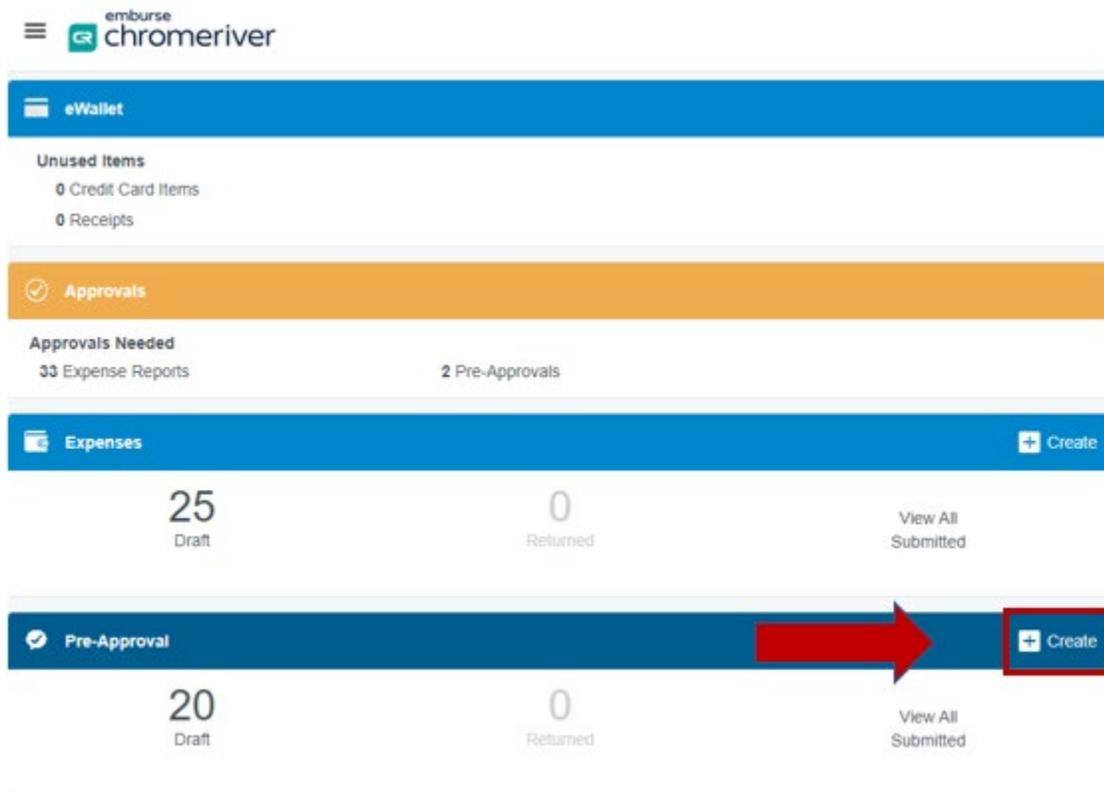


Create a Pre-Approval Report for Travel

****AIRFARE ON STATE FUNDS MUST BE PURCHASED USING A STATE TRAVEL CARD OR THROUGH GROOPEL VIA REQUISITION****

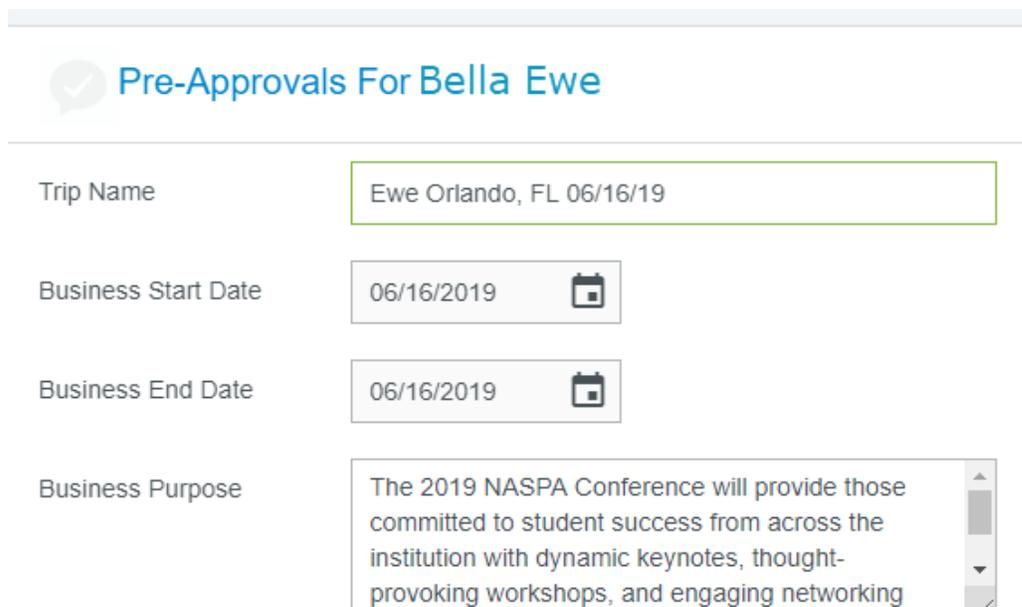
1. Click the “Create” button in the Pre-Approval box on your dashboard.



