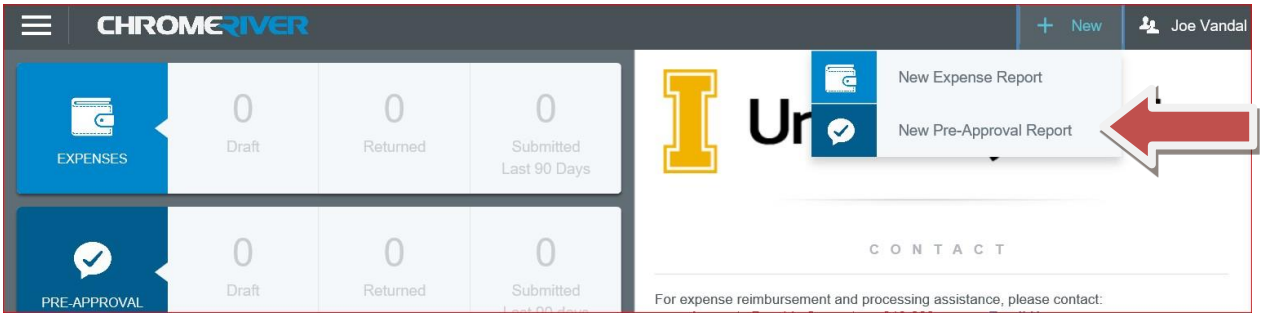
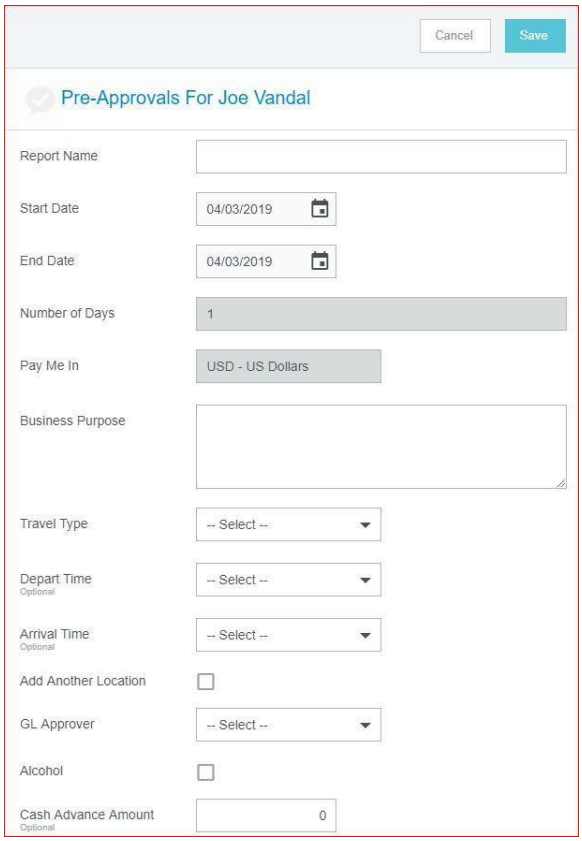
1. In Vandal Web, click on the Chrome River travel channel link.
2. From the Dashboard, in the upper right corner, click the + NEW button.
3. From the dropdown menu, select New Pre-Approval Report.



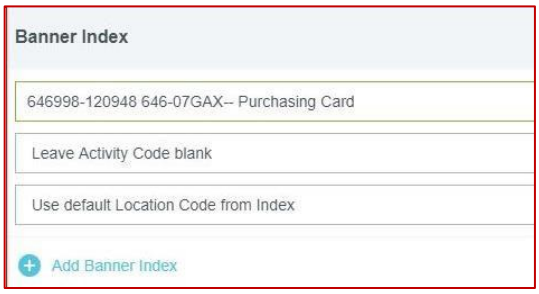
NOTE: Pre-Approvals are estimates of the total expenditures for the trip that are used to obtain trip approval from all required approvers.

