Submitting and Tracking a Pre-Approval Report

All IU-sponsored travel requires Pre-Approval. This Pre-Approval is collected in Chrome River via the Chrome River Pre-Approval (PA) report. The PA report requirement supports IU’s responsibility to act in the best interest of our colleagues and ensure they are working in the safest possible conditions. It also allows Fiscal Officers and other fiscal reviewers to be fully aware of projected costs for upcoming travel plans.

Pre-Approval is required when submitting the following Chrome River expense report types:

- Employee Travel
- Student Travel
- Non-Employee/Non-Student Travel
- Recruiting Travel
- Student Group Travel

As soon as staff become aware of the need to travel, begin the Pre-Approval process. The Pre-Approval report should ideally be approved before reservations are made.

Your reimbursement may be denied if proper Pre-Approval is not obtained.

Remember, NonEmployee/NonStudent travelers must be established in BUY.IU before they will populate in Chrome River. Establish a new traveler using the steps outlined in the Chrome River Non-Employee Traveler guide.

This document walks through how to initiate and submit a Pre-Approval report, as well as how to track the status of a pending PA report and recall it if necessary.

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Initiating and Submitting a Pre-Approval Report

On the home screen of Chrome River, click the + New button in the upper right corner, then select New Pre-Approval Report.

A Pre-Approval report opens. In the **Report Name** field, enter the traveler’s name, destination, and trip dates. Enter the **Trip Start and End Dates** in the appropriate fields.

From the **Report Type** dropdown menu, select the type of report you’ll import it to later, such as Employee Travel, NonEmployee Travel, etc.
The table below contains the different expense reports available. Please note several of the options are incompatible with PA.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Travel</td>
<td>Travel by an IU employee</td>
</tr>
<tr>
<td>NonEmployee/NonStudent Travel</td>
<td>Travel by a non-IU guest (e.g. guest speaker)</td>
</tr>
<tr>
<td>Recruiting Travel</td>
<td>Travel by an IU employee for the purpose of recruiting</td>
</tr>
<tr>
<td>Student Travel</td>
<td>Travel by an individual IU student</td>
</tr>
<tr>
<td>Student Group Travel</td>
<td>Travel by a group of at least three IU students and a group leader with whom all travel expenses will be associated</td>
</tr>
<tr>
<td>All Other Report Types</td>
<td>Not Applicable/Incompatible with this Process</td>
</tr>
</tbody>
</table>

The remaining fields update dynamically to reflect which report type you choose. In this example, we selected “Employee Travel.” Next, select your **Travel Type** from the dropdown menu: domestic, in-state, or international. Fill out your travel destination in the **City/State/Zip** field and select the **purpose** of your travel.

The table below contains the different business purposes available. Information in this field will be used to support the legitimacy of expenses during an audit.

<table>
<thead>
<tr>
<th>Business Purpose</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>Supports research efforts</td>
</tr>
<tr>
<td>Humanitarian/Medical Mission</td>
<td>Carrying out humanitarian or medical missions</td>
</tr>
<tr>
<td>Development</td>
<td>Training or professional development, but could also include fundraising/advancement</td>
</tr>
<tr>
<td>Recruitment</td>
<td>Travel for the purpose of recruiting potential IU students, faculty, or staff</td>
</tr>
<tr>
<td>Conference</td>
<td>Attending a conference</td>
</tr>
<tr>
<td>Invited Guest/Interviewee</td>
<td>Invited guest/speaker or job candidate travel; relates to NonEmployee/Nonstudent travel report</td>
</tr>
<tr>
<td>Other</td>
<td>Enter another business purpose in an open field</td>
</tr>
</tbody>
</table>

If you select the **NonEmployee/NonStudent Travel** report type, enter the traveler’s BUY.IU supplier number or name into the in the **Vendor Name** field.
Your NonEmployee/NonStudent traveler’s BUY.IU profile must be Approved to be accessible in Chrome River. Refer to the instructions in the Chrome River Non-Employee Traveler guide to check on your supplier’s registration status.

Next, enter funding information for the trip. Enter the account number in the Allocations section. If needed, you can enter additional accounts by clicking Add Allocation. Expenses may be split by percentage or by dollar amount.
Click **Save** in the upper right corner of the report to save your work and move to the next step, itemization of costs.

![Save button]

Itemize the trip by clicking on the expense tiles relevant to your trip. For instance, if you will be flying or staying in a hotel, select **Airfare** or **Hotel**, respectively.

![Expense tiles]

After selecting a tile, enter a cost estimate for that expense. Enter the amount in the **Estimated Amount** field for each expense. The **Description** field is optional on all tiles except the “Other” category, which requires a description. “Other” is used to document expenses such as mileage, per diem, conference/hotel fees, etc.

Click **Save** in the top right corner after entering an expense.

![Expense entry]

Saved expenses populate in the left-hand window of your Pre-Approval report. When you’ve finished entering estimated costs, review your work and click Submit.

Chrome River prompts you to review your work, certify that your entries are compliant, and click Submit a second time.

Once you click submit, you cannot make changes to the report unless you recall it. Learn how to recall a submitted PA report in the After Report Submission section below.

After submission, the PA report will route to the approver responsible for travel documents (usually a Fiscal Officer or their delegate). As soon as the PA approved, the expense owner will receive a notification confirming its approval via email. A notification will also be sent in the event of rejection.
After Report Submission

After the PA has been submitted, you may track its status or recall it in the event of a trip cancellation. Open Chrome River and navigate to the Pre-Approval ribbon on your home page.

In the screenshot below, Juliet Roberts has two pending PA reports. Click on **Submitted**.

![Screenshot of Pre-Approval ribbon in Chrome River](image)

Both submitted PA reports pictured below are in Pending status. The reports have not yet been approved.

![Screenshot of Submitted Pre-Approvals](image)

To view the details of your PA report, click on the anywhere on the row containing the PA report you want to investigate. The PA report will open in the window on the right.
Tracking a PA Report

To identify who is responsible for approving your PA report, click Tracking.

Approver information will display in the righthand window. The PA report’s status is shown at the top.

The person whose name appears in the “Approver” field is the regular travel document approver for the account funding your trip. If the approver reassigned your PA report to someone else for review and approval, the assignee’s name will appear next to “Assigned To.”

In the example below, Steve Miller, the regular approver, has reassigned the PA report to Sarah Chavez. Sarah Chavez is now the person responsible for approving this report.
In the event of a delay during approval of your PA report, reach out to the approver or the assignee listed on your document.

When the PA report is approved, its status will change to Approved and the expense owner will receive an email notification. You may now reserve the requested travel.

Recalling a PA Report
To recall your report, open the report you wish to recall and click Recall. You can only recall a report while it is in Pending status.

A popup will ask you to confirm that you want to recall the report. Click Yes and the report will move to the drafts section of your Chrome River home page.
Expiring a PA Report

A PA report will expire automatically one full calendar year past the trip end date, rendering it unusable. An expense owner may need to manually expire a Pre-Approval in the event of a widespread travel ban. A delegate might expire a PA if a higher authority needs to revoke approval. Expiring a PA effectively cancels and withdraws approval for the trip. Only an approved trip can be expired.

To expire a PA, click on **Submitted** in the Pre-Approval ribbon. In the example below, Holly Hooper has submitted five PA reports in the last 90 days.

A list of submitted reports opens. Click on the anywhere on the row containing the PA report you want to expire. The report opens in the right-hand window. Click **Expire** to withdraw the Pre-Approval.

A popup will prompt you to confirm that you want to expire the PA. Click **Expire**.
A popup will confirm that the PA was expired. The status of the report also changes to Used/Expired.