



Submitting and Tracking a Pre-Approval Report

All IU-sponsored travel requires Pre-Approval. This Pre-Approval is collected in Chrome River via the Chrome River Pre-Approval (PA) report. The PA report requirement supports IU’s responsibility to act in the best interest of our colleagues and ensure they are working in the safest possible conditions. It also allows Fiscal Officers and other fiscal reviewers to be fully aware of projected costs for upcoming travel plans.

Pre-Approval is required when submitting the following Chrome River expense report types:

- Employee Travel
- Student Travel
- Non-Employee/Non-Student Travel
- Recruiting Travel
- Student Group Travel

As soon as staff become aware of the need to travel, begin the Pre-Approval process. The Pre-Approval report should ideally be approved **before** reservations are made.

Your reimbursement may be denied if proper Pre-Approval is not obtained.

All IU travel is highly encouraged to be booked through a [designated travel agency \(DTA\)](#).

Remember, NonEmployee/NonStudent travelers must be established in BUY.IU before they will populate in Chrome River. Establish a new traveler using the steps outlined in the [Chrome River Non-Employee Traveler guide](#).

This document walks through how to initiate and submit a Pre-Approval report, as well as how to track the status of a pending PA report and recall it if necessary.

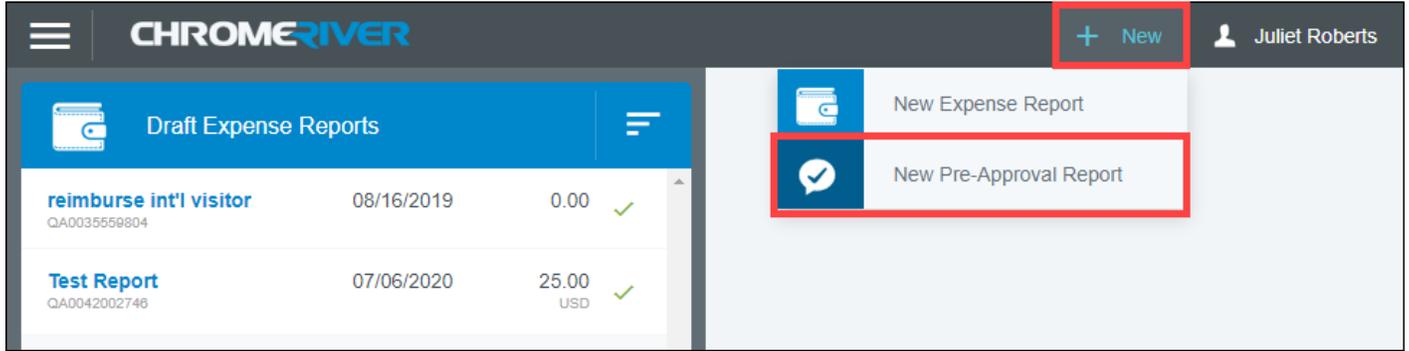
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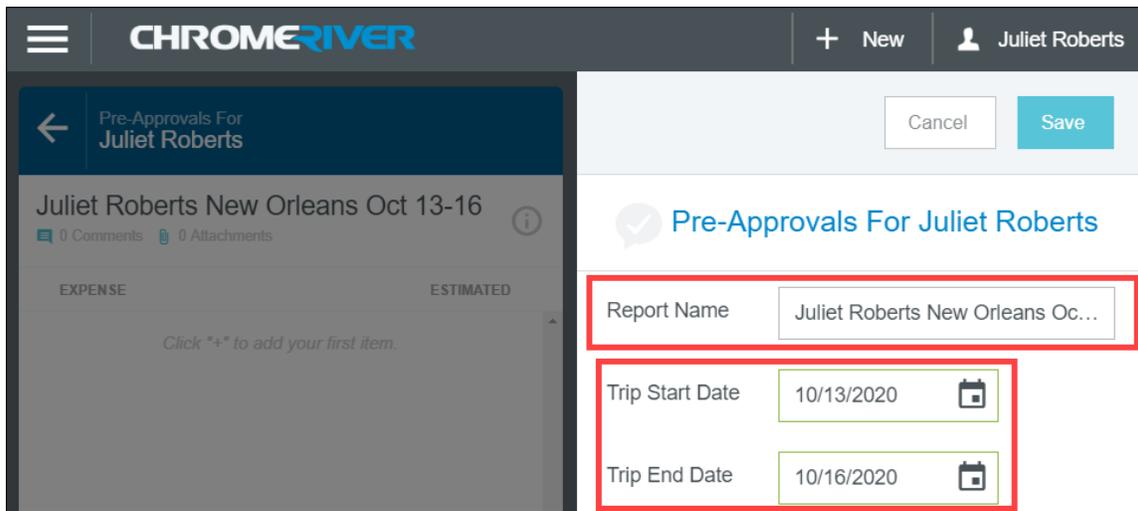


