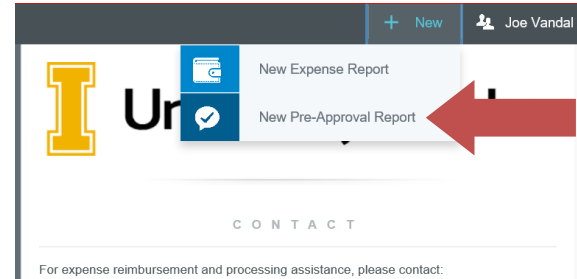


CNR: Chrome River Quick Guide: Pre-Approval Report

University of Idaho

1. Access Chrome River by going to <https://support.uidaho.edu/TDClient/Requests/ServiceDet?ID=707> and selecting Chrome River icon.
2. Log into Chrome River.
3. From the Dashboard, in the upper right corner, click the + NEW.
4. From the drop down menu, select New Pre-Approval Report.

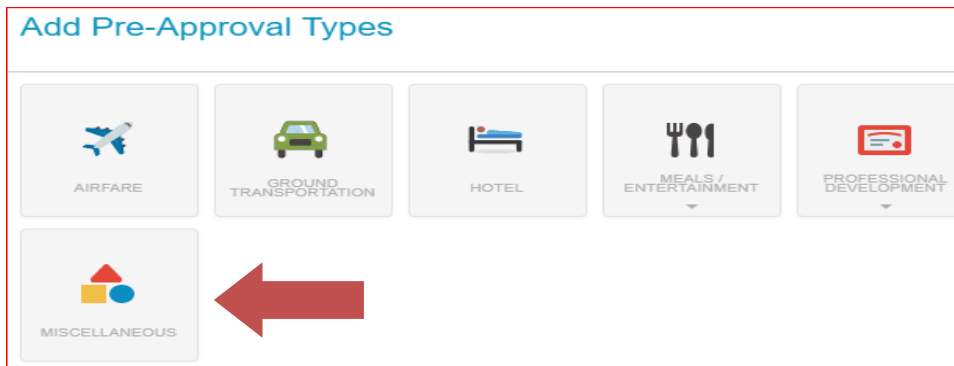
NOTE: Pre-Approvals are estimates of the total expenditures for the trip that are used to obtain trip approval from all required approvers.



**At this time CNR Fiscal is not allowing employees to submit their own expense claims, only pre-approvals. Contact CNR Fiscal with questions.*

5. Enter the following:
 - a. Report Name:
 - i. "TR PA_Last Name_First Initial_Location_Date"
45 character limit
e.g. TR PA Cai, L MOSS-trning 10-31-19
 - ii. **NOTE:** blankets are only valid for 90 days
 - b. **Start and End Dates.**
 - i. Number of Days. This will automatically be determined by Start/End Date(s).
 - c. Pay Me In: This is automatically pre-determined.
 - d. **Business Purpose:** The business-related reason for the expenditures. How does it relate to your job duties?
 - e. From the drop down menu, select the **type of travel.**
 - i. In State (**at least 1 week in advance*)
 - ii. Out of State (**at least 1 week in advance*)
 - iii. International (**must be minimum 1 month in advance*)
 - iv. Non-Travel Expense (**Not an option for PA*)
 - f. **Not Necessary to enter Depart / Arrive Time**
 - g. **Destination City/State:** **Must Include; not optional**
 - h. **GL Approver-Steve Hacker**
 - i. For CNR this is ALWAYS a fiscal person
 - ii. NEVER your supervisor
 - i. **Alcohol Box:** Check with CNR Fiscal
 - j. **Cash Advance Amount:** Check with CNR Fiscal
 - k. **Banner Index:** once inserted there will be 1-2 drop down type in:
 - i. Use default Activity Code from Index
 - ii. Use default Location code from Index
6. Click Save in the upper right corner.

7. **Choose Miscellaneous tile from the expenses:** Enter the total estimated dollar amount you think this trip might cost (including per diem for each day, hotel, airfare, public transportation, rental car, gas, etc.) plus approximately 30% of the total.



8. Click **Save** in the upper right corner.

9. When creating Pre-Approvals for Group Student (i.e. Non-employee; employees need to submit their own PA), Athletic, and Field Trip, you may lump the entire trip expenditures together in the Estimated Amount.

a. Add class number as a reference and let CNR Fiscal know if you are a TA or Faculty

10. Click Submit in the upper right corner.

OTHER:

All employees need to cover their own travel expenses, including all IH and graduate students on payroll. Please contact CNR Fiscal for help with specific situations.

If the expense report is not submitted after 30 days of the travel transaction you will be receiving automatic reminders in your email.

Example of a completed PA form

Report Name: TR PA Vandalheimer J SAF KY 11-3-2019

Start Date: 10/29/2019

End Date: 11/03/2019

Number of Days: 6

Pay Me In: USD - US Dollars

Business Purpose: Vandalheimer J traveling to Society for American Foresters to present research paper and collaborate with colleagues.

Travel Type: Out of State

Depart Time: -- Select --

Arrival Time: -- Select --

Out of State Destination: Louisville, KY

Add Another Location:

GL Approver: ~~Riser, Shilly (V00718519)~~ Steve Hacker

Alcohol:

Cash Advance Amount: 0

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

Banner Index

677995-210664 677-01UNA-- CNR Unrestricted Gifts **please use your specific index number here*

Use default Activity Code from Index **type in "Default" and "Use default Activity Code from Index" will appear. For Mac/Stennis index, use your specific activity code.*

Use default Location Code from Index **type in "Default" and "Use default Location Code from Index" will appear.*

[+ Add Banner Index](#)