4. Enter the following:
   a. Report Name. Identify the trip requesting approval.
   b. Start and End Date(s).
   c. Number of Days. This will automatically be determined by Start/End Date(s).
   d. Pay Me In. This is automatically pre-determined.
   e. Business Purpose. The business-related reason for the expenditures. How does it relate to your job duties? How does it benefit the department and University?
   f. From the dropdown menu, select the type of travel.
      i. In State
      ii. Out of State
      iii. International
   g. Enter Departure and Arrival Time
   h. Departure City/State Destination City/State. A selection box is provided to include a second location.
   i. GL Approver - Select the individual from the drop down who is responsible for verifying index information.
   j. Check the Alcohol box only if you will be providing a promotional or business meal. Please be aware that Alcohol is not an allowable expense for the Purchasing Card. The cardholder will be responsible for the alcohol expense to be reimbursed.
   k. Cash Advance Amount. Refer to the Cash Advance Travel Policy and Procedure. But is only included if a Cash Advance is Requested by the Traveler.



NOTE: If using a purchasing card, an advance can only be requested for mileage and/or meal per diem up to 90% of the expenses, unless the travel is group travel such as Student Groups or Team Travel.

l. Banner Index. As you type, a list will prefill. Use the mouse to scroll down and left click to select the index.
m. From the drop-down menu, select the correct Activity Code.

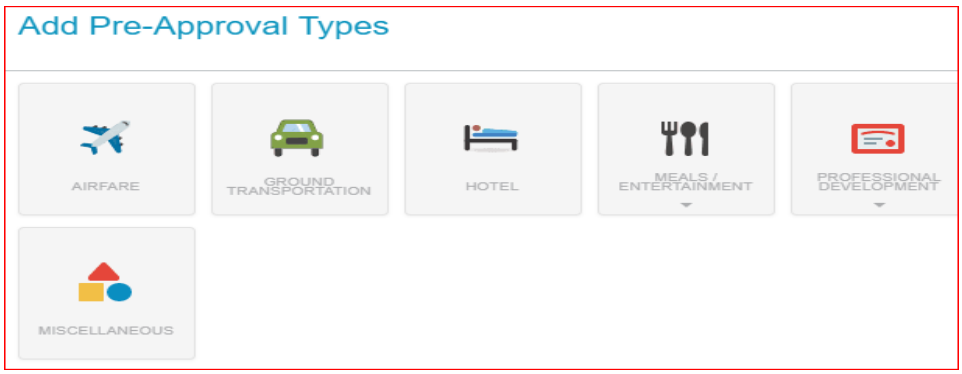


i. For those **Indexes that do not include Activity Codes** select: LEAVE – it will leave the Activity Code Blank. If you select USE DEFAULT - is will fill in the default assigned within the index or select the activity code from the drop-down menu.

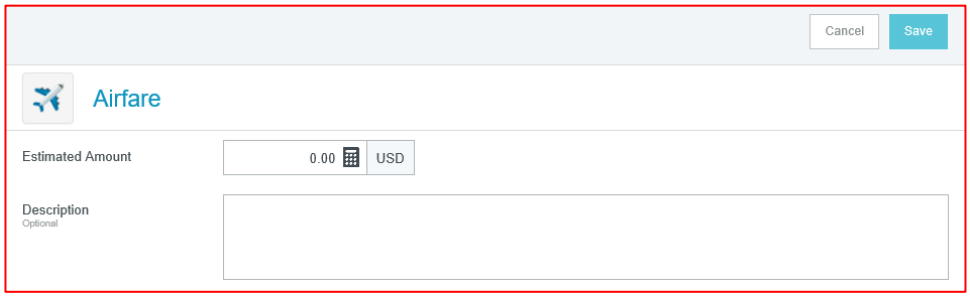
ii. For those **Indexes that include a Location Code** select: from the drop-down menu
For those who do not use the location codes select: LEAVE – it will leave the Location Code Blank

5. Click Save in the upper right corner.

6. Choose from the major category list of Pre-Approval icons provided and add expenditures. Other expenses can be reimbursed post-trip.