Initiating and Submitting a Pre-Approval Report

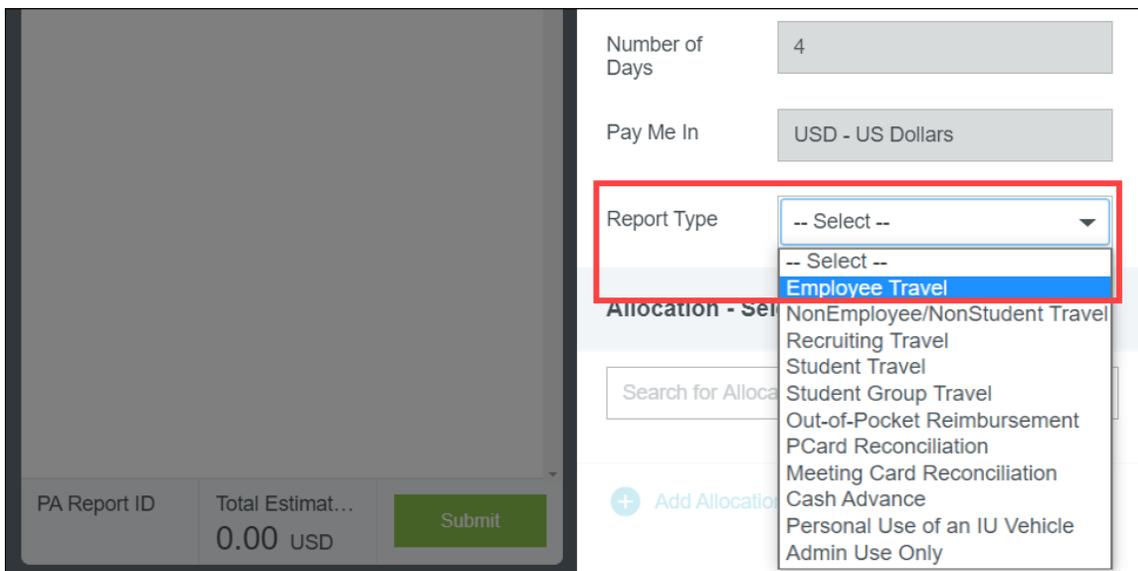
On the home screen of Chrome River, click the **+ New** button in the upper right corner, then select **New Pre-Approval Report**.



A Pre-Approval report opens. In the **Report Name** field, enter the traveler's name, destination, and trip dates. Enter the **Trip Start and End Dates** in the appropriate fields.



From the **Report Type** dropdown menu, select the type of report you'll import it to later, such as Employee Travel, NonEmployee Travel, etc.





The table below contains the different expense reports available. Please note several of the options are incompatible with PA.

Report Type	Description
Employee Travel	Travel by an IU employee
NonEmployee/NonStudent Travel	Travel by a non-IU guest (e.g. guest speaker)
Recruiting Travel	Travel by an IU employee for the purpose of recruiting
Student Travel	Travel by an individual IU student
Student Group Travel	Travel by a group of at least three IU students and a group leader with whom all travel expenses will be associated
All Other Report Types	Not Applicable/Incompatible with this Process

The remaining fields update dynamically to reflect which report type you choose. In this example, we selected "Employee Travel." Next, select your **Travel Type** from the dropdown menu: domestic, in-state, or international. Fill out your travel destination in the **City/State/Zip** field and select the **purpose** of your travel.

The table below contains the different business purposes available. Information in this field will be used to support the legitimacy of expenses during an audit.

Business Purpose	Description
Research	Supports research efforts
Humanitarian/Medical Mission	Carrying out humanitarian or medical missions
Development	Training or professional development, but could also include fundraising/advancement
Recruitment	Travel for the purpose of recruiting potential IU students, faculty, or staff
Conference	Attending a conference
Invited Guest/Interviewee	Invited guest/speaker or job candidate travel; relates to NonEmployee/Nonstudent travel report
Other	Enter another business purpose in an open field

If you select the **NonEmployee/NonStudent Travel** report type, enter the traveler’s BUY.IU supplier number or name into the in the **Vendor Name** field.



Your NonEmployee/NonStudent traveler's BUY.IU profile must be **Approved** to be accessible in Chrome River. Refer to the instructions in the [Chrome River Non-Employee Traveler guide](#) to check on your supplier's registration status.

CHROMERIVER

Pre-Approvals For Juliet Roberts

Kathryn Janeway May 20-26 IUPUI

EXPENSE ESTIMATED

Click "+" to add your first item.

