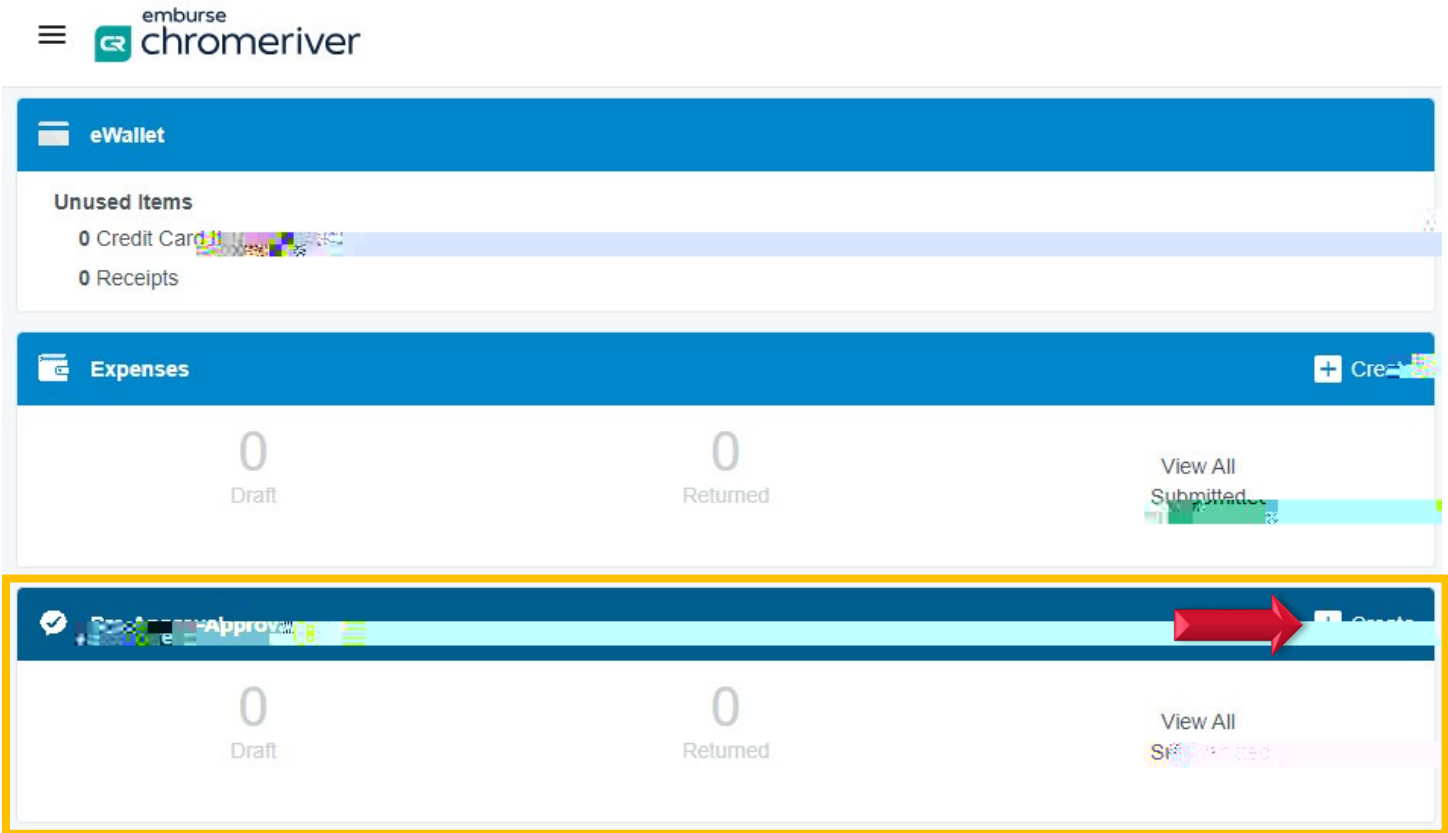




## Creating and Submitting a PreApproval

### Step 1: Complete the PreApprovalHeader

Click **+Create** in the top righthand corner of the PreApproval ribbon.













# CHROME RIVER USER GUIDE

## Air Travel

Bag fees should be included with the airfare amount. Separate the fees when completing the Expense Report.

## Meals – sub-tiles

**Important** No Per Diem is paid for same day travel, which is defined as travel with no overnight stay.

View Travel Procurement's [Per Diem Rates](#) webpage for more information.

Per Diem Wizard is the primary method to calculate Per Diem for the individual traveler.

- o View the guide [Using the Per Diem Wizard](#).