The screenshot shows the emburse chromeriver dashboard. The Pre-Approval section is highlighted with a red arrow pointing to the 'Create' button. The dashboard displays the following information:

- eWallet:** 0 Credit Card Items, 0 Receipts
- Approvals:** 33 Expense Reports, 2 Pre-Approvals
- Expenses:** 25 Draft, 0 Returned, View All Submitted, + Create
- Pre-Approval:** 20 Draft, 0 Returned, View All Submitted, + Create

2. Complete the Pre-Approval form – Trip Name, Start / End date, and Business Purpose
 - a. Trip Name – “Last Name City, State Departure Date”
 - i. Example: “Ewe Orlando, FL 06/16/19”



The screenshot shows the Pre-Approval form for Bella Ewe. The form fields are as follows:

- Trip Name:** Ewe Orlando, FL 06/16/19
- Business Start Date:** 06/16/2019
- Business End Date:** 06/16/2019
- Business Purpose:** The 2019 NASPA Conference will provide those committed to student success from across the institution with dynamic keynotes, thought-provoking workshops, and engaging networking

3. Continue with Travel Type, Trip Type, Number of people attending, Destination, etc.

Travel Type	<input type="text" value="Out of State"/>
Trip Type	<input type="text" value="Academic"/>
How many people will be attending this event?	<input type="text" value="Individual Travel"/>
Destination	<input type="text" value="Orlando, FL - 32801"/>
No Cost to ASU	<input type="checkbox"/>
Will there be personal time during this trip?	<input type="checkbox"/>

I understand that I should keep all receipts for auditing purposes.

Check with Financial Manager to find funding allocation for this trip.

4. Finish the form by designating the funds allocated for the trip. You can enter the FOAPAL or the name of the account, and a list will appear to select the correct fund.

Allocations

<input type="text" value="Search for Allocation"/>
<input checked="" type="checkbox"/> 0100-60105-6020 IT Technology Services <i>General Institutional</i>

5. If the trip is being funded from multiple funding sources, click “Add Allocation” to add those accounts and specify the percentages to split the funds.

Allocations

<input type="text" value="0100-60105-6020 IT Technology Services General Institutional"/>



Allocations

Split Equally

Clear Splits

×	0100-60105-6020 IT Technology Services General Institutional	50.00%	0.00	◀
×	0115-60601-1040 Info Technology Distance Education Other In...	50.00%	0.00	◀
		100.00%	0.00	

6. Click "Save" at the top of the form when you have completed all of the items in the Pre-Approval form.

Cancel

Save

Pre-Approvals For Bella Ewe

Trip Name

Ewe Orlando, FL 06/16/19

7. Once saved, the "Add Pre-Approval Types" page will appear for you to enter travel estimate details based on the expenses you expect to incur. If a tile has an arrow, that signifies there are sub-categories for that expense type.

Add Pre-Approval Types



AIRFARE



GROUND
TRANSPORTATION



LODGING



MEALS



REGISTRATION



MISCELLANEOUS

8. For each expense, click “Save” and the travel estimate will appear on the left-hand side of your pre-approval report screen.

Cancel Save

 Airfare

Estimated Amount  USD

Additional Comments
Optional

Paid By

GL_ACCT

← Pre-Approvals For Bella Ewe +

Ewe Orlando, FL 06/16/19 ⓘ

0 Comments 0 Attachments

EXPENSE	ESTIMATED
 Airfare	600.00 USD
 Lodging	428.00 USD
 Meals	120.00 USD
 Registration	500.00 USD

9. After entering all of the travel expense estimates, click “Submit”.

PA Report ID 010000611529	Total Estimated Amount 1,636.62 USD	 Submit
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10. Review the Pre-Approval Certification statement and click “Submit”.

Submit Preapproval

I hereby certify that these estimated expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes. I understand that I should keep all receipts for ease of Expense Reporting.



11. If an error message appears, correct the error and repeat submit until no error messages appear.

12. The Pre-Approval will then show under the “View All Submitted” box.

Expenses + Create		
25 Draft	0 Returned	View All Submitted
Pre-Approval + Create		
19 Draft	0 Returned	 View All Submitted

13. You will receive an email notification when the Pre-Approval has been approved or returned.



Tue 3/26/2019 3:30 PM

expense-noreply@chromefile.com

Chrome River Pre-Approval Request Approved

To: Bella Ewe

NO ACTION REQUIRED

Chrome River

The following Pre-Approval Request has been approved.

Pre-Approval Request for	Bella Ewe
Report Name	Ewe Orlando, FL 06/16/19
Pre-Approval ID	0100-0061-1529
Submit Date	03/26/2019
Expense Dates	06/16/2019 - 06/16/2019
Total Expenses	1,541.00 USD