Chrome River

Pre-Approval (Travel Authorization)

Disbursement Services 2024

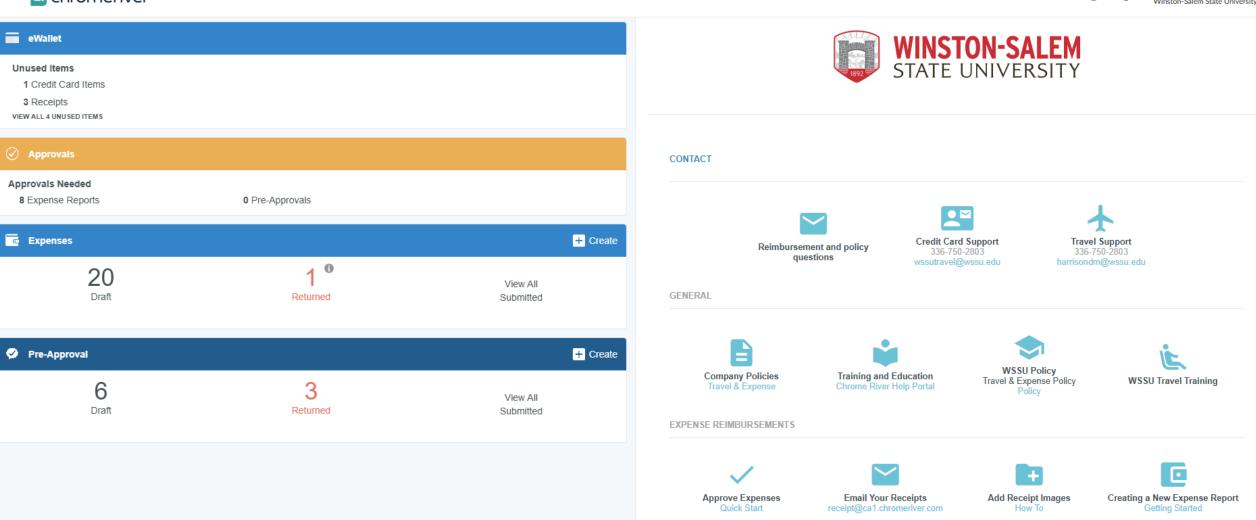


WSSU

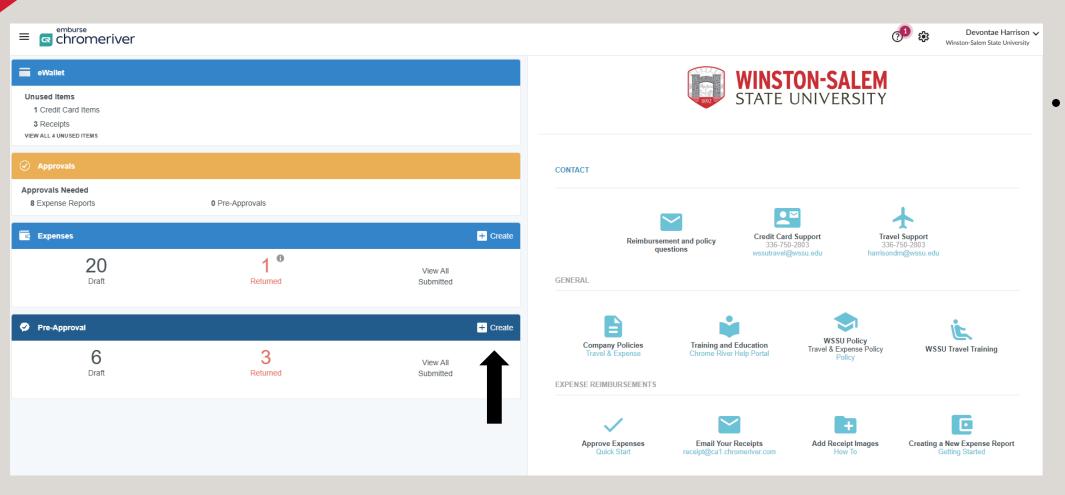




