1. Access Chrome River by going to [https://support.uidaho.edu/TDClient/Requests/ServiceDet?ID=707](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 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
   h. **GL Approver-Shilly Riser**
      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

<table>
<thead>
<tr>
<th>Report Name</th>
<th>TR PA Vandalheimer J SAF KY 11-3-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>10/29/2019</td>
</tr>
<tr>
<td>End Date</td>
<td>11/03/2019</td>
</tr>
<tr>
<td>Number of Days</td>
<td>6</td>
</tr>
<tr>
<td>Pay Me In</td>
<td>USD - US Dollars</td>
</tr>
<tr>
<td>Business Purpose</td>
<td>Vandalheimer J traveling to Society for American Foresters to present research paper and collaborate with colleagues.</td>
</tr>
<tr>
<td>Travel Type</td>
<td>Out of State</td>
</tr>
<tr>
<td>Depart Time</td>
<td>-- Select --</td>
</tr>
<tr>
<td>Arrival Time</td>
<td>-- Select --</td>
</tr>
<tr>
<td>Out of State Destination</td>
<td>Louisville, KY</td>
</tr>
<tr>
<td>GL Approver</td>
<td>Riser, Shily (V00718519)</td>
</tr>
<tr>
<td>Alcohol</td>
<td></td>
</tr>
<tr>
<td>Cash Advance Amount</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>677995-210664 677-01UNA- CNR Unrestricted Gifts</th>
<th><em>please use your specific index number here</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Use default Activity Code from Index</td>
<td></td>
</tr>
<tr>
<td>Use default Location Code from Index</td>
<td></td>
</tr>
</tbody>
</table>

Add Banner Index