Report Name: Kathryn Janeway May 20-26 IUPUI

Trip Start Date: 05/20/2090

Trip End Date: 05/26/2090

Number of Days: 7

Pay Me In: USD - US Dollars

Report Type: NonEmployee/NonStudent Travel

Vendor must exist in BUY.IU before it will be available in Chrome River

Vendor Name: u15381243 / Janeway, Kathryn

Travel Type: In State

City / State / Zip: Indianapolis, IN - 46202

Purpose: Invited Guest/Interviewee

PA Report ID Total Estimated ... 0.00 USD Submit

Next, enter the account number funding the trip in the **Allocations** section. If needed, you can enter additional accounts by clicking **Add Allocation**. Expenses may be split by percentage or by dollar amount. The account used in the screenshot below is an example; always ask your fiscal officer which account to use for your trip.

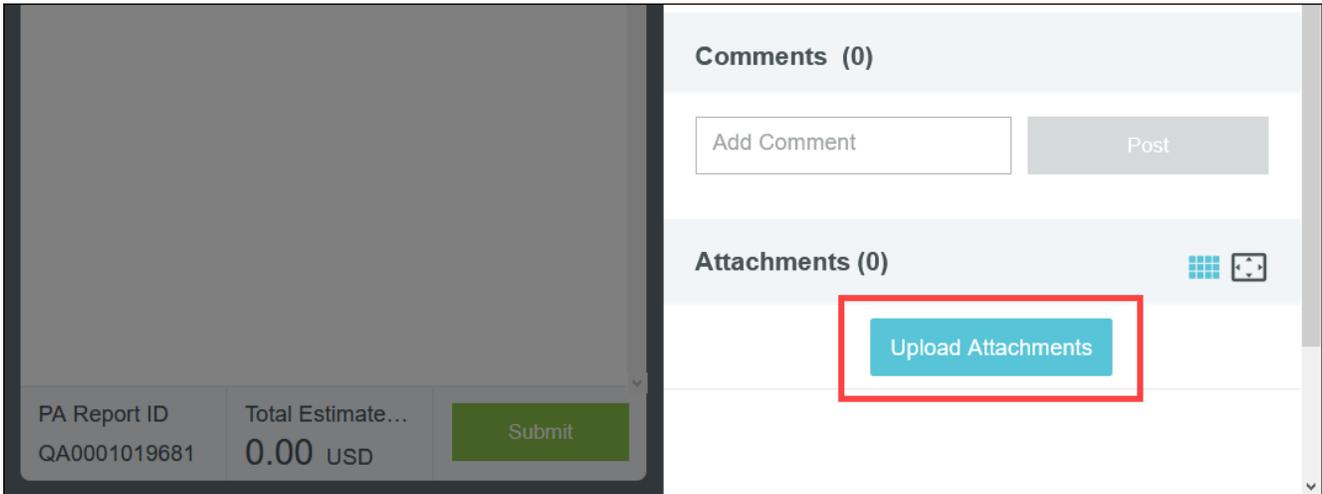
Allocation - Select department account

1915030 UA-PUR PURCHASING DEPARTMENT

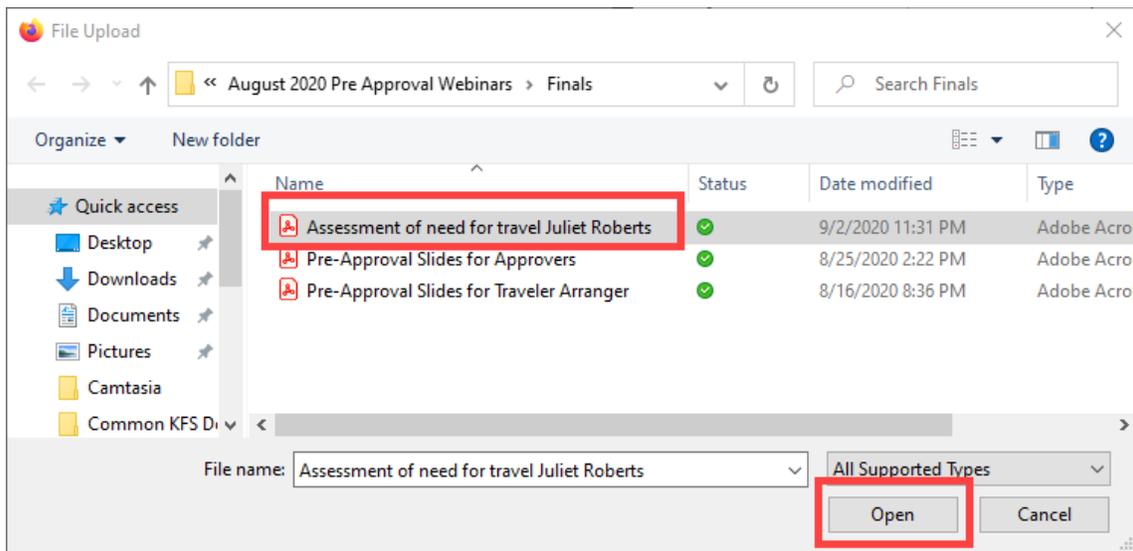
+ Add Allocation



Your department may require substantiation of the need for travel. Attach documentation by clicking on **Upload Attachments**. Chrome River will only accept JPG, PDF, PNG, and TIFF file types as attachments. The maximum file size for individual images uploaded via the app is 10 MB.