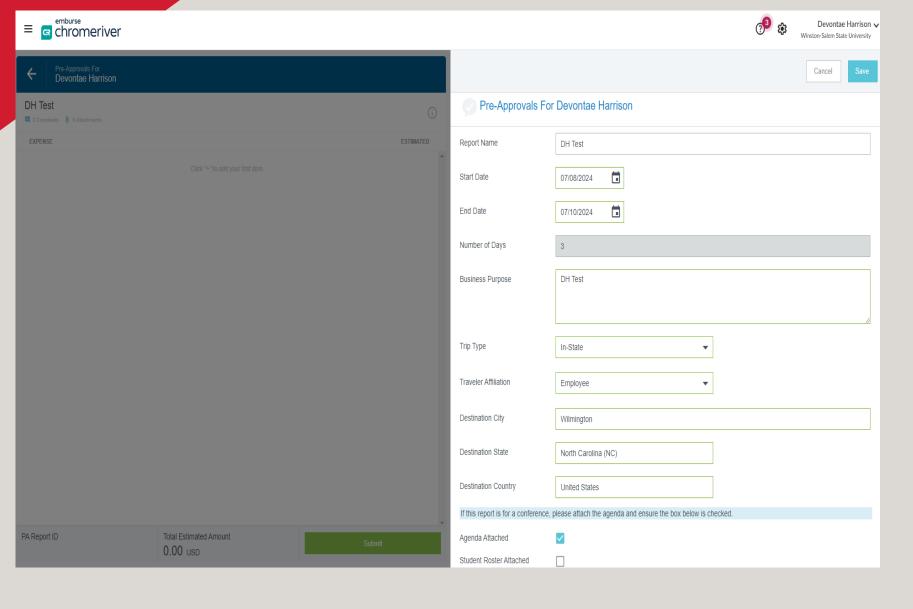
Devontae Harrison ✓ Winston-Salem State University



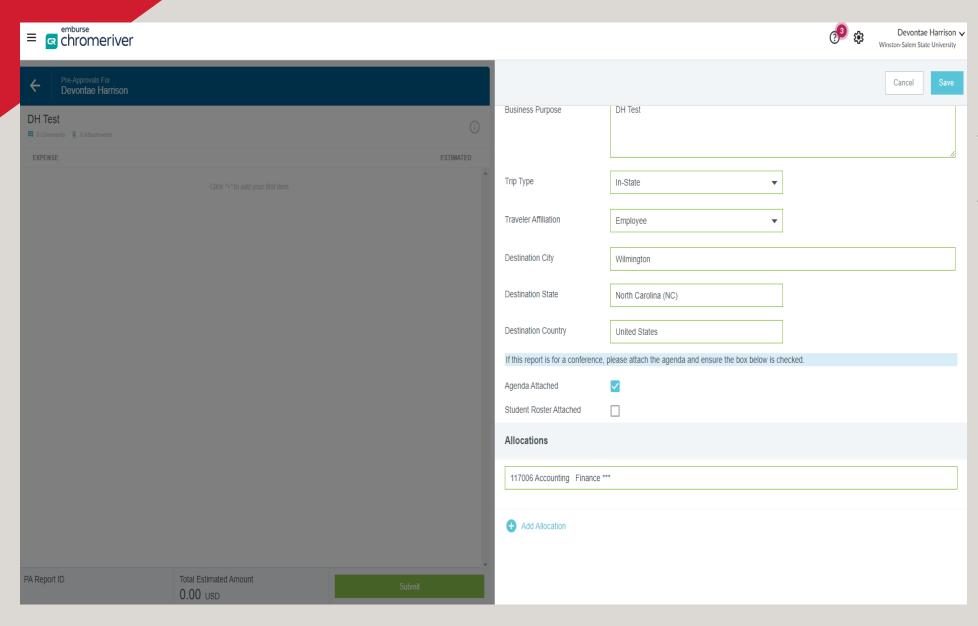
Creating your Pre-Approval (Travel Authorization)