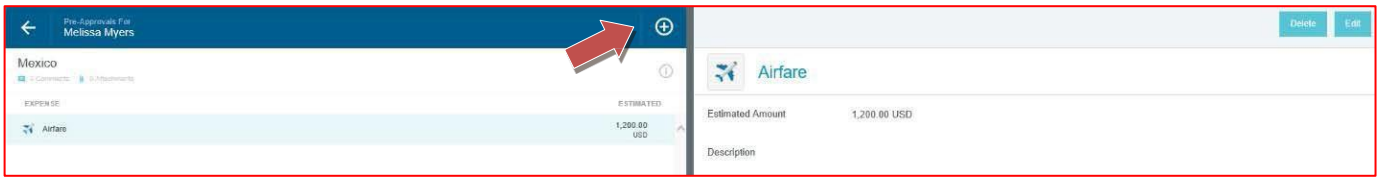


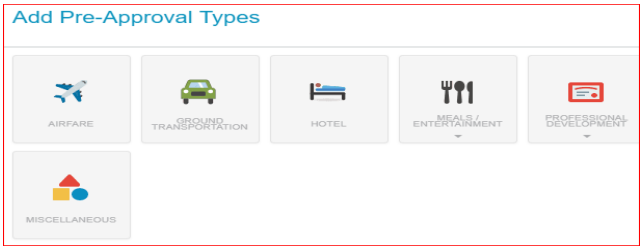
7. Click on the icon and enter the Estimated Amount and a brief Description with any information/comments that would be helpful for all authorized approvers.



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

9. Continue to add all expenditures by clicking the **+ Button** on the left screen.





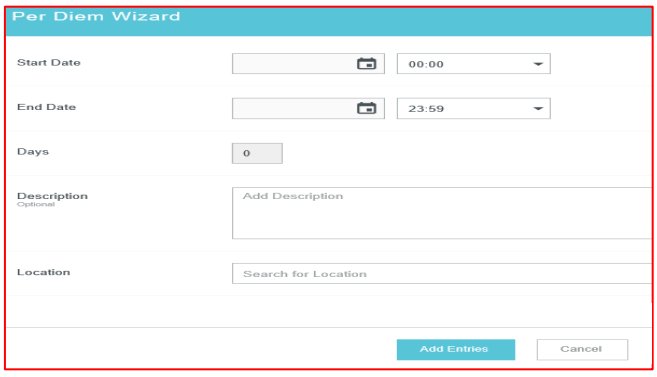
10. When creating Pre-Approvals for Group Student, Athletic, and Field Trip, you may lump the entire trip expenditures together in the Estimated Amount.

NOTE: Expenses will need to be itemized for reimbursement post-trip.

a. Mileage. Estimate the total round-trip mileage and multiply it by the current Federal Rate. Enter the dollar amount and list the calculation breakdown in the Description.

   If the Estimate Mileage Rate is less than the Federal Rate, use the Calculator to estimate the mileage.

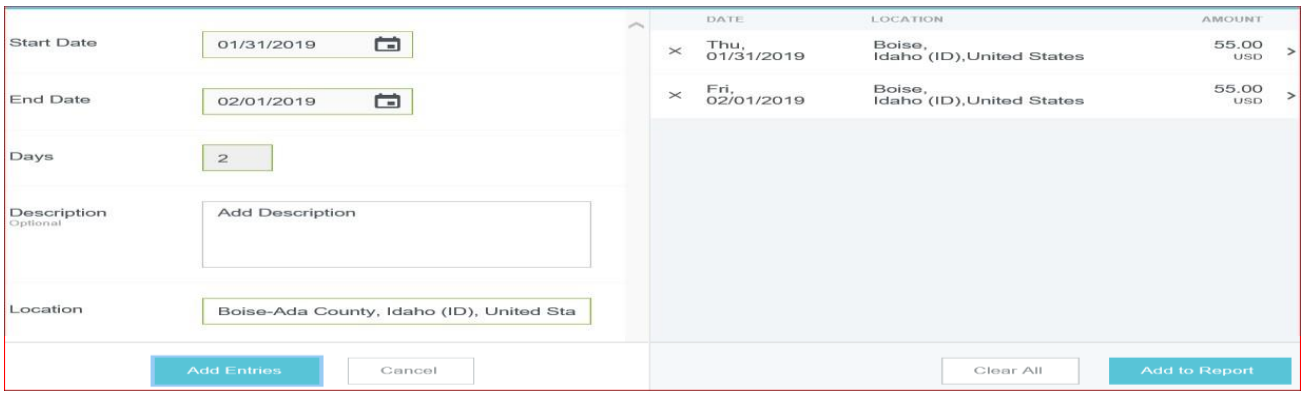
b. Per Diem. These will automatically be calculated based on the Destination and # of travel days based on the Travel policy
   i. A Per Diem and Per Diem Wizard icon is available based on the type of travel.
   ii. The Per Diem Wizard icon allows you to enter and adjust meals for multiple days simultaneously.



c. For meals, enter the following:
   i. Start/End Date(s).
   ii. Times, in military.
   iii. Days. Start/End Date(s) will automatically determine this.
   iv. Description. Add any information/comments that would be helpful for all authorized approvers. What meals will be provided?
   v. Location. As you type, a list will prefill. Use the mouse to scroll down and left click to select the Location.