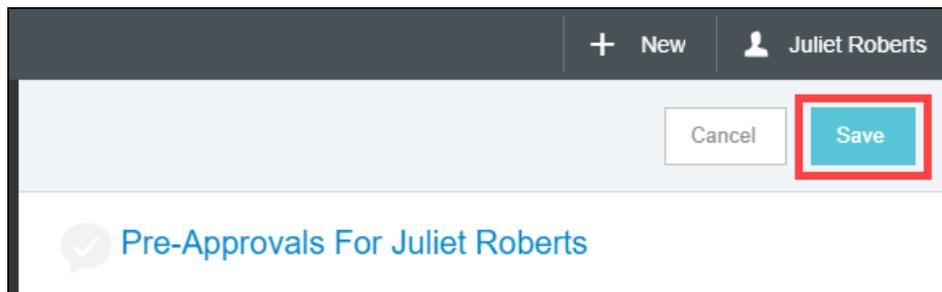


Navigate to the supporting documents on your machine and click **Open**.



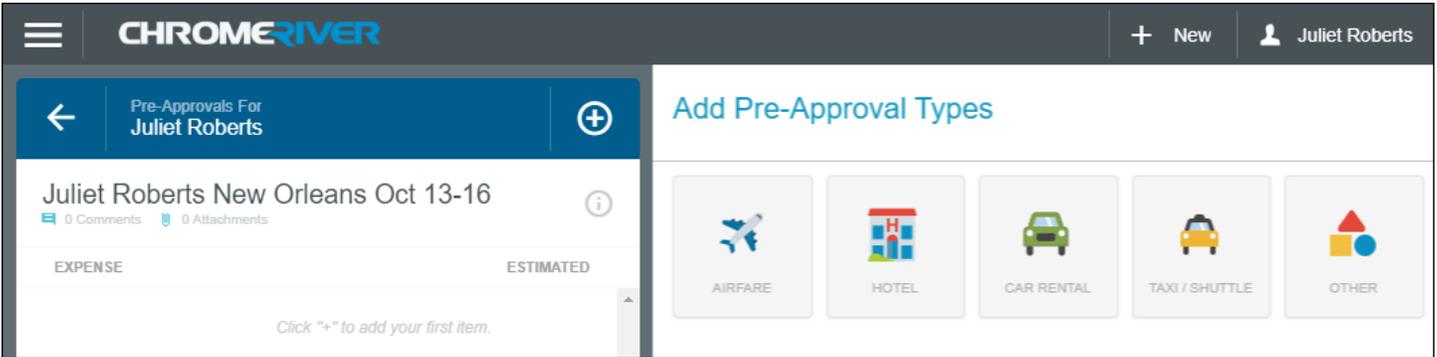
The file will be attached to the PA report.

Click **Save** in the upper right corner of the report to save your work and move to the next step, itemization of costs.



