<u>Chrome River Guide for OTE Supervisors</u>

Travel expense reimbursements can only be provided via a new TC-wide online platform known as Chrome River. Access to Chrome River will be found via the **TC Employee Portal** at https://employee.tc.columbia.edu under "Applications". Please note that Teachers College policy requires all reimbursements to be submitted within a **<u>90 day</u>** window. If the reimbursement is submitted after 90 days, it will be taxed as income. In order to meet the 90 day requirement and allow for proper processing time, all supervisors must abide by the deadlines indicated below in order to avoid being taxed on the travel expenses. For instructional videos that may help you navigate Chrome River, please go to the "Supervisors" tab of our website at www.tc.edu/ote.

Reimbursements for travel MUST be submitted every 2 months:

Sept-Oct Visits– Due Date: Oct. 27th
Nov-Dec Visits– Due Date: Dec. 17th
Jan-Mar Visits– Due Date: TBA
Mar-Apr Visits– Due Date: TBA

<u>*Important Notes*</u>

- As a reminder, OTE is only able to reimburse up to $50 in travel expenses per student teacher per semester.
- If you need to edit or add something within Chrome River, click on the PLUS (+) sign in the middle of the screen
- Each supervisor can only submit **ONE** report for the two month span.
- Expenses for taxis, a car service, and/or parking will <u>not</u> be reimbursed.
- If you would like to check on the status of a report, review a report that you've drafted, recall a report that contained an error, and much more, click the three horizontal lines in the top left hand corner of the Chrome River platform; a drop down menu will appear with the following options:

<u>*Reimbursement Steps*</u>

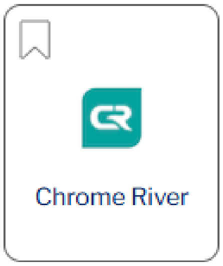
<u>*Before You Start: Scan or Photograph All Travel Receipts*</u>

1. We recommend placing each receipt on a sheet of white paper prior to scanning or photographing it. Be sure to photograph or scan receipts one at a time, and check to make sure there is no glare on the receipt that obscures the data!
2. Download these images to a folder on your computer, and consider giving them names that make it easy for you to distinguish among them; this will make the uploading process easier when the time comes!
3. If you have used the NYC MTA (subway or bus) for supervision travel, you do not need receipts but you *do* need to complete the "NYC MTA Travel Log." An example is included at the end of this guide and has been sent to you as a stand-alone document. You can also pick up paper copies in the Office of Teacher Education. If you have traveled via NYC bus or subway, complete this document and save it as a pdf so that it is also ready for upload to Chrome River.

<u>*Part One: Log in to Chrome River*</u>

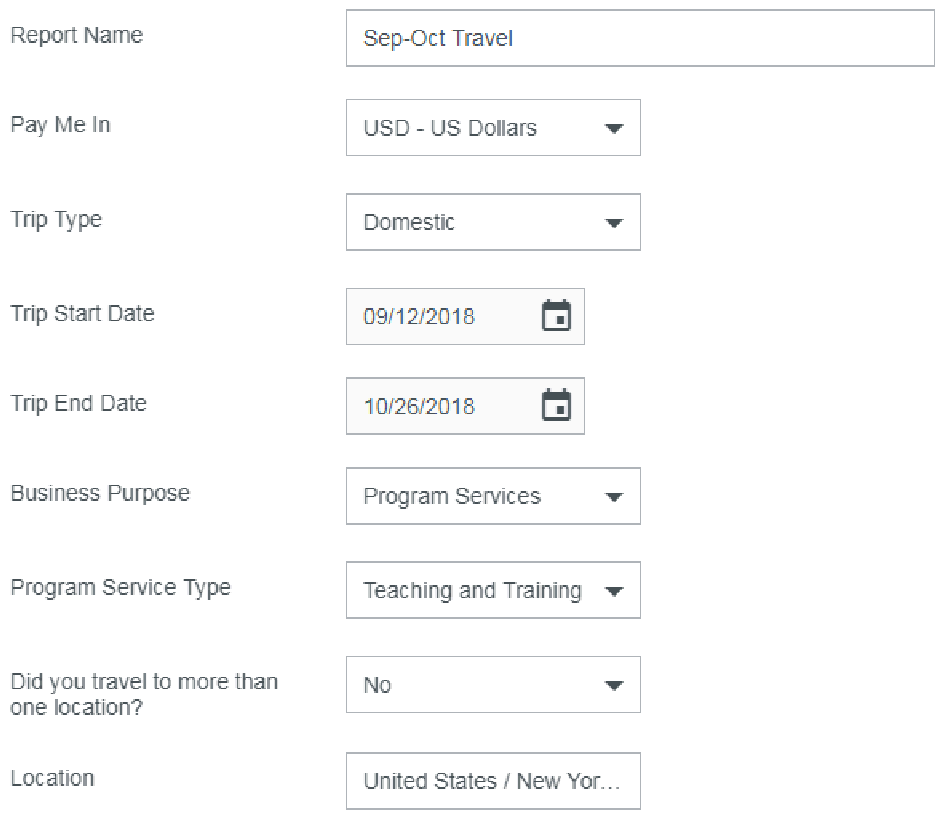
1. Log into your TC Employee Portal at https://employee.tc.columbia.edu, using your uni and your password.

