

Pre-Approval Helpful Hints

Dashboard: Shows pre-approvals along with new items, expenses and approvals

The screenshot shows the Chrome River dashboard interface. The top navigation bar includes 'Dashboard', 'Expense', 'Approval', and 'Inquiry'. The main content area is titled 'My Dashboard' and contains several sections:

- Expense** (Delegated):
 - My Unsubmitted Expenses**: Draft (9), Returned (1)
 - My Submitted Expenses**: Awaiting Receipts (0), Pending Approval (0), Approved For Payment (0)
 - Expenses for My Approval**: Expense Reports (190)
 - My Unsubmitted Pre-Approvals**: Draft (0), Returned (0)
 - My Submitted Pre-Approvals**: Pending Approval (0), Approved (0)
 - PA's for My Approval**: Pre-Approval Requests (0)

The 'My Unsubmitted Pre-Approvals' and 'My Submitted Pre-Approvals' sections are highlighted with a red box. The right sidebar contains the VCU logo and 'Welcome' message, along with contact information for travel services and links to training resources and help center.

Create Pre-Approval: Click Expense and select "Request Pre-Approval"

This image shows a close-up of the 'Expense' menu in the application toolbar. The 'Expense' button is highlighted with a red box, and its dropdown menu is open, showing 'Expense' and 'Pre-Approval' options.

This image shows a close-up of the 'Request Pre-Approval' button in the application toolbar. The button is highlighted with a red box and features a question mark icon.

Fill Out Pre Approval: The estimate should include lodging, transportation, meals, conference registration, and any other travel costs or course fees. The mileage and per diem widgets are available in the Pre-Approval.

The screenshot shows the 'Request Expense Pre-Approval' form. At the top, there are links for 'View Images' and 'Upload Images'. The form includes the following fields and options:

- Pre-Approval Title:** A text input field.
- Payee:** A dropdown menu.
- From Date:** A date picker.
- To Date:** A date picker.
- Number of Days:** A text field with the value '1'.
- Purpose:** A dropdown menu with 'Select' as the current value.
- Country:** A dropdown menu.
- Comments:** A text area.
- Allocation:** Two checkboxes: 'Travel outside 48 contiguous States' and 'Athletic Recruiting or Team Travel'.
- Index List:** A dropdown menu and a 'Split' button.
- Estimated Expenses:** A section with multiple rows for 'Airfare', 'Ground', 'Meals', 'Hotel', 'Registration', and 'Other'. Each row has a numerical input field (all set to 0.00) and a text area. There are '>> Wizard' links next to the 'Ground' and 'Meals' rows.
- Total:** A field at the bottom left showing '2,247.00'.
- Buttons:** 'Submit', 'Save/Close', and 'Cancel' at the bottom right.

Additional Documentation: Attach images by selecting "Upload Images"

This is a close-up screenshot of the 'Request Expense Pre-Approval' form. The 'Pre-Approval Title' field contains the text 'New Pre-Approval' and the 'Payee' dropdown is set to 'Self-Self'. A red box highlights the 'Upload Images' dropdown menu, which is open and shows two options: 'Add to Image' and 'Replace Image'.

PDF Report: Travelers can view/print PDF reports by clicking “PDF Report”

My Pre-Approvals

My Unsubmitted Pre-Approvals

Open | Delete | **PDF Report** | Submit

Create	Name	Status	Amount
05/06/2014	Resubmit Declined Pre-App	Declined	450.00
09/10/2014	VCU and Chrome River	Draft	0.00
09/10/2014	New Pre-Approval	Draft	250.00

My Submitted Pre-Approvals

PDF Report | Tracking | View Images | Upload Images

Submit	Name	Status	Amount
08/26/2014	Houston Conference TES	Approved	1,550.00

Tracking: Travelers are able to track the approval flow of submitted pre-approvals by clicking on the Pending pre-approval in My Submitted Pre-Approvals, click Tracking.

My Submitted Pre-Approvals

PDF Report | **Tracking** | View Images | Upload Images

Submit	Name	Status	Remaining
08/26/2014	Houston Conference TES	Approved	1,550.00
09/11/2014	Tracking a Pre-Approval	Pending	250.00

12-digit Pre-Approval Number: Travelers are required to supply the 12-digit Chrome River Pre-Approval report ID for all air and rail reservations booked through Christopherson Business Travel.

CHROMERIVER | Dashboard | Expense | Approval | Inquiry

My Pre-Approvals | Request Pre-Approval

Report ID: QA00-0005-5948

Expense Owner: Ashley Verdecchia
Report Name: Houston Conference TEST
Submit Date: 08/26/2014
Prior Approver: Ashley Verdecchia
 Dawn McDermott

My Unsubmitted Pre-Approvals


Open | Delete | PDF Report | Submit

Create	Name	Status	Balance
05/06/2014	Resubmit Declined Pre-App	Declined	450.00

Attaching a Pre-Approval to an Expense report in Chrome River: Required to liquidate Banner encumbrance.




Submit Confirmation

 You are submitting the following expense report for approval and processing:

Report ID: 0100-0816-1177
Name: Attaching a Pre-Approval to an Expense Report
Amount: 15.00 USD
Pre-Approval: 0.00 USD

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

Select Pre-Approval

 **Pre-Approval Requests**

From Date: To Date: Number of Days: 1

Business:

Allocation

Index List:

	Remaining	Estimated	Actual	
Airfare	<input type="text" value="150.00"/>	<input type="text" value="150.00"/>	<input type="text" value="0.00"/>	<input type="text"/>
Other	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="15.00"/>	<input type="text"/>
Total	<input type="text" value="150.00"/>	<input type="text" value="150.00"/>	<input type="text" value="15.00"/>	
Approved Total	<input type="text" value="150.00"/>	<input type="text" value="150.00"/>	<input type="text" value="15.00"/>	USD

Amount: 15.00 USD
Pre-Approval: 0.00 USD