Chrome River

Pre-Approval (Travel Authorization)

Disbursement Services

2024

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WSSU

Creating your Pre-Approval (Travel Authorization)

- **For all _overnight_ travel.**

- **Create** "Report Name" (Ex. "CIAA 2024")
- **Enter** "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)

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- **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.

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

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- 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.

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- The estimated miles 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.

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

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- 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.

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