

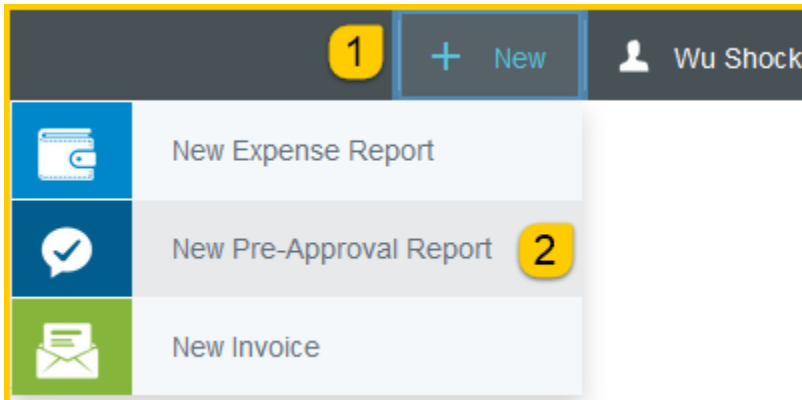


Chrome River User Manual

CREATE A PRE-APPROVAL REPORT - STUDENT

Student Pre-Approval Report

To create a Pre-Approval Report, click the **+NEW** button in the upper right corner and select **New Pre-Approval Report** from the drop-down menu. **Note:** Students (that are not student employees) do not have access to the Chrome River system. A WSU employee will be responsible for creating and submitting the Pre-Approval document for the student.



The Pre-Approval header screen will appear.



Chrome River User Manual

Pre-Approvals For Wu Shock

Report Name 1

Departure Date 2

Return Date 3

Number of Days 4

Business Purpose 5

Traveler Type 6

Obtain W-9 from Student and send to Accounts Payable Box 38.

Destination 7

Travel Type 8

Each international travel event requires completion of the International Travel Export Compliance Risk Assessment (access using the link on the Chrome River landing page), prior to making travel arrangements. Contact compliance@wichita.edu or 978-2667 with questions or for assistance.

Is the student traveling without a group or leader? 9

Student Information: Name / MyWSU ID / Street Address / City / State / Zip 10

Are you attending a Conference? 11

Remember to attach a copy of the Agenda/Schedule at a glance when submitting the Expense Report.

Will there be personal time during this trip? 12

Type the funding you would like to search for in the Search for Funding box below. As you type, a drop down list of matching items will be displayed for selection.

Funding

Search for Funding 13

14

[+ Add Funding](#)



Chrome River User Manual

Enter the Header data:

1. **Report Name:** This is the name assigned by the expense creator, which is used in tracking and inquiry to help identify expense reports. Naming Convention: Student Last Name, Student First Name, Destination, Dates of Travel
2. **Departure Date:** Click the calendar icon to select the date which represents the anticipated departure date for this travel event.
3. **Return Date:** Click the calendar icon to select the date which represents the anticipated return date for this travel event.
4. **Number of Days:** This field will populate based on the Departure/Return dates entered.
5. **Business Purpose:** Enter a clear, detailed business purpose for the travel event. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** document for more detailed information.
6. **Traveler Type:** Select Student
7. **Destination:** Select the Country/State/City you are traveling to. Destinations are preloaded in Chrome River and are presented in the following format: Country/State/City. Begin typing the destination city to narrow down the choices.
8. **Travel Type:** Select either In State, Out of State or International
9. **Is the student traveling without a group or leader:** Select Yes or No from the drop down list.
10. **Student Information:** Enter the students' name, myWSU ID, street address, city, state, and zip code.
11. **Are you attending a Conference:** Select Yes or No from the drop down list
12. **Will there be personal time during this trip:** Leave the box blank if there will not be personal time included in this travel event. Select the check box if there will be personal time included in this travel event.
13. **Funding:** Select the proper funding for the Pre-Approval Report. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you are typing in.
14. **--Select--:** Select the value **0000-Pre-Approval** from the drop down list.

If you have more than one Funding string for the Pre-Approval, click **Add Funding** to add additional funding lines.

Click **Save** at the top right side of the screen to continue.



Chrome River User Manual

Pre-Approvals For Wu Shock

Report Name

Departure Date

Return Date

Number of Days

Business Purpose

Traveler Type

Obtain W-9 from Student and send to Accounts Payable Box 38.

Destination

Travel Type

Each international travel event requires completion of the International Travel Export Compliance Risk Assessment (access using the link on the Chrome River landing page), prior to making travel arrangements. Contact compliance@wichita.edu or 978-2667 with questions or for assistance.

Is the student traveling without a group or leader?

Student Information: Name / MyWSU ID / Street Address / City / State / Zip

Are you attending a Conference?

Remember to attach a copy of the Agenda/Schedule at a glance when submitting the Expense Report.