2. Scroll to Applications and click “More Applications”.
3. Select “Chrome River”



<u>Part Two: Create a Travel Expense Statement</u>

1. Press **“New”** on top right corner. Note: this is the ONLY travel expense statement you will create for this time period; when you are adding expenses to it, do not press “new” again! Press the “plus” sign.
2. Give a name for the report. We recommend naming the months of travel. For example: “Sep-Oct Travel,” or “Oct-Dec Travel.” You will put all expenses under one report for each time period- don’t make a separate report for every visit you made in September!
3. For “Trip Type,” choose *Domestic*
4. For “Trip Start Date” and “Trip End Date,” use the date of your first visit and the date of your last visit to create this range.
5. For “Business Purpose,” choose *Program Services*
6. For “Program Service Type,” choose *Teaching and Training*
7. For “Did you travel to more than one location?” answer accordingly
8. For Location: Type in name of the appropriate **borough or town** you visited and allow the list to auto-populate. Before making your selection, make sure the town is in the correct state! Here is an example of what your entries might look like:

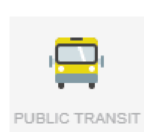


9. Press "**Save**" in the top right corner.
10. After being taken to the "Add Expenses" screen, choose ***Ground Transportation***.

<u>Part Three: Add Expenses to your Travel Expense Statement</u>

*You should **all** of your expenses to a single report for this time period. To add new expenses, simply press the "plus" sign at the top (center) of your Chrome River portal. As you continue to add travel expenses, be sure to press "SAVE" before moving on to next category. Do not press "SUBMIT" until you have entered all travel expenses for the date range!*

If you took the New York City subway system or bus…

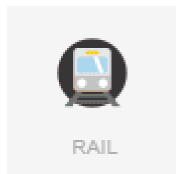


1. Select **"Public Transit"**
2. The first "Date" should be the date of the first visit made during this time period
3. Next to "Spent," you can click on the calculator icon to calculate how much you spent on MTA travel during the travel expense period you named. Each subway or bus ride costs $2.75.* Thus, if you rode the subway 8 times for observation visits in September and October, you would compute 2.75 x 8 and press "Enter". The "Spent" box should then auto-populate with your total (22.00). You can also simply enter the total, if you've already calculated it.

4. Select “Type of Public Transit.” If you took the subway *and* the bus, you can simply select one of these options, since the costs are identical.
5. For “Departure Date,” indicate the date of the last visit made during the two months.
6. For “Index,” enter the index number shared with you via email by Katie Ledwell or Aimee Katembo if you are an OTE supervisor. Do not share this index number with other TC staff members; it is for OTE supervisor use only.
7. Click “Add Attachment” and upload your completed “NYC MTA Travel Log” (for subway and bus fare only) in lieu of a receipt. MTA receipts and credit card statements will not be accepted for subway and bus travel.
8. Press **“Save”** in the top right corner

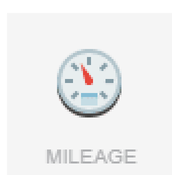
*If you have a senior citizen discount with the NYC MTA, the fare for each ride is $1.375; please calculate accordingly.

