 for allowed rates.
2. Description (Optional)
3. How will this expense be paid? College Directly
4. Car Agency: Enterprise or Hertz
5. Save


2024

Cancel

Save

 **Car Rental Fuel**

Estimated Amount

22.00  USD

Description
Optional

How will this expense be paid?

Traveler ▼

Is this a State Car?

☐

GL_ACCT

7752

CC

OA

Car Rental Fuel


1. Estimated cost of fuel
2. Description – Optional
3. How will this expense be paid? Traveler
4. Is this a State Car? (leave blank, as this is a rental car)
5. Save

11


Detailed Process for Pre-Approval Types Cont'd

Cancel

Save

 Shuttle / Limo / Taxi

Estimated Amount

22.00  USD

Description
Optional

Taxi to and from airport

How will this expense be paid?

Traveler

GL_ACCT

7752

CC


OA

Shuttle / Taxi / Uber / Lift


1. Estimated amount
2. Description (Optional)
3. How will this expense be paid? Traveler
4. Save

Cancel

Save

 Personal Vehicle Mileage

Estimated Amount

66.33  USD

Description
Optional

120 miles estimated [travel](#)

How will this expense be paid?

Traveler

Estimated Number of Miles traveled:

99

GL_ACCT

7752

CC
Optional

OA


Personal Vehicle Mileage

1. Estimated amount. Use Google Maps to calculate miles, multiply miles for roundtrip by the current GSA rate.
2. Description (Optional) – when going over 99 miles, enter the total amount of miles traveled as a comment here.
3. How will this expense be paid? Traveler
4. Estimated number of miles: **Maximum allowed is 99**
5. Save

Detailed Process for Pre-Approval Types Cont'd

Cancel

Save

 Lodging

Estimated Amount

1,290.00 USD

Allowable Total

1,158.00 USD

Calculate

Description
Optional

Conference Rates are \$215 per night, my conference flyer is attached showing [rates](#)

How will this expense be paid?

College Directly

Conference Rate

215

This is conference lodging

☒

GL_ACGT

7752

CC


OA

Calculate Allowable Total

X


Start Date

02/04/2024



End Date

02/10/2024



Location

Washington-District Of Columbia, District of Columbia (DC...

Rooms

1

Nights

6

Average Daily Room Rate

193.00 USD

Base Total

1,158.00 USD

Allowable Total

1,158.00 USD

Cancel

Save


Hotel - Lodging

1. Estimated amount of hotel stay
2. Allowable Total: Click "Calculate"
 - Enter the start date
 - Enter the end date
 - Enter the City and State of the hotel
 - Enter the number of rooms (1)
 - Save
3. Description (Optional)
4. How will this expense be paid? College Directly
5. Conference Rate: Enter the conference group rate if applicable
6. Save


Detailed Process for Pre-Approval Types Cont'd

Cancel

Save

 Other (Taxes, Parking, etc.)

Estimated Amount

225.00  USD

Description
Optional

estimated taxes (out of state hotel) and parking

How will this expense be paid?

College Directly ▼

GL_ACCT

7752

CC

OA

Hotel – Other (Taxes, Parking, etc.)

1. Estimated amount of parking, hotel tax, and out-of-state sales tax
2. Description (Optional)
3. How will this expense be paid? College Directly
4. Save

Detailed Process for Pre-Approval Types Cont'd

Start Date

02/04/2024

End Date

02/10/2024

Days

7

Description
Optional

Estimated Meals

Location ⓘ

Washington-District Of Columbia, District of Columbia (DC), United States

GL_ACCT

7752

CC

OA

Add Entries

Cancel

DATE	LOCATION	AMOUNT
× Sun, 02/04/2024	Washington, District of Columbia (DC), United States	59.25 USD
× Mon, 02/05/2024	Washington, District of Columbia (DC), United States	79.00 USD
Deductible (applicable for meals not to be reimbursed) <div> <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Incidental <input type="checkbox"/> Additional Deduction </div>		
× Tue, 02/06/2024	Washington, District of Columbia (DC), United States	79.00 USD >
× Wed, 02/07/2024	Washington, District of Columbia (DC), United States	79.00 USD >
× Thu, 02/08/2024	Washington, District of Columbia (DC), United States	79.00 USD >
× Fri, 02/09/2024	Washington, District of Columbia (DC), United States	79.00 USD >
✓ Sat, 02/10/2024	Washington, District of Columbia (DC), United States	59.25 USD

Clear All

Add to Report

Meals – Per Diem Wizard

1. Click on [Per Diem Wizard](#)
2. Enter start date
3. Enter end date
4. Days (Will automatically calculate)
5. Description (Optional)
6. Location (City and State of overnight stay)
7. Click [Add Entries](#)

2024

Meals

Once you add entries you will see the date, location, and amount of your eligible meals per PPM49. If you know for sure what meals will be provided, you can make changes by clicking ">" next to the date that a meal will be provided. Meals with a selected checkbox are excluded from reimbursement. If you are unsure what meals will be provided, you can leave all unchecked and make adjustments during the reimbursement process.


1. Click Add to Report

15


Detailed Process for Pre-Approval Types Cont'd

Cancel

Save

 Conference / Seminar Fees

Estimated Amount

200.00  USD

Description
Optional

ABC Conference Fee - Early Bird Rate \$150 if paid by 1/20/2023

How will this expense be paid?

College Directly ▼

GL_ACCT

7752

CC


OA

Conference / Seminar Fees


1. Conference Registration Fee (do not enter Early Bird Rate)
2. Description (Optional)
3. How will this expense be paid? College Directly
4. Save

Cancel

Save

 Miscellaneous - Other

Estimated Amount

100.00  USD

Description

Estimated unknown expenses and tips

How will this expense be paid?