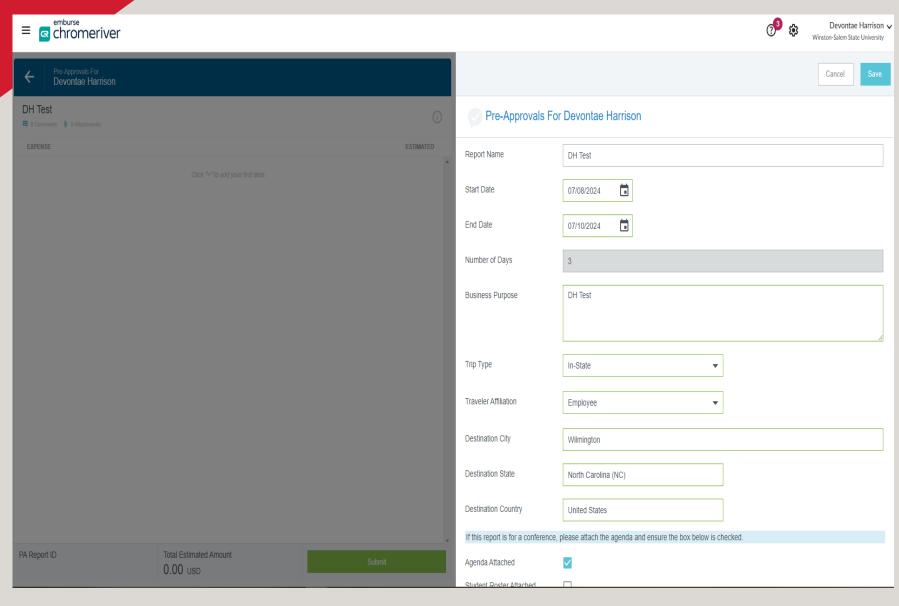
For all overnight travel.



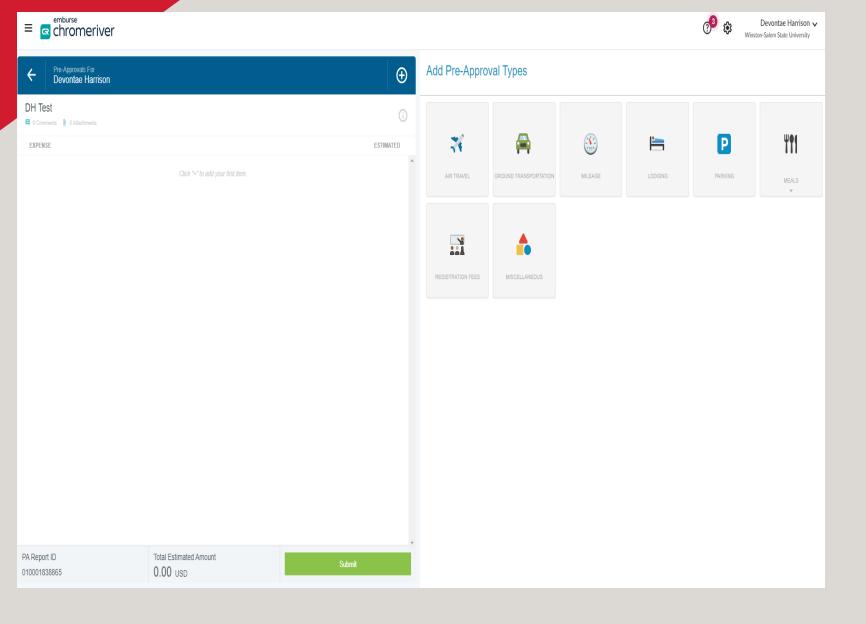
- Create "Report Name" (Ex. "CIAA 2024")
- "Departure/Return"
 (Start/End) and "Business
 Purpose"
- Select "Travel Type"
 and "Affiliation",
 "City", "State", and
 "Country" (Note: You will
 have to type in the city
 name)
- Check "Agenda
 Attached" or "Student
 Roster Attached" (when applicable)



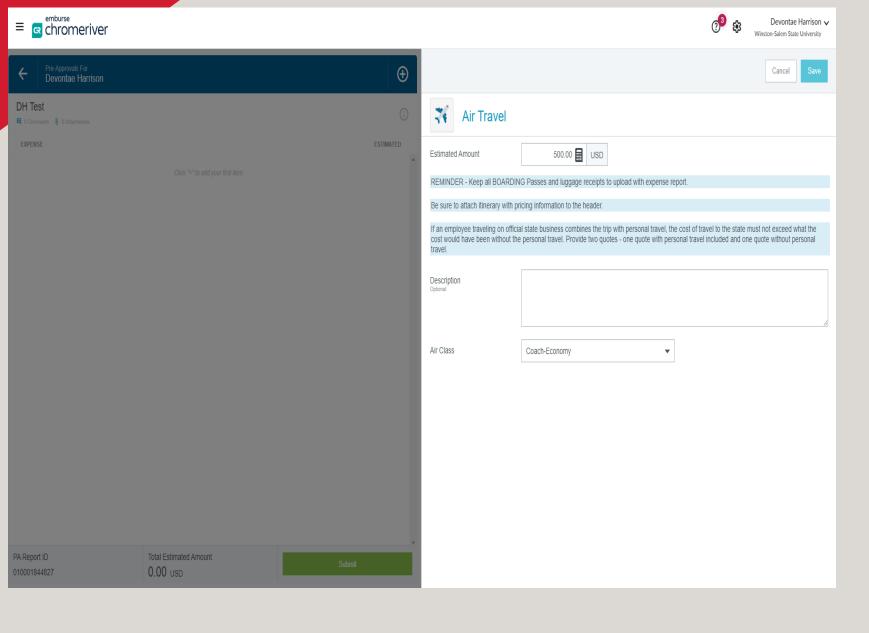
- **Select** your Allocation (fund number)
- Click "Add
 Allocation" to add
 another fund number