Meals – Business: is the primary method used to enter Per Diem for specific travel types such as

– Business (me)9 (t)-4 (h)6 (o)-sedotE-2 ( 10.3 E:)-1 0.0010.1 (f)-4 (o)-2 (r)1 ( t)TT0 1 Fucel (o)80



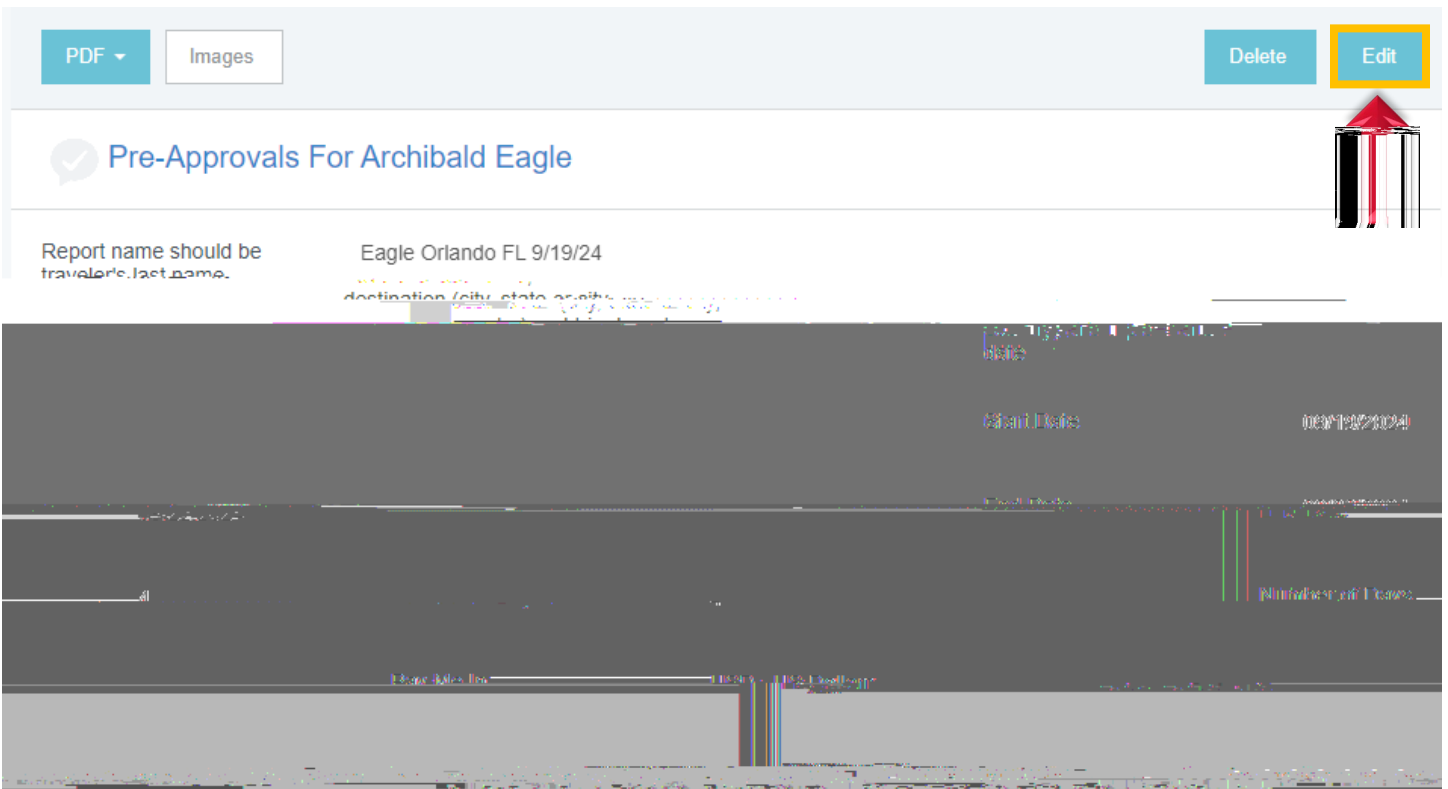
# CHROME RIVER USER GUIDE

## Step 3: Add Comments and Attachments

Click the Report Description on the left side to add Comments and Attachments



Click **Edit**.





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Scroll down inside the **ApprovalReportHeader** section until the **Comments** and **Attachments** sections are in view.

## Comments

Use this area to:





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After Comments, Attachments, and Allocations have been added, click **Save**.

Are you being compensated/reimbursed for services outside of USI fund/orgn?

**Allocations**

Equally Clear Splits Split

27.82%	400.00	Y	01300 U-10001-01300-1300 Romain College of Business	27.82%	400.00
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100.00 % 1,438.00



## Step 5: Submit the Pre-Approval

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Click [Submit](#)

An opportunity will be given to perform a final review of all ~~the~~