If you took a train eg. LIRR, Metro North, etc…

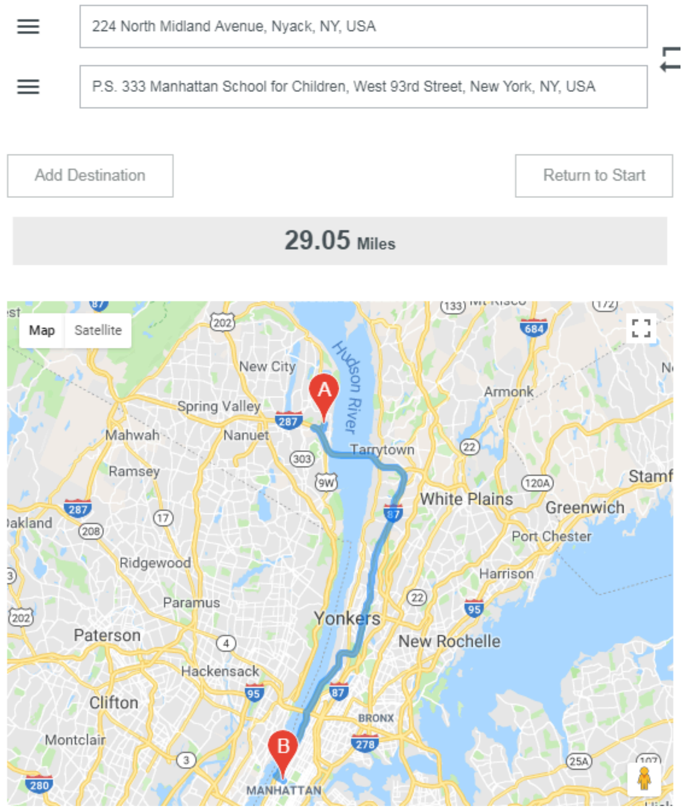


1. Select **“Rail”**
2. The first “Date” should be the date of the first visit made during this time period using rail.
3. For “Spent,” enter the total you spent. Note that you can also click on calculator icon to calculate the amount and then press “ENTER” (e.g. $8.50 x 2).
4. For “Departure Date,” indicate the date of the last visit made during the two months, using rail.
5. Under “Rail Traveled,” select the Railway you used.
6. For “Index,” enter the index number shared with you via email by Katie Ledwell or Aimee Katembo if you are an OTE supervisor. Do not share this index number with other TC staff members; it is for OTE supervisor use only.
7. Select “Add Attachment” and upload scans or clear images of your rail receipt(s); this is required.
8. Press **“Save”** in the top right corner.

If you drove to the school…



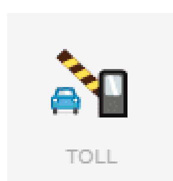
1. Select **“Mileage.”**
2. The first “Date” should be the date of the first visit made by car during this time period.
3. Skip down to “Miles,” and click the button to the right that says **“Map”**
4. Allow Chrome River to use your location; the map should then load with a view of New York region.
5. In the first box, enter your starting address; in the second box, enter your destination. Note that you can often enter the name of the school, and the software will automatically load the address. Example:



6. Press **“Save Trip,”** in the top right hand corner.
7. For “Index,” enter the index number shared with you via email, by Katie Ledwell or Aimee Katembo if you are an OTE supervisor. Do not share this index number with other TC staff members; it is for OTE supervisor use only.
8. Press **“Save”** in the top right corner
9. If you are documenting a round trip, repeat steps 1-7 but reverse the start and end points.

a. <u>Note:</u> No attachments needed

<u>If you are seeking reimbursement for tolls…</u>



1. Select “Toll.”
2. Select the first date that you incurred a toll during this report’s date range.
3. Enter the total amount spent on tolls. Note that you can also click on the calculator icon to calculate this amount and press “ENTER” (e.g. $12 + $15)
4. Select “Add Attachment” and upload scans or clear images of receipt(s). EZ Pass Statements are acceptable; be sure to highlight the amounts for which you are seeking reimbursement. Please note that you should be able to log into your EZ Pass account online to retrieve records of your EZ Pass activity.
5. Press **“Save”** in the top right corner.