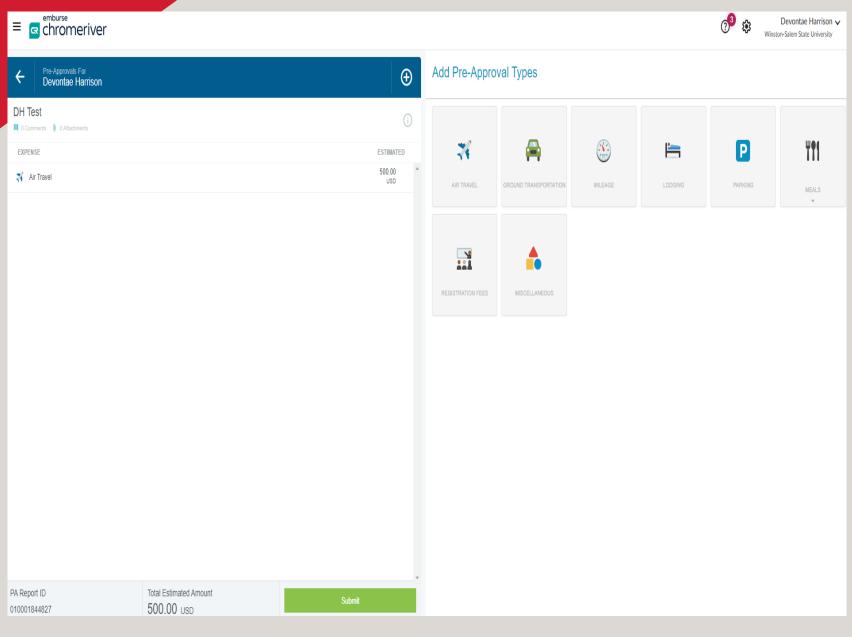
 Once you have completed the cover page, click "save"



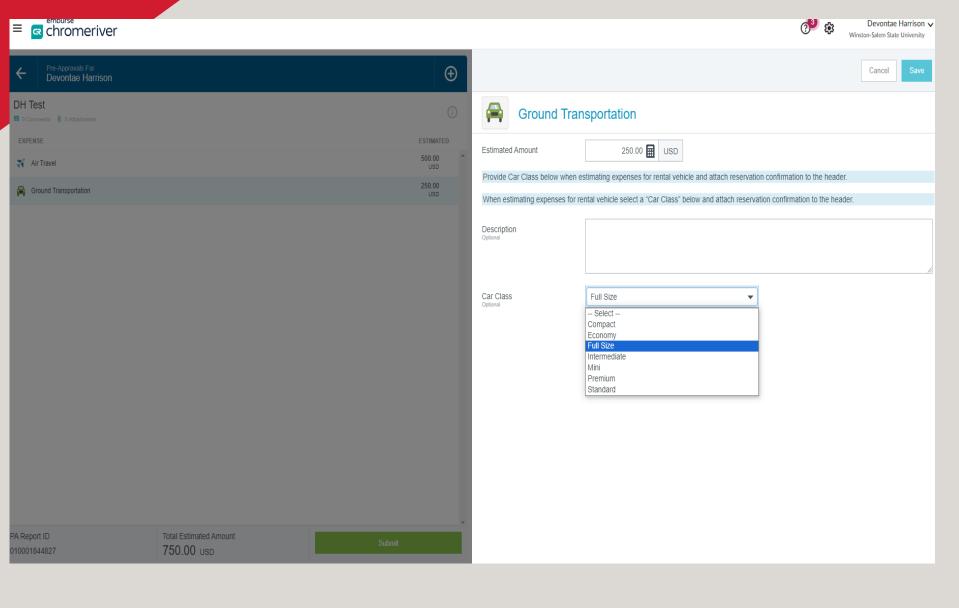
• **Select** the tile you would like to add to your report based on the trip's necessities.