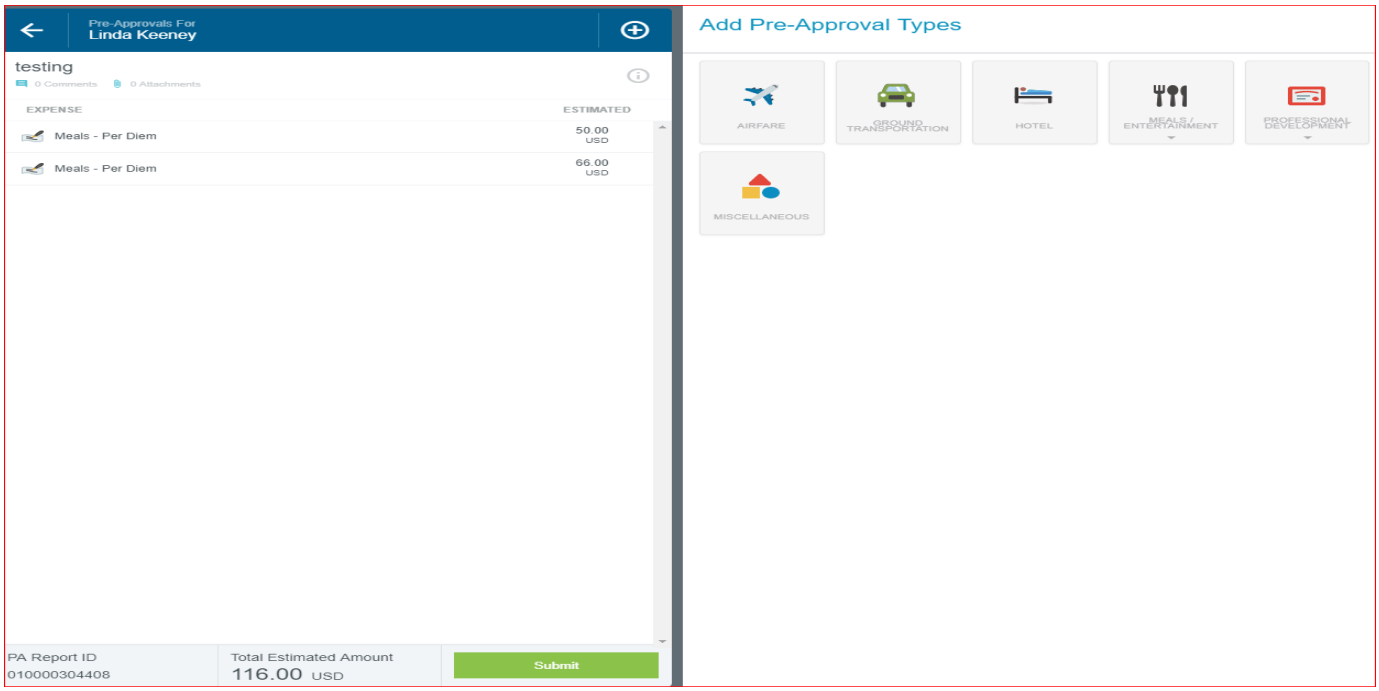
d. Click **Add Entries** at the bottom.

e. A list of all the meals will appear on the right side. Click on the day(s) and check which meals you do not need and the per diem will be reduced based on your selection.



f. When finished, click **Add to Report**.