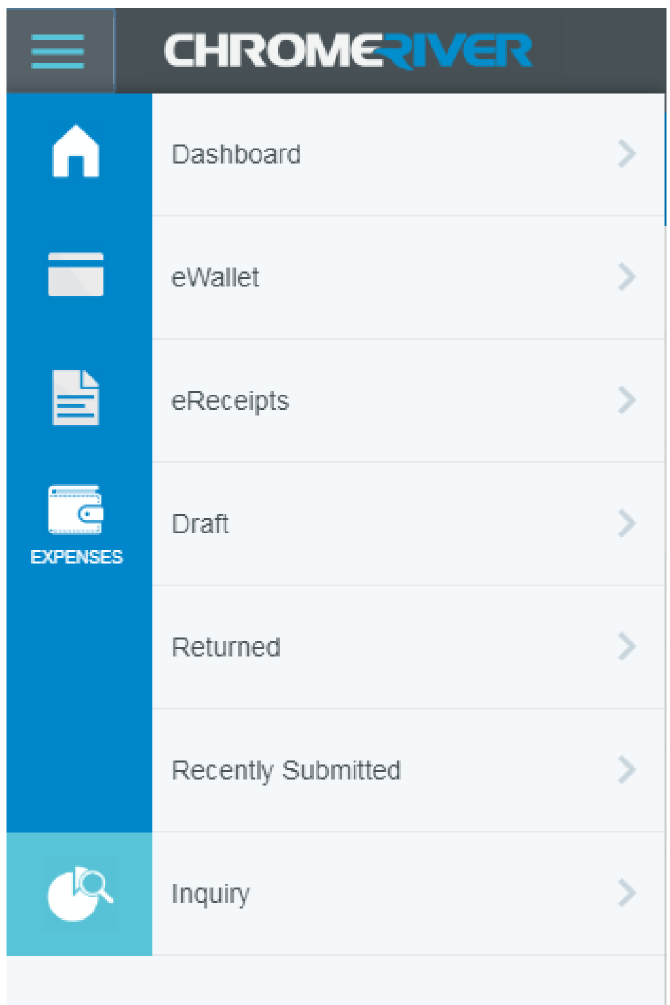
Part Four: Press Submit!

After <u>ALL</u> entries have been made, press the green “SUBMIT” button and then confirm submission in order to be reimbursed.

<u>Important Notes</u>

<u>Supervisors are responsible for checking the status of a payment</u>

1. Click on the 3 little lines on the top left of the screen
2. Select “Inquiry”
3. Choose “My Expense Reports” or “My Expense Items”



NYC MTA Travel Log

Name of Supervisor: _________________________ Semester and Year: _____________________

This form must be uploaded to Chrome River to document **New York City subway and bus fare** ONLY, in lieu of a receipt. Please be reminded that Teachers College policy requires all reimbursements to be submitted through Chrome River within 90 days of the date of travel. If the reimbursement is submitted after 90 days, it will be taxed as income. In order to meet the 90 day requirement and allow for proper processing time, all supervisors must abide by the deadlines indicated below.

Reimbursements for travel MUST be uploaded to Chrome River every 2 months:

Sep-Oct Visits-- Due date: Oct. 30
Nov-Dec Visits-- Due date: Dec. 10
Jan-Mar Visits—Due Date: Feb. 28
Mar-Apr Visits – Due Date: April 29

VISIT LOG

Date	Name of School	Borough or Town	NYC Subway or Bus Cost	# of Rides	Total Amount
				Grand Total:	

*Only amounts actually paid and occasioned by official business should be listed on this form.