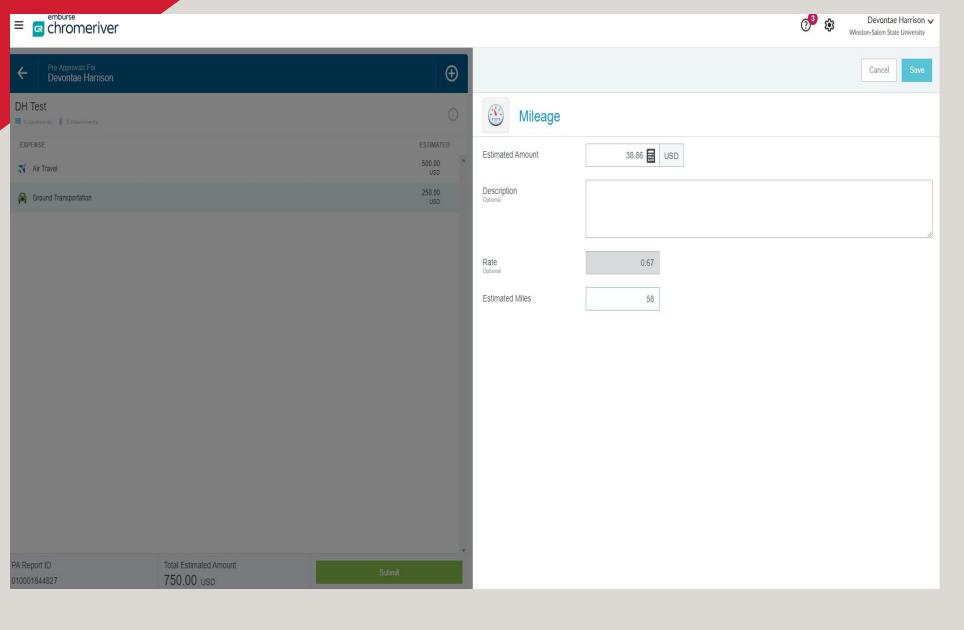
 Add the amount and air class, then click save. Please add a description to communicate any discrepancies.



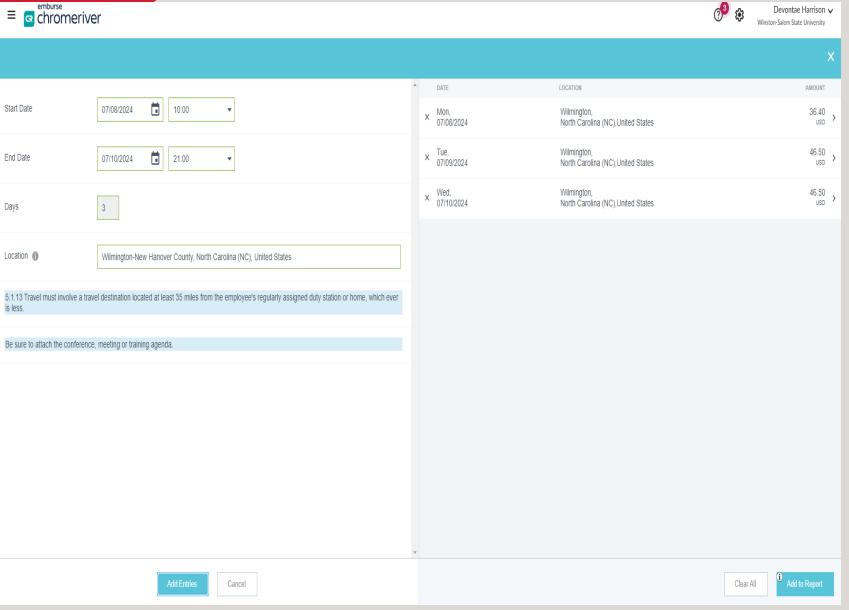
- You will now see your estimate located on the left side and you will continue the same process for each of the other tiles based on your trip necessities.
- Overnight lodging may only be authorized and paid to support business needs and final travel destinations that equal or exceed 35 miles, calculated from the employee's home or duty station, whichever is less, to the final travel destination.



