

Chrome River

Pre-Approval (Travel Authorization)


Disbursement Services

2024


WINSTON-SALEM STATE UNIVERSITY





WSSU

 eWallet


Unused Items
1 Credit Card Items
3 Receipts
[VIEW ALL 4 UNUSED ITEMS](#)

 **Approvals**



Approvals Needed
8 Expense Reports 0 Pre-Approvals

 **Expenses**  Create

20
Draft

1 
Returned

[View All Submitted](#)

 **Pre-Approval**  Create

6
Draft

3
Returned

[View All Submitted](#)



WINSTON-SALEM
STATE UNIVERSITY


CONTACT



Reimbursement and policy questions



Credit Card Support
336-750-2803
wssutransel@wssu.edu



Travel Support
336-750-2803
harrisondm@wssu.edu

GENERAL



Company Policies
[Travel & Expense](#)



Training and Education
[Chrome River Help Portal](#)



WSSU Policy
[Travel & Expense Policy](#)



WSSU Travel Training

EXPENSE REIMBURSEMENTS


Approve Expenses
[Quick Start](#)


Email Your Receipts
receipt@ca1.chromeriver.com


Add Receipt Images
[How To](#)


Creating a New Expense Report
[Getting Started](#)

Creating your Pre-Approval (Travel Authorization)

- **For all overnight travel.**

The screenshot shows the 'emburse chromeriver' interface for Winston-Salem State University. The user is logged in as Devontae Harrison. The left sidebar has four main sections: 'eWallet' (Unused Items: 1 Credit Card Items, 3 Receipts), 'Approvals' (Approvals Needed: 8 Expense Reports, 0 Pre-Approvals), 'Expenses' (20 Draft, 1 Returned), and 'Pre-Approval' (6 Draft, 3 Returned). A black arrow points to the 'Create' button in the Pre-Approval section. The main content area features the Winston-Salem State University logo and a grid of links categorized under CONTACT, GENERAL, and EXPENSE REIMBURSEMENTS.

Category	Item	Icon	Link/Text
CONTACT	Reimbursement and policy questions	Envelope	
	Credit Card Support	Person with envelope	336-750-2803 wssuttravel@wssu.edu
	Travel Support	Airplane	336-750-2803 harrisondm@wssu.edu
GENERAL	Company Policies	Document	Travel & Expense
	Training and Education	Open book	Chrome River Help Portal
	WSSU Policy	Graduation cap	Travel & Expense Policy Policy
	WSSU Travel Training	Person sitting	
EXPENSE REIMBURSEMENTS	Approve Expenses	Checkmark	Quick Start
	Email Your Receipts	Envelope	receipt@ca1.chromeriver.com
	Add Receipt Images	Folder with plus	How To
	Creating a New Expense Report	Document with plus	Getting Started

WINSTON-SALEM STATE UNIVERSITY

Click "+" to add your first item.

Pre-Approvals For Devontae Harrison

Report Name

Start Date

End Date

Number of Days

Business Purpose

Trip Type

Traveler Affiliation

Destination City

Destination State

Destination Country

If this report is for a conference, please attach the agenda and ensure the box below is checked.

Agenda Attached ☒

Student Roster Attached ☐

- **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)

←

Pre-Approvals For
Devontae Harrison

DH Test

0 Comments

0 Attachments

EXPENSE

ESTIMATED

Click "+" to add your first item.

PA Report ID

Total Estimated Amount
0.00 USD

Submit

Cancel

Save

Business Purpose

DH Test

Trip Type

In-State

Traveler Affiliation

Employee

Destination City

Wilmington

Destination State

North Carolina (NC)

Destination Country

United States

If this report is for a conference, please attach the agenda and ensure the box below is checked.

Agenda Attached

☒

Student Roster Attached

☐

Allocations

117006 Accounting Finance ***

+ Add Allocation

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

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3

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⚙

Devontae Harrison
Winston-Salem State University

←

Pre-Approvals For
Devontae Harrison

DH Test

0 Comments0 Attachments

EXPENSEESTIMATED

Click "x" to add your first item.

