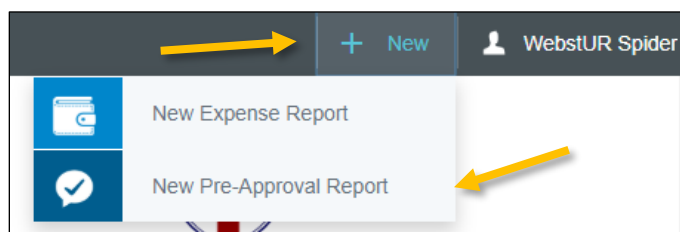


1. Click the **+ New** button on the Navigation Bar and select **New Pre-Approval** report from the dropdown menu.



2. Complete the pre-approval report header with the following:

- **Report Name** – Provide a descriptive, unique report name
- **Start Date** – Click the calendar icon to select the date of departure for travel or transaction date for non-travel
- **End Date** – Click the calendar icon to select the date of return for travel or transaction date for non-travel
- **Number of Days** – This field will populate automatically based on dates entered
- **Business Purpose** – Enter a clear, detailed business purpose for the expense
- **Description** – Optional field for additional description
- **Pre-Approval Type** – Select **Domestic**, **International**, or **Non-Travel**. If Domestic or International are selected, you will be asked to enter the **Destination** (City, State for Domestic or Country for International).
- **Cash Advance** – Select whether or not you are requesting a cash advance. If Yes, you will be asked to enter the **Cash Advance Amount** (Note: all cash advances must be requested and approved through a pre-approval report in Chrome River.)
- **Index (Allocation)** – Select the index(s) where the spending will be charged. To add more than one index, click **+ Add Allocation**. (Note that for pre-approval reports, the Index is only specified on the header, not on the individual expenses on the report.)

After the report header has been fully completed, click **Save** in the upper right corner to continue.

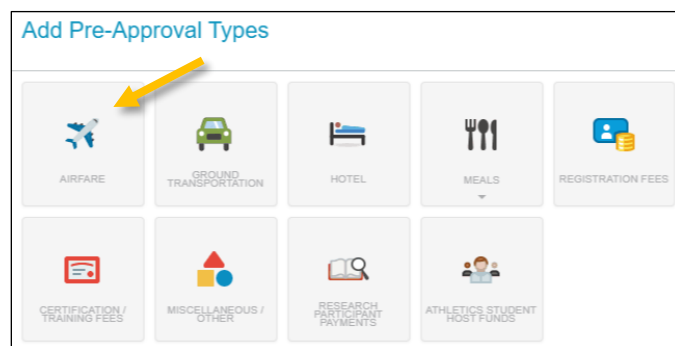
A screenshot of the 'Pre-Approvals For WebstUR Spider' form. At the top right, there are 'Cancel' and 'Save' buttons, with a yellow arrow pointing to the 'Save' button. The form fields are:

- Report Name: National Mascot Conference 2019
- Start Date: 09/01/2019 (with a calendar icon)
- End Date: 09/04/2019 (with a calendar icon)
- Number of Days: 4
- Business Purpose: Professional development and networking with other mascots
- Description: Optional (empty field)
- Pre-Approval Type: Domestic Travel (dropdown menu)
- Trip Destination: Orlando, FL
- Cash Advance: No Advance Requested (dropdown menu)

 At the bottom, there is a blue informational box: 'Please type the Index you would like to search for in the box below. As you type, a drop-down list of matching items will be displayed for selection.'

Add Expenses

3. Select an expense to add to the pre-approval report from the expense tile mosaic to the right. Tiles with a downward facing arrow at the bottom are “parent” tiles that have additional expense tiles organized under them.



4. Complete the expense tile form and click **Save** in the upper right corner to continue.

CHROME RIVER QUICK GUIDE – CREATING A PRE-APPROVAL REPORT

Cancel Save

Airfare

Estimated Amount 225.00 USD

Description Optional

5. The expense will be added to your pre-approval report and visible on the report summary to the left. The expense tile mosaics will appear again on the right.

Pre-Approvals For WebstUR Spider

National Mascot Conference 2019

EXPENSE	ESTIMATED
Airfare	225.00 USD

ADD PRE-APPROVAL TYPES

- AIRFARE
- TRANSPORTATION
- HOTEL
- MEALS
- REGISTRATION FEES
- TRAVEL AGENCY FEES
- MISCellaneous
- PERMITS/GRANTS/REIMBURSEMENTS

6. Continue adding expenses to your report by selecting the appropriate expense tile, completing the expense form, and clicking **Save** in the upper right corner to add to the report.

Submit

7. Once you have finished adding all expenses to your pre-approval report, click the green **Submit** button at the bottom of the report summary.

Pre-Approvals For WebstUR Spider

National Mascot Conference 2019

EXPENSE	ESTIMATED
Airfare	225.00 USD
Hotel	450.00 USD
Meals - Per Diem	52.80 USD
Meals - Per Diem	66.00 USD
Meals - Per Diem	66.00 USD
Meals - Per Diem	33.00 USD

PA Report ID 010000368183

Total Estimated Amount 892.80 USD

Submit

8. A submit confirmation will appear at the top right of the screen. Click **Cancel** to return to the report and make any changes. Click **Submit** to submit the pre-approval report to the approval workflow.

Submit Preapproval

I affirm that the expense estimates listed in this pre-approval are accurate and complete to the best of my knowledge. I understand that I must submit an expense report with actual spending and appropriate documentation within 60 days of the end of my trip or event in order to be reimbursed for any out-of-pocket expenses.

Cancel Submit