





CNR: Chrome River Quick Guide: Travel Pre-Approval (TRPA)

1. Access Chrome River by going to <https://support.uidaho.edu/TDClient/Requests/ServiceDet?ID=707>
2. Log in with your University of Idaho NetID and password.









Launch Enterprise Applications

[banner](#) • [sitecore](#) • [famis](#) • [vandalweb](#) • [argos](#)

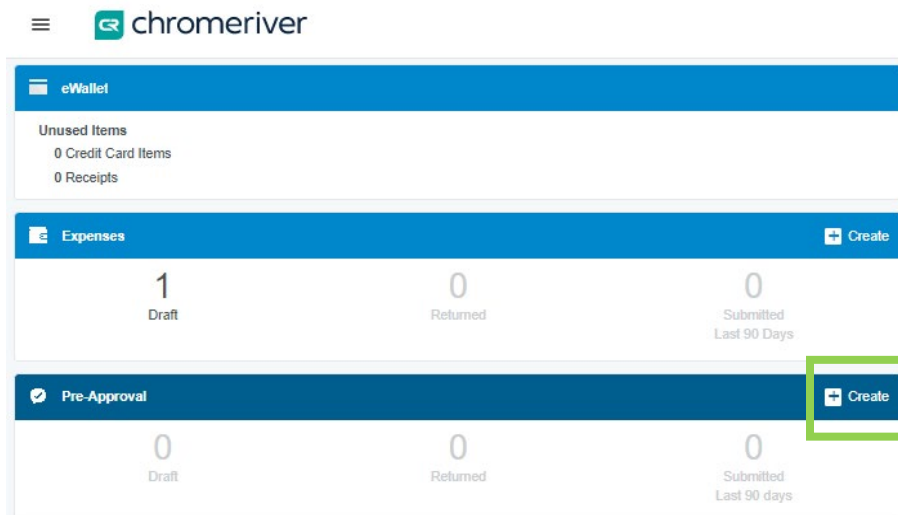
Banner Applications


 Banner 9 Supplemental Forms	 VandalWeb Student & Staff Portal	 Evisions Argos, Form Fusion, Intellectcheck	 Workflow Banner Workflow Client
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Enterprise Administrative Applications

 CS Gold VandalCard AdminWeb	 Doc Imaging Stellent, Capture	 PeopleAdmin Job Applicant Review	 Sitecore Content Management System
 TouchNet Marketplace Admin	 Chrome River Travel System	 25Live Conference Room Scheduling	 iVandal International Programs

3. Click on the Chrome River icon to enter the application
4. Once in Chrome River, on the left side of the screen, you will see three headers "eWallet", "Expenses", and Pre-approval".



≡  chromeriver

eWallet			
Unused Items			
0 Credit Card Items			
0 Receipts			
Expenses	1	0	0
	Draft	Returned	Submitted Last 90 Days
Pre-Approval	0	0	0
	Draft	Returned	Submitted Last 90 days

5. Click the "+ Create" link on the "Pre-Approval" Header. This will bring up a "Pre-Approvals for [Your Name]" screen on the right side of the browser window.

Filling out the form

1. Report name.

- a. Report names must start with "TRPA" and include:
 - a. your last name
 - b. your first initial
 - c. your destination
 - d. your purpose (if it will fit)
 - e. the departure date or date range for the trip
 - f. e.g. "TRPA J Vandal Boise, ID NRI 7.1-15.2022" or "TRPA_Vandal_J_Bend, OR_research_8-11-22"
- b. NB: there is a 45-character limit to the title.
- c. Blanket TRPAs are permissible but can only be made for a 90-day period, in a single state.
 - a. e.g. "TRPA J Vandal IFC WA 7.1-9.30.22"

2. Start/end dates

- a. Start date is the date you leave on your trip; end date is the date you return.
- b. Add a day or two on either end of the trip in case of delays

3. Business purpose

- a. Enter where you are going and the business-related reason why. If you are traveling with others, list names of the other travelers.

4. Does this include personal travel?

- a. If yes, check the box. AP will send an email with detailed instructions.
- b. Do not use your purchase card for this trip

5. Travel Type

- a. Choose "In state", "Out of State", or "International" from the drop-down menu.
- b. **DO NOT select Non-Travel**
- c. In-State travel must be on a different TRPA than Out-of-State travel.
- d. For blanket travel, create a separate TRPA for each state.

6. Departure/Arrival Time

- a. Ignore these

7. Add another location

- a. Click this to bring up a text box where you can enter an extra destination, if you are traveling to multiple locations on the trip.

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Pre-Approvals For Joe Vandal

Report Name 1

Start Date 2

End Date

Number of Days

Pay Me In

Business Purpose 3

Travel Type

Depart Time Optional

Arrival Time Optional

Add Another Location

GL Approver

Alcohol

Cash Advance Amount Optional

Please type the <Banner Index> you would like to search for in the Banner Index box below. As you type, a drop down list of matching items will be displayed for selection

Report Name

Start Date

End Date

Number of Days

Pay Me In

Business Purpose

Does this include personal travel? 4

Personal Travel Start Optional

Personal Travel End Optional

Travel Type 5

Depart Time Optional 6

Arrival Time Optional

Add Another Location 7

GL Approver

-- Select --

In State

Out of State

International

~~Non-Travel~~

-- Select --

8. GL Approver

- 1. For CNR Travel on a grant index: **Amy Huck**
- 2. For CNR Travel on non-grant index: **Joseph Gordon Christensen**
- 3. For travel on a non-CNR index: **Contact the college that controls the index.**

9. Alcohol

- a. Talk to CNR Fiscal before clicking this

10. Cash advance

- a. Talk to CNR Fiscal before typing in this box
- b. Only for use by employees who don't have a p-card.
- c. Requires more advance notice than a regular TRPA

11. Banner index, Activity code, Location code

- a. Enter the six-digit index on which your travel will be paid.
- b. If you do not know your index, contact your supervisor.
- c. After you enter the index, two more fields will pop up: Activity Code and Location Code
- d. Enter "Use default" for both. Sometimes the default Activity Code will flood in automatically. If the Location Code floods in, delete and enter "leave location code blank"
- e. If you need to split the travel between two or more indexes, click the "+ Add Banner index" link

12. Click the "Save" button at the top of the window.

This screenshot shows a web form with several input fields. The 'GL Approver' field is highlighted in green and contains the number '8'. The 'Alcohol' field is highlighted in orange and contains '9' with an unchecked checkbox. The 'Cash Advance Amount' field is highlighted in orange and contains '10' with a '0' in a smaller box below it. The 'Banner Index' field is highlighted in green and contains '11'. Below these fields is a text box containing the text '677961-150041 677-07SRV-- CNR Motor Pool-Operations'. There are two dropdown menus below the text box, both containing '-- Select --'. A blue button with a plus sign and the text 'Add Banner Index' is located at the bottom left of the form area.

This screenshot shows a close-up of the 'Banner Index' section of the form. The text box contains '677961-150041 677-07SRV-- CNR Motor Pool-Operations'. The dropdown menu below it now contains 'Use def'. Below that, another dropdown menu contains 'Use default Activity Code from Index'. The blue 'Add Banner Index' button is highlighted in green and has the number '11e' next to it.