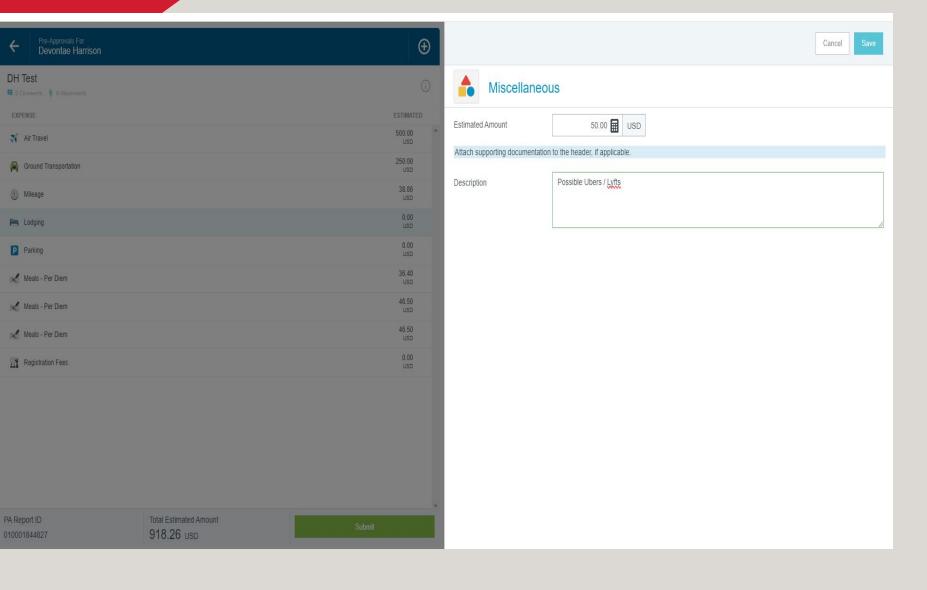
- Ground Transportation is for use of a rental vehicle.
- Please note that at no time should a person reserve or rent a "Premium" class vehicle.



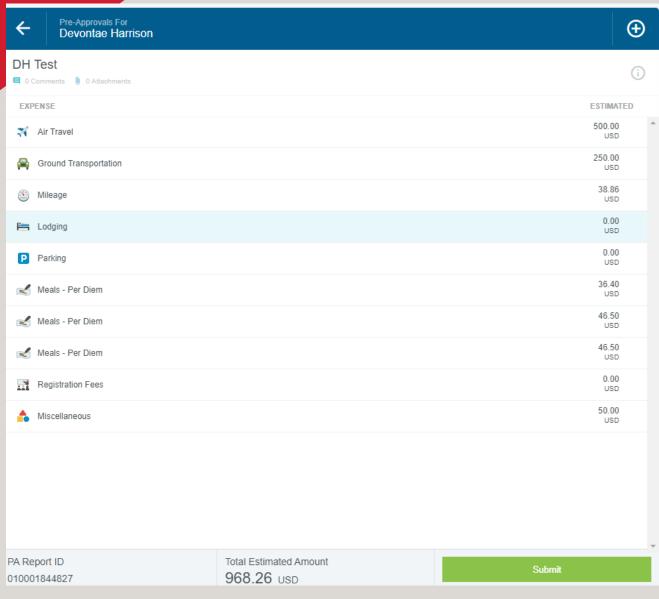
to be traveled should be entered in the "estimated miles" section and the amount will automatically be calculated.



- To add meals, you will be taken to the "Per Diem Wizard".
- Enter the dates of travel and the times departed and returned
- **Enter** the destination
- Click "Add Entries"
- The estimated meals will populate on the right and then you should click "Add to Report"

