How to Create a Pre-Approval Report for Travel

1. Log into Chrome River. If you are a Proxy, click on your name in the upper right-hand corner and then click on the traveler's name.

2. Click on the Create button in the upper right-hand corner of the Pre-Approval ribbon.

[redacted]

3. The required fields on the Pre-Approval 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 be required:
   - Report Name: Name of the training/conference/event/description of what the report is for.
   - Start/End Dates: Dates of travel. Blanket reports can cover a specified date range or cover the fiscal year (7/1-6/30).
   - Number of Days: Automatically determined by Start and End dates.
   - Pay Me In: Defaults to US dollars.
   - Business Purpose: Please be as detailed as possible. If your report is a blanket, include everything the report is covering.
   - Divisional Executive: Select from drop-down.
   - Report Type: Select from drop-down.
     - Employee – select if the traveler is an employee.
     - Student – select this for student reports ("SU Student" user) or if you are an employee traveling with one student.
     - Candidate or Non-Employee – if you are selecting this report type, your report should be done under the "SU Candidate" user.
     - Student Group Travel –

TIPS ON ADDING EXPENSES