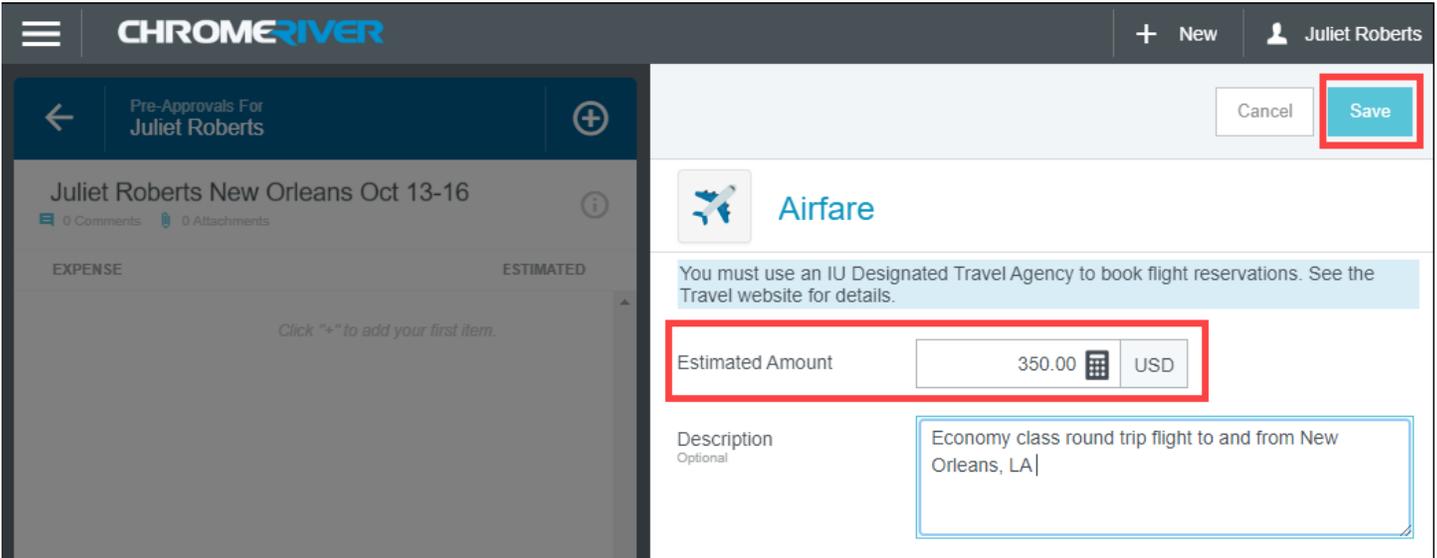


Price out the trip by clicking on the relevant expense tiles. For instance, if you will be flying or staying in a hotel, select the **Airfare** or **Hotel** tiles, respectively.



After selecting a tile, enter the amount in the **Estimated Amount** field for each expense. The **Description** field is optional on all tiles except the “Other” category, which requires a description. “Other” is used to document expenses such as mileage, per diem, conference/hotel fees, etc.

Click **Save** in the top right corner after entering an expense.



Saved expenses populate in the left-hand window of your Pre-Approval report. When all expenses are accounted for, click on the **header** of your PA to return to the cover page.



CHROME RIVER

Pre-Approvals For Juliet Roberts

Juliet Roberts New Orleans Oct 13-16

1 Comments 0 Attachments

EXPENSE	ESTIMATED
Airfare	350.00 USD
Hotel	400.00 USD

PA Report ID: QA0001017731 | Total Estimated Am...: 750.00 USD | Submit

Airfare

Estimated Amount: 350.00 USD

Description

1 of 2 | Next >

The cover page opens in the right-hand window. Scroll down to the **comments section** of the PA. Enter a comment indicating how your travel will be booked (i.e. with or without a DTA). This will help approvers to know whether the expense is allowable. Click **Post** to add the comment. The comment becomes part of the audit record for the trip.

CHROME RIVER

Pre-Approvals For Juliet Roberts

Juliet Roberts New Orleans Oct 13-16

0 Comments 0 Attachments

EXPENSE	ESTIMATED
Airfare	350.00 USD
Hotel	400.00 USD

PA Report ID: QA0001017711 | Total Estimated ...: 750.00 USD | Submit

1915030 UA-PUR PURCHASING DEPARTMENT 750.00

Comments (0)

Airfare and hotel will be booked with Egencia

Post

When you've finished entering estimated costs, review your work and click **Submit**.



CHROME RIVER

Pre-Approvals For Juliet Roberts

Juliet Roberts New Orleans Oct 13-16

1 Comments 0 Attachments

EXPENSE	ESTIMATED
Airfare	350.00 USD
Hotel	400.00 USD

PA Report ID: QA0001017731

Total Estimated A...: 750.00 USD

Submit

Report Name: Juliet Roberts New Orleans Oct 13-16

Trip Start Date: 07/31/2020

Trip End Date: 08/05/2020

Number of Days: 6

Chrome River prompts you to review your work, certify that your entries are compliant, and click **Submit** a second time.

CHROME RIVER

Pre-Approvals For Juliet Roberts

Juliet Roberts New Orleans Oct 13-16

1 Comments 0 Attachments

EXPENSE	ESTIMATED
PA Report ID: QA0001017731	Total Estimated A...: 750.00 USD

Submit

Submit Preapproval

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Cancel Submit

Juliet Roberts New Orleans Oct 13-16

Once you click submit, you cannot make changes to the report unless you recall it. Learn how to recall a submitted PA report in the [After Report Submission](#) section below.

The PA report will route to the approver responsible for travel documents (usually a Fiscal Officer or their delegate) for the account funding the trip.

When the PA is **approved**, the **PA submitter** (either the expense owner **or** their arranger, whomever submitted the PA) will receive a notification confirming its approval via email.

You may book travel once you have received this approval notification.

If the PA is returned (or rejected), an email notification will be sent to both the PA submitter **and** the expense owner, if they're two different people.

More information on [notifications in Chrome River can be found here](#).



After Report Submission

After the PA has been submitted, track its status or recall it in the event of a trip cancellation. Open Chrome River and navigate to the Pre-Approval ribbon on your home page.

In the screenshot below, Juliet Roberts has two pending PA reports. Click on **Submitted**.

The screenshot shows the Chrome River dashboard for Juliet Roberts. The top navigation bar includes a menu icon, the 'CHROMERIVER' logo, and a '+ New' button. The main content area is divided into two columns. The left column contains summary cards for 'Approvals Needed' (1 Expense Reports, 9 Pre-Approvals), 'Expenses' (3 Draft, 0 Returned, 0 Submitted Last 90 Days), and 'Pre-Approval' (2 Draft, 0 Returned, 2 Submitted Last 90 days). The 'Submitted' count in the Pre-Approval card is highlighted with a red box. The right column features a 'QA TESTING SYSTEM' banner, a red warning message about COVID-19 travel guidance, a list of resources, and a link to 'Egencia Flight and Hotel Reservations'.