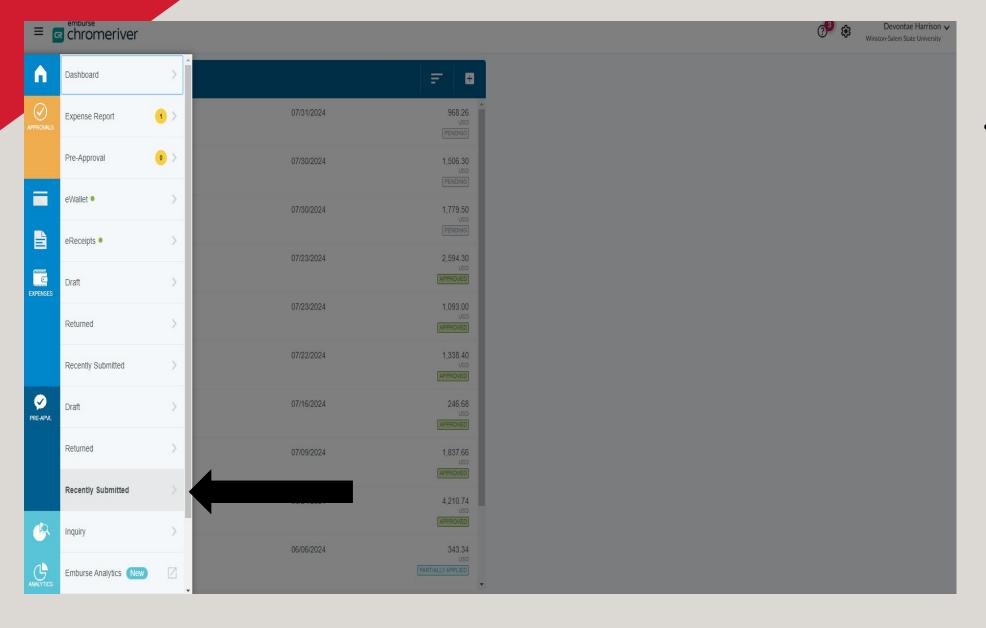


Please use
 Miscellaneous to capture
 any possible ubers/lyfts
 or any other expenses
 that could be needed
 that do not fit under any
 other tab.

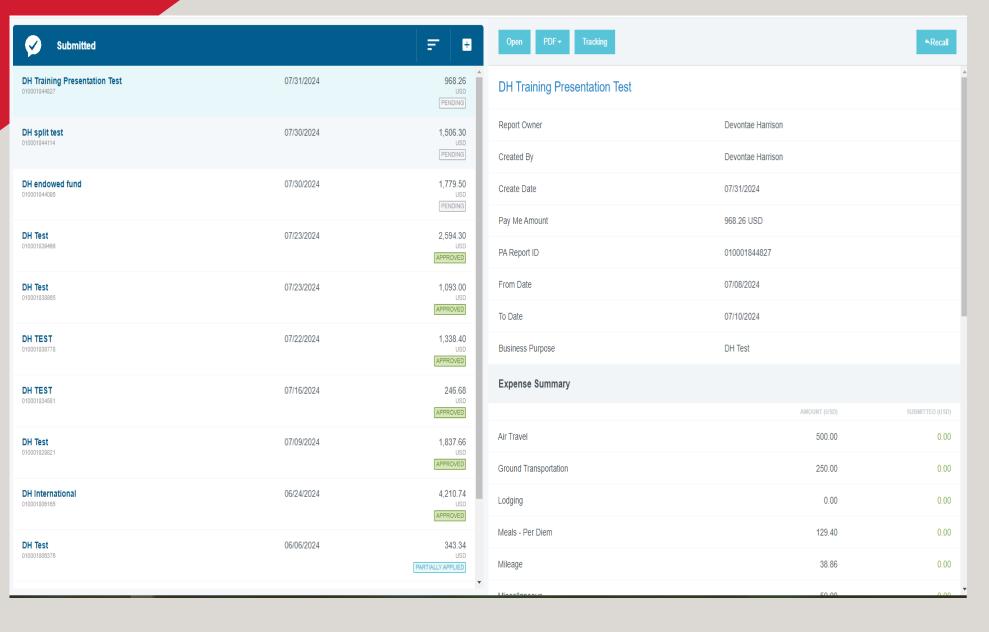


 Once you have added all your estimates and saved your report, you are ready to submit.

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.		
		Cancel Submit
DH Test		ĺ
Report Owner	Devontae Harrison	
Created By	Devontae Harrison	
Create Date	07/31/2024	
Pay Me Amount	968.26 USD	
PA Report ID	010001844827	
From Date	07/08/2024	
To Date	07/10/2024	
Business Purpose	DH Test	
Expense Summary		
	AMOUNT (USD)	SUBMITTED (USD)
Air Travel	500.00	0.00
Ground Transportation	250.00	0.00
Lodging	0.00	0.00



All reports
 submitted can be
 viewed under the
 "recently submitted
 tab"



- You can track the workflow to see where your reports are in the approval process but clicking on "Tracking" on the top right.
- You may also recall the report if there was an error, or something needs to be edited.
- The left side will show you the status of all submitted reports.