Will there be personal time during this trip?

Type the funding you would like to search for in the Search for Funding box below. As you type, a drop down list of matching items will be displayed for selection.

Funding

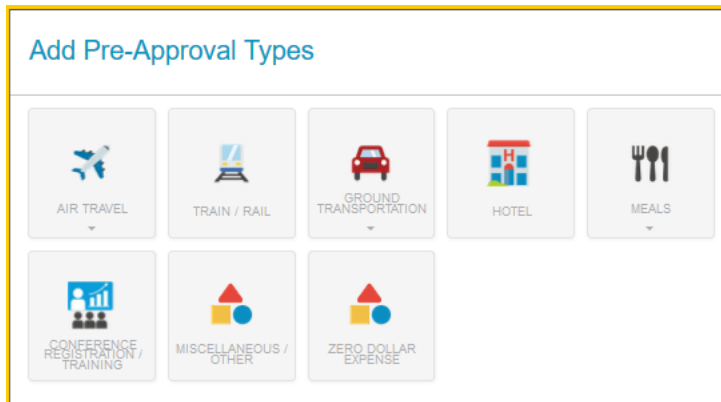
Add Funding



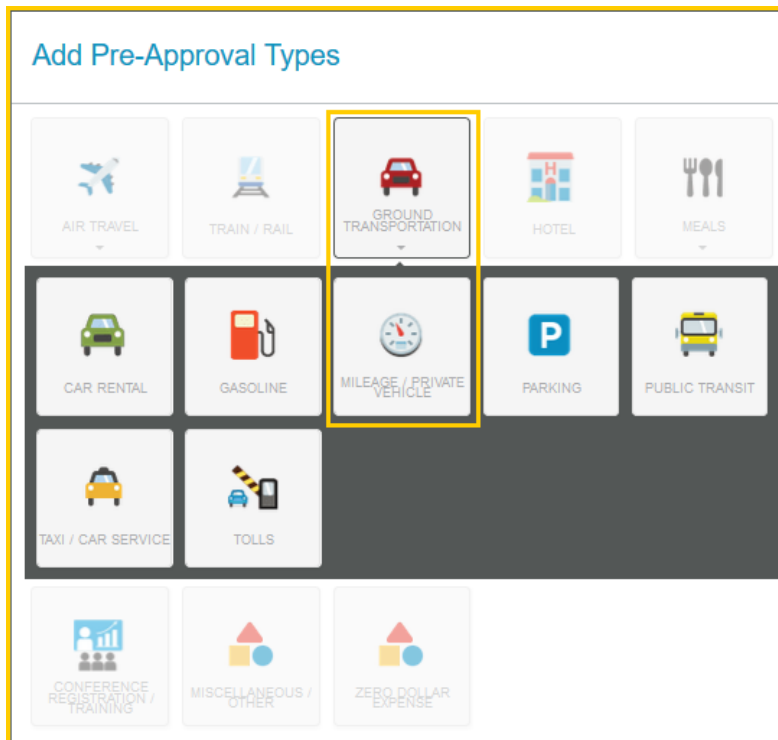
Chrome River User Manual

After completing the Pre-Approval Header information, you will be prompted to add the student expenses.

The **Add Pre-Approval Types** screen will slide in from the right.



The expense types are consolidated into categories (expense tiles). Some expense tiles expand to provide additional expense options. Example: **Mileage** is located under **Ground Transportation**.





Chrome River User Manual

Select the specific expense tile you want to add to the Pre-Approval. Each expense selected will open in a form and require additional information. For detailed information on each Expense Tile, please see the **CR0018 Pre-Approval Expense Tile Detail** help document.

Estimated Amount **1** 0.00 USD

Description **2** Optional

To Be Paid By **3** -- Select --

All the expense tile forms, with the exception of **Mileage**, **Hotel** and **Meals**, contain the following fields:

1. **Estimated Amount:** Enter the estimated amount for this expense type.
2. **Description:** Provide any additional information about this expense. This field is optional for most expense types.
3. **To Be Paid By:** Select the option that best describes the anticipated payment method for the expense. Options include:
 - (a) Accounts Payable Invoice
 - (b) Foundation Funds
 - (c) No Cost to WSU
 - (d) Personal Funds
 - (e) Procurement Card (WSU issued)

Complete the expense tile form and click **Save** at the top right side of the screen to continue.



Chrome River User Manual

Cancel Save

Airfare

Estimated Amount 555.00 USD

Description Optional Pre-Approval Report Demonstration - Student

To Be Paid By Personal Funds

The expense will be added to the Pre-Approval Report and will be visible on the left side of the screen.

Pre-Approvals For Wu Shock

Pre-Approval Report Demonstration - Student

EXPENSE	ESTIMATED
Airfare	555.00 USD

PA Report ID 010000335693

Total Estimated Amo... 555.00 USD

Submit