Both submitted PA reports pictured below are in Pending status. The reports have not yet been approved.

The screenshot shows the 'Submitted Pre-Approvals' section of the Chrome River dashboard. It displays a list of two reports. The first report is for Kathryn Janeway, dated 08/03, with a value of 355.00 USD and a 'PENDING' status. The second report is for Juliet Roberts, dated 08/03, with a value of 750.00 USD and a 'PENDING' status. Both report rows are highlighted with red boxes.

Report Title	Date	Value	Status
Kathryn Janeway May 20-26 IU...	08/03	355.00 USD	PENDING
Juliet Roberts New Orleans Oct...	08/03	750.00 USD	PENDING

To view the details of your PA report, click anywhere on the row containing the PA report you want to investigate. The PA report will open in the window on the right.



Tracking a PA Report

To identify who is responsible for approving your PA report, click **Tracking**.

The screenshot shows the CHROME RIVER interface. On the left, under 'Submitted Pre-Approvals', there is a list of reports. The report 'Juliet Roberts New Orleans Oct 13-16' (QA0001017731) is highlighted with a red box. On the right, a 'Tracking' window is open for this report, also highlighted with a red box. The tracking window shows the report owner and creator as Juliet Roberts.

Report Title	Date	Amount	Status
Kathryn Janeway May 20-26 IUPUI	08/03/2020	355.00 USD	PENDING
Juliet Roberts New Orleans Oct 13-16	08/03/2020	750.00 USD	PENDING

Report Owner	Juliet Roberts
Created By	Juliet Roberts

Approver information will display in the righthand window. The PA report's status is shown at the top.

The person whose name appears in the “**Approver**” field is the regular travel document approver for the account funding the trip. If the approver reassigned the PA report to someone else for review and approval, the assignee's name will appear next to “**Assigned To**.”

In the example below, Steve Miller, the regular approver, has reassigned the PA report to Sarah Chavez. Sarah Chavez is now the person responsible for approving this report.

The screenshot shows the CHROME RIVER interface with the 'Tracking' window open for 'Juliet Roberts New Orleans Oct 13-16'. The window displays the status as 'Pending Approval' and the estimated amount as 750.00 USD. Under 'Routing Steps', step 1 is shown with the following details:

Step Number	1
Assigned To	Sarah Chavez
Approver	Steve Miller
Assigned Date	08/03/2020 08:41 PM
Step Status	Re-Assigned
Re-Assigned By	Steve Miller
Re-Assigned Date	08/03/2020 08:42 PM



In the event of a delay during approval of your PA report, reach out to the approver or the assignee listed on your document.

When the PA report is approved, its status will change to Approved and the PA submitter (either the expense owner *or* their arranger, whomever submitted the PA) will receive an email notification. You may now reserve the requested travel.

Report Title	Amount	Status
Kathryn Janeway May 20-26 IU...	355.00 USD	PENDING
Juliet Roberts New Orleans Oct...	750.00 USD	APPROVED

Recalling a PA Report

To recall your report, open the report you wish to recall and click **Recall**. You can only recall a report while it is in Pending status.

Report Title	Date	Amount	Status
Kathryn Janeway May 20-26 IUPUI	08/03/2020	355.00 USD	PENDING
Juliet Roberts New Orleans Oct 13-16	08/03/2020	750.00 USD	PENDING

A popup will ask you to confirm that you want to recall the report. Click **Yes** and the report will move to the drafts section of your Chrome River home page.

Recall This Report? ✕

This report will be moved to the draft list.