PA Report IDTotal Estimated Amount0.00 USDSubmit

✓ Pre-Approvals For Devontae Harrison

Report NameDH Test

Start Date07/08/2024

End Date07/10/2024

Number of Days3

Business PurposeDH Test

Trip TypeIn-State

Traveler AffiliationEmployee

Destination CityWilmington

Destination StateNorth Carolina (NC)

Destination CountryUnited States

If this report is for a conference, please attach the agenda and ensure the box below is checked.

Agenda Attached☒

Student Roster Attached☐

CancelSave

- Once you have completed the cover page, **click “save”**

WINSTON-SALEM STATE UNIVERSITY

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Devontae Harrison
Winston-Salem State University

←

Pre-Approvals For
Devontae Harrison

+

DH Test

0 Comments

0 Attachments

EXPENSE

ESTIMATED

Click "+" to add your first item.

PA Report ID
010001838865

Total Estimated Amount
0.00 USD

Submit

Add Pre-Approval Types

AIR TRAVEL

GROUND TRANSPORTATION

MILEAGE

LODGING

P

PARKING

MEALS

REGISTRATION FEES

MISCELLANEOUS

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

WINSTON-SALEM STATE UNIVERSITY

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Pre-Approvals For
Devontae Harrison

+

DH Test

0 Comments

0 Attachments

EXPENSE

ESTIMATED

Click "+" to add your first item.

PA Report ID
010001844827

Total Estimated Amount
0.00 USD

Submit

✈️

Air Travel

Estimated Amount

500.00

📱

USD

REMINDER - Keep all BOARDING Passes and luggage receipts to upload with expense report.

Be sure to attach itinerary with pricing information to the header.

If an employee traveling on official state business combines the trip with personal travel, the cost of travel to the state must not exceed what the cost would have been without the personal travel. Provide two quotes - one quote with personal travel included and one quote without personal travel.

Description

Optional

Air Class

Coach-Economy

Cancel

Save

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

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Devontae Harrison

Winston-Salem State University

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Pre-Approvals For Devontae Harrison

+

DH Test

0 Comments

0 Attachments

EXPENSE

ESTIMATED

Air Travel	500.00 USD
------------	------------

AIR TRAVEL

GROUND TRANSPORTATION

MILEAGE

LODGING

PARKING

MEALS

REGISTRATION FEES

MISCELLANEOUS

PA Report ID

010001844827

Total Estimated Amount

500.00 USD

Submit

- 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.

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Devontae Harrison
Winston-Salem State University

Pre-Approvals For
Devontae Harrison

DH Test

0 Comments

0 Attachments

EXPENSE	ESTIMATED
Air Travel	500.00 USD
Ground Transportation	250.00 USD

PA Report ID
010001844827

Total Estimated Amount
750.00 USD

Submit

Ground Transportation

Estimated Amount

250.00

USD

Provide Car Class below when estimating expenses for rental vehicle and attach reservation confirmation to the header.

When estimating expenses for rental vehicle select a "Car Class" below and attach reservation confirmation to the header.

Description
Optional

Car Class
Optional

Full Size

-- Select --

Compact

Economy

Full Size

Intermediate

Mini

Premium

Standard

Cancel

Save

- 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.

WINSTON-SALEM STATE UNIVERSITY

Pre-Approvals For
Devontae Harrison

DH Test

0 Comments 0 Attachments

EXPENSE	ESTIMATED
Air Travel	500.00 USD
Ground Transportation	250.00 USD

PA Report ID
010001844827

Total Estimated Amount
750.00 USD

Submit



Mileage

Estimated Amount

38.86 USD

Description

Optional

Rate

Optional

0.67

Estimated Miles

58

Cancel

Save

- The estimated miles to be traveled should be entered in the “estimated miles” section and the amount will automatically be calculated.

