## How to Createa Pre-Approval Reportfor Travel

- 1. Loginto Chrome River. If you are a Proxy, click on your name in the upperhaightcorner and then click on the traveler's ame.
- 2. Click on the €reatebutton in the upper righthand corner of the Prapproval ribbon.



- 3. The required fields on the Prepproval Header Entry screen will vary based on the Report Type. Once you have chosen your report type, you will not be able to change it. In addition to the report type, the following fields will always beguired:
  - ReportName:Name of the training/conference/event/description of what the report isfor.
  - Start/End Dates Dates of travelBlanket reports can cover a specified date range or cover the fiscal year (7/16/30).
  - Number of Days: Automatically determined by astand Enddates.
  - Pay Me In:Defaults to USIollars.
  - Business Purpose: Please be as detailed as possible. If your report is a blanket, include everything the report isovering.
  - Divisional Executive: Select frootnop-down.
  - Report Type: Select from trop-down.
    - o Employee-select if the traveler is a employee.
    - o Student-select this for student reports ("SU Student" user) or if you are an employee traveling with orsetudent
    - o Candidate or NorEmployee—if you are selecting this report type, your report should be done under the "SU Candidateër.
    - o Student Group Travel

## TIPS ON ADDING EXPENSES