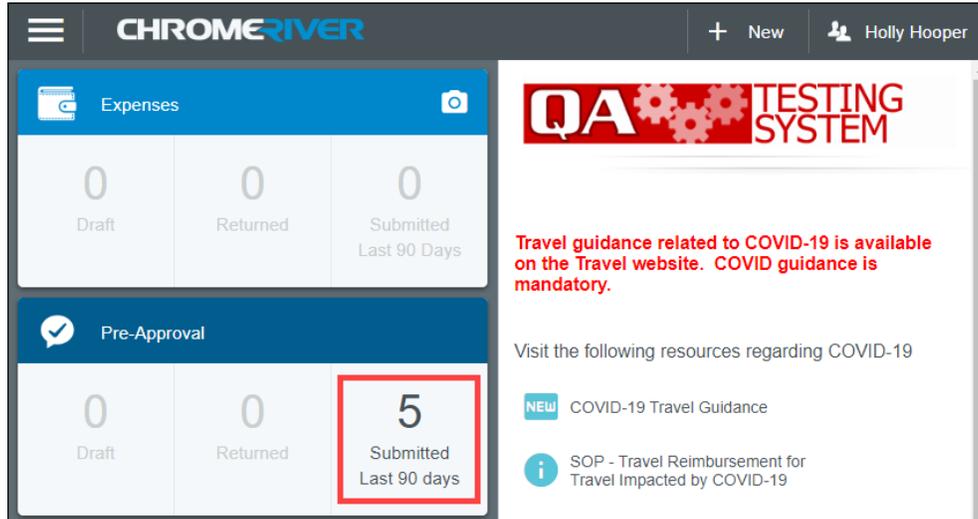




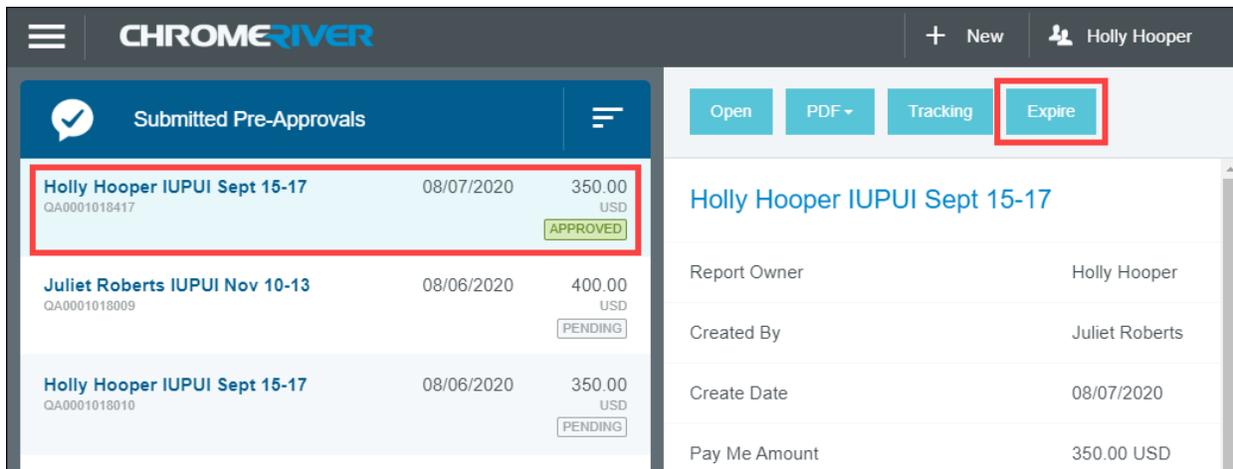
Expiring a PA Report

A PA report will automatically expire one full calendar year past the trip end date, rendering it unusable, however, there are several reasons a person might need to manually expire a Pre-Approval. In the event of a widespread travel ban, a delegate or expense owner might expire a PA if a higher authority needs to revoke approval. You may also need to expire a PA to clear a motor pool or other unused expense from your dashboard. Only an approved trip can be expired.

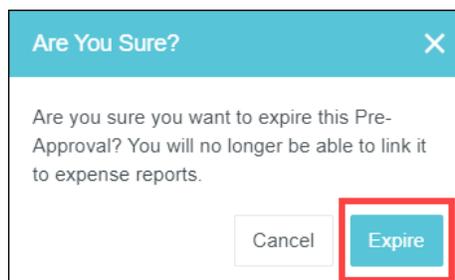
To expire a PA, click on **Submitted** in the Pre-Approval ribbon. In the example below, Holly Hooper has submitted five PA reports in the last 90 days.



Chrome River displays a list of submitted reports. Click anywhere on the row containing the PA report you want to expire. The report opens in the right-hand window. Click **Expire** to withdraw the Pre-Approval.



A popup will prompt you to confirm that you want to expire the PA. Click **Expire**.





A popup will confirm that the PA was expired. The status of the report also changes to Used/Expired.

Report Title	Date	Amount	Status
Holly Hooper IUPUI Sept 15-17 QA0001018417	08/07/2020	350.00 USD	USED / EXPIRED
Juliet Roberts IUPUI Nov 10-13 QA0001018009	08/06/2020	400.00 USD	PENDING
Holly Hooper IUPUI Sept 15-17 QA0001018010	08/06/2020	350.00 USD	PENDING
Holly Hooper Miami Conference Trip - Oct 2020 QA0001017737	07/28/2020	795.00 USD	APPROVED

Holly Hooper IUPUI Sept 15-17	
Report Owner	Holly Hooper
Created By	Juliet Roberts
Create Date	08/07/2020
Pay Me Amount	350.00 USD
PA Report ID	QA0001018417

International Travel Requirements

The ban on all university-affiliated international travel by students, faculty and staff other than travel for humanitarian reasons will remain in place until further notice. This ban applies to all international travel undertaken within the scope of the traveler's role and responsibilities at IU, regardless of the source of funding for the trip. International travel will not be allowed without a pre-arranged special exception by the Office of the Vice President for International Affairs (OVPIA).