Traveler ▼

GL_ACCT

7752

CC

OA

Miscellaneous - Other

1. Estimated amount.
2. Description – Unknown expenses and tips
3. How will this expense be paid? Traveler
4. Save

Detailed Process for Pre-Approval Types Cont'd

Cancel

Save

P

Parking

Estimated Amount

25.00

USD

Description

Optional

Hotel Parking is not available, parking across the street.

Parking Type

Other Parking

How will this expense be paid?

Optional

Traveler

GL_ACCT

7752

CC

OA

Miscellaneous - Other

1. Estimated amount.
2. Description (Optional)
3. How will this expense be paid? Traveler
4. Save

Gather your documents

Required Attachments

Conference Travel



1. Conference document published by the sponsor MUST include:
 - Dates and Location of conference
 - Registration fee amount
 - Room rate for hosting hotel and other nearby hotels with negotiated rates
 - Daily agenda showing start and end times
2. Airfare quote from CHRISTOPHERSON if flying


Meeting / Training Travel



1. Email or other documentation showing meeting/training information MUST include:
 - Dates and Location of meeting/training
 - Agenda or scheduled start and end time
 - Room rate for hosting hotel or rate must be within GSA rate
2. Airfare quote from CHRISTOPHERSON if flying




Submitting Pre-Approval

- Before submitting, upload all required attachments
 1. Click the blue paperclip
 2. Click the blue Upload Attachments box, or drag and drop PDF files into the attachments area
 - Please avoid duplicates and use summary agendas when possible
 3. Enter any comments to assist with the approval process; i.e. no transportation expense (carpooling with Jane Doe)
 4. Click the green Submit box next to Total Estimated Amount
 5. Click the green Submit box that populates on the Right screen

 Pre-Approvals For Jena Faciane 

ABC Conference - 02/04/2024 - Washington DC 

 0 Comments  0 Attachments



EXPENSE	ESTIMATED
 Air Travel	625.00 USD
 Baggage Fee	60.00 USD
 Shuttle / Limo / Taxi	22.00 USD


2024


Allocations


110001-630002 **General Fund** Accounting/Finance 1 - N/A 3,438.83

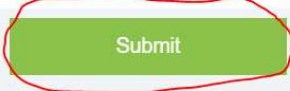
Comments (0)

Attachments (0)  

Drag image here to upload 


 Shuttle / Limo / Taxi 22.00 USD

 Car Rental 290.00 USD

PA Report ID 010001117862 Total Estimated Amount 3,438.83 USD 

Submit Preapproval

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.



ABC Conference - 02/04/2024 - Washington DC

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Tracking Pre-Approval

- It's recommended that you monitor the status of your requests
 - From the main menu / dashboard, select View All Submitted
 - Select the desired PA from the generated list
 - Click the blue "Tracking" box
 - You can see which step it is on in the process and who it is currently assigned to
- You will receive an email from chromeriver when your request is fully approved
 - Upon receipt of this email, you may proceed with making travel arrangements
 - Please contact Sommer Anderson regarding travel questions or concerns
- YOU WILL BE RESPONSIBLE FOR ANY COSTS INCURRED FOR TRAVEL THAT ISN'T APPROVED
- Expense Reports must be submitted before the PA expires (90 days from creation)

The dashboard shows three main sections: eWallet, Expenses, and Pre-Approval. The Pre-Approval section has a 'View All Submitted' link circled in red.

Section	Draft	Returned	Action
Unused Items	0	0	View All Submitted
Expenses	0	0	View All Submitted
Pre-Approval	0	0	View All Submitted

2024

The table lists submitted requests. The amount '3,438.83 USD' for the 'ABC Conference' is circled in red.

Request Name	Date	Amount	Status
ABC Conference - 02/04/2024 - Washington DC	01/04/2024	3,438.83 USD	PENDING
Blanket Mileage FY24	10/18/2023	655.00 USD	APPROVED
LCTCS Conference	08/23/2023	415.00 USD	USED / EXPIRED
Monroe CPA Firm Meeting	03/10/2023	184.50 USD	USED / EXPIRED
LOUISIANA CHAPTER NIGP CONFERENCE	09/28/2022	123.25 USD	USED / EXPIRED
LCTCS Conference Sept 22	07/25/2022	398.86 USD	USED / EXPIRED

The Tracking page shows the status of the selected request. The 'Tracking' button in the top navigation is circled in red.

ABC Conference - 02/04/2024 - Washington DC

Report Owner: Jena Faciane

Status: Pending Approval

Estimated Amount: 3,438.83 USD

Routing Steps: 1 - 2 - 3 - 4

Step Number: 1

Assigned To: Kimberly Showers

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Helpful Resources:



Thank you

- Links:
 - [River Parishes Community College | River Parishes Community College \(rpcc.edu\)](https://rpcc.edu)
 - [Home - LOLA \(lctcs.edu\)](https://lctcs.edu)
 - [Chrome River](#)
 - [Chrome River - LOLA \(lctcs.edu\)](https://lctcs.edu) – Training with videos
 - [Office of State Travel - Louisiana Division of Administration \(la.gov\)](https://la.gov)
 - [Per Diem Rates | GSA](#)
 - [PPM 49 - TRAVEL GUIDE - Louisiana Division of Administration](#)
- Rental Vehicles
 - Enterprise/National
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- Flights
 - Christopherson Business Travel
Toll Free: 800-961-0720
Direct: 205-874-8538
Hours: 7:00 AM - 8:00 PM CT, Monday – Friday
Email: statela@cbtravel.com (State Advisor Team)
Email: statelauniv@cbtravel.com (University Advisor Team)