11. When all information and estimated expenditures have been added, click **Submit** at the bottom.

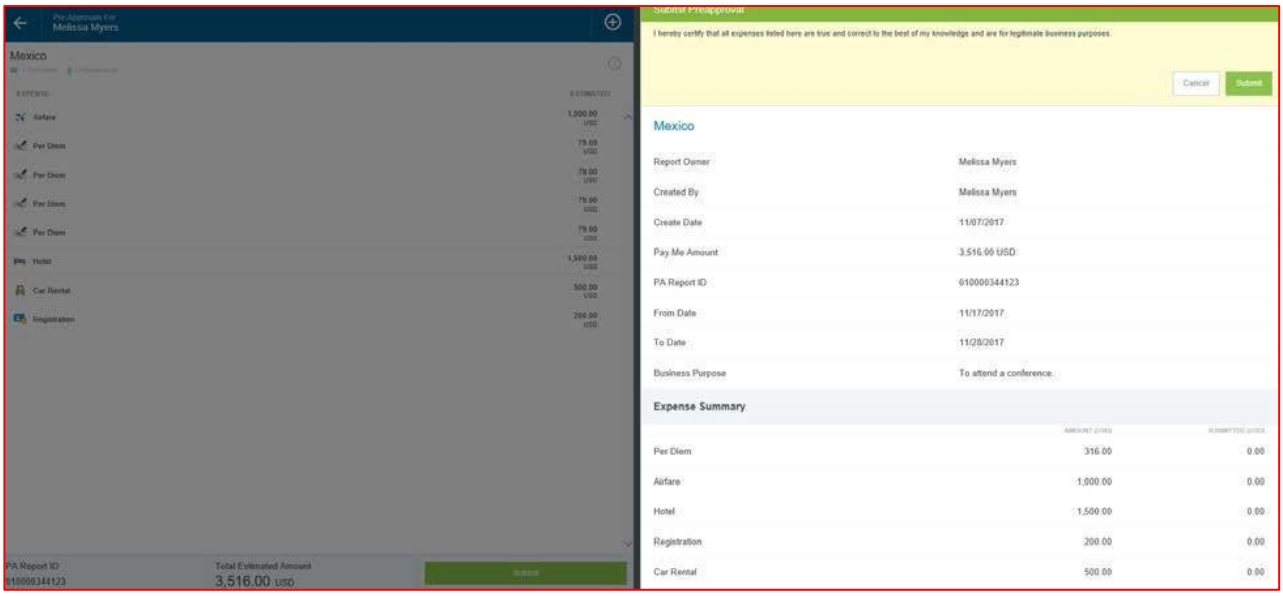


12. An overview of the trip and information will appear on the right side. Scroll down and review the information for accuracy, enter comments, and/or upload attachments.

    NOTE: Attachments are not required for a Pre-Approval, only for the Expense Report, unless an advance is needed more than 60 days before the departure date. For assistance, please contact the Accounts Payable Office.

13. To upload attachments, you can drag and drop or Browse File to Attach. Only JPG, PDF, PNG, and TIFF files of up to 5MB can be accepted.

14. Click **Submit** in the upper right corner.

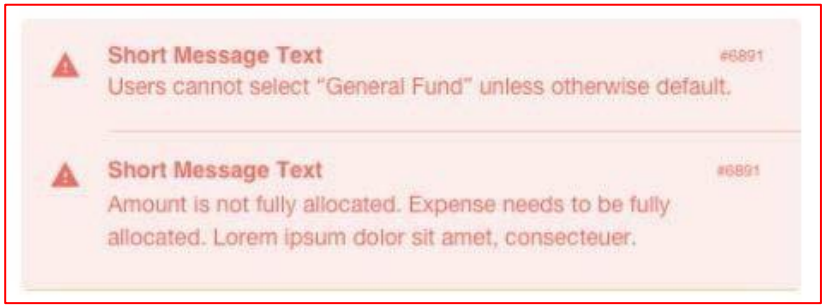


15. If there are any issues, with the report, warnings and violations will be given and will need to be corrected before submitting for approval.

a. Warnings indicate that additional information is required before submitting the report for approval. Respond by either modifying the data or replying to the warning.

i. If a reply is required, tap **Enter Response** in the message bar and enter a reply.

ii. Enter **Save** to update and close warning message.

b. Violations indicate that the expense cannot be submitted for approval based on the Travel policies and will need to be corrected before submitting for approval.

i. If an error occurs, the Submit button will be deactivated and you will be required to make any necessary changes before continuing.