If the trip is approved by the International Travel Exceptions Committee, the traveler (or their Arranger) **must** attach the official written exception to the associated Pre-Approval (PA) report in Chrome River. **Do not book international travel until you have received approval from your department's executive leadership and the OVPIA.**

Procedure

To request exception to the International Travel Policy, follow the steps below:

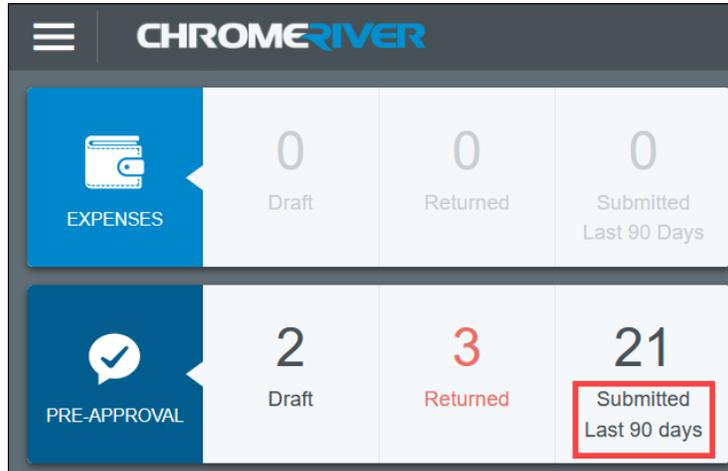
1. Traveler/Arranger [creates Chrome River PA \(pre-approval\) report](#) for the requested travel and attaches PDFs with additional information to justify the need for travel. This archives all materials in one repository.
2. FO or regular travel document approver reviews and reassigns PA to Executive Approver.
3. Executive Approver reviews and approves or denies the request. If the request is approved, the Traveler/Arranger should [download the approved PA PDF](#) and send it to OVPIA@iu.edu for approval.
4. OVPIA reviews and approves or denies the request. **OVPIA's approval must be uploaded to the PA report prior to booking travel.** Travel staff will review the eventual Travel reconciliation report for OVPIA's approval. If the trip is denied, the [PA report must be expired](#).



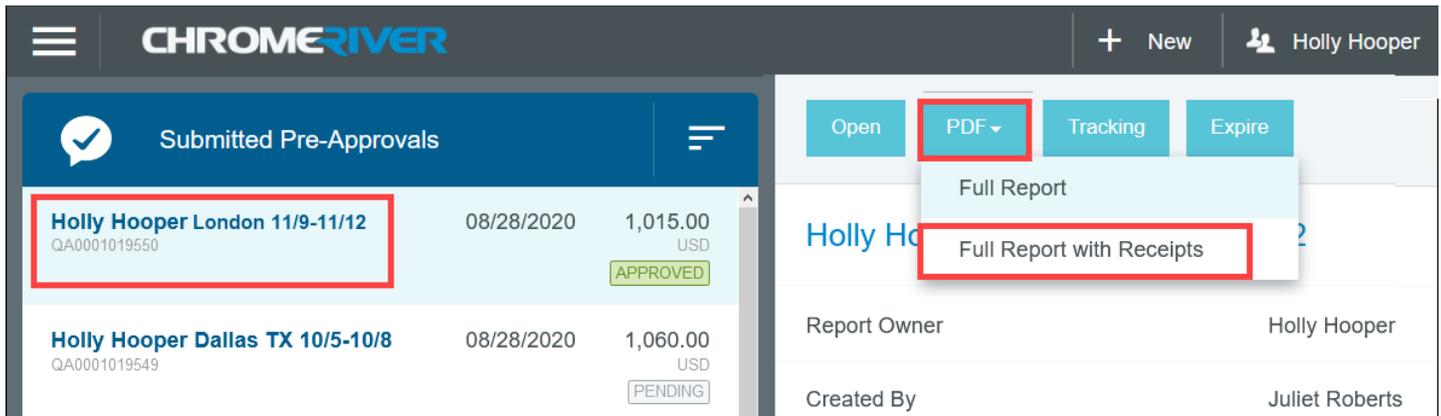
Downloading an Approved PA PDF

OVPIA requires a copy of the approved PA including justification for the need to travel as part of their review process. The PA should be downloaded as a PDF and attached to the email to OVPIA@iu.edu as stated in step 4 above.

On the Chrome River dashboard, select **Submitted Last 90 Days** in the Pre-Approval ribbon.



A list of submitted PA reports loads in the left window. Click on the **row** containing the approved report you want to download. The PA report loads in the right window. Click on **PDF** at the top of the right window. Select **Full Report with Receipts**. The **Full Report with Receipts** option bundles all attachments on the PA with the PDF download.



Download the PDF to your machine and email it to OVPIA@iu.edu with an explanation of your request.