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3

⚙️

Devontae Harrison

▼

Winston-Salem State University

Start Date

07/08/2024

📅

10:00

▼

End Date

07/10/2024

📅

21:00

▼

Days

3

Location ⓘ

Wilmington-New Hanover County, North Carolina (NC), United States

5.1.13 Travel must involve a travel destination located at least 35 miles from the employee's regularly assigned duty station or home, which ever is less.

Be sure to attach the conference, meeting or training agenda.

Add Entries

Cancel

DATE	LOCATION	AMOUNT
X Mon, 07/08/2024	Wilmington, North Carolina (NC), United States	36.40 USD >
X Tue, 07/09/2024	Wilmington, North Carolina (NC), United States	46.50 USD >
X Wed, 07/10/2024	Wilmington, North Carolina (NC), United States	46.50 USD >

Clear All

ⓘ

Add to Report

- 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”

← Pre-Approvals For Devontae Harrison +

DH Test ⓘ

0 Comments 0 Attachments

EXPENSE	ESTIMATED
Air Travel	500.00 USD
Ground Transportation	250.00 USD
Mileage	38.86 USD
Lodging	0.00 USD
Parking	0.00 USD
Meals - Per Diem	36.40 USD
Meals - Per Diem	46.50 USD
Meals - Per Diem	46.50 USD
Registration Fees	0.00 USD

PA Report ID: 010001844827

Total Estimated Amount: 918.26 USD

Submit

Cancel Save

Miscellaneous

Estimated Amount: 50.00 USD

Attach supporting documentation to the header, if applicable.

Description: Possible Ubers / Lyft's

- 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.

←

Pre-Approvals For
Devontae Harrison

+

DH Test

0 Comments

0 Attachments

EXPENSE	ESTIMATED
Air Travel	500.00 USD
Ground Transportation	250.00 USD
Mileage	38.86 USD
Lodging	0.00 USD
Parking	0.00 USD
Meals - Per Diem	36.40 USD
Meals - Per Diem	46.50 USD
Meals - Per Diem	46.50 USD
Registration Fees	0.00 USD
Miscellaneous	50.00 USD

PA Report ID
010001844827

Total Estimated Amount
968.26 USD

Submit

- 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

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

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Devontae Harrison
Winston-Salem State University

Dashboard

Expense Report 1

Pre-Approval 0

eWallet

eReceipts

Draft

Returned

Recently Submitted

Draft

Returned

Recently Submitted

Inquiry

Emburse Analytics New

07/31/2024	968.26 USD	PENDING
07/30/2024	1,506.30 USD	PENDING
07/30/2024	1,779.50 USD	PENDING
07/23/2024	2,594.30 USD	APPROVED
07/23/2024	1,093.00 USD	APPROVED
07/22/2024	1,338.40 USD	APPROVED
07/16/2024	246.68 USD	APPROVED
07/09/2024	1,837.66 USD	APPROVED
	4,210.74 USD	APPROVED
06/06/2024	343.34 USD	PARTIALLY APPLIED

- All reports submitted can be viewed under the “recently submitted tab”

WINSTON-SALEM STATE UNIVERSITY

Submitted

Open

PDF

Tracking

Recall

DH Training Presentation Test 010001844827	07/31/2024	968.26 USD PENDING
DH split test 010001844114	07/30/2024	1,506.30 USD PENDING
DH endowed fund 010001844095	07/30/2024	1,779.50 USD PENDING
DH Test 010001839486	07/23/2024	2,594.30 USD APPROVED
DH Test 010001838865	07/23/2024	1,093.00 USD APPROVED
DH TEST 010001838778	07/22/2024	1,338.40 USD APPROVED
DH TEST 010001834581	07/16/2024	246.68 USD APPROVED
DH Test 010001829821	07/09/2024	1,837.66 USD APPROVED
DH International 010001808185	06/24/2024	4,210.74 USD APPROVED
DH Test 010001808376	06/06/2024	343.34 USD PARTIALLY-APPLIED

DH Training Presentation Test

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
Meals - Per Diem	129.40	0.00
Mileage	38.86	0.00
Miscellaneous	50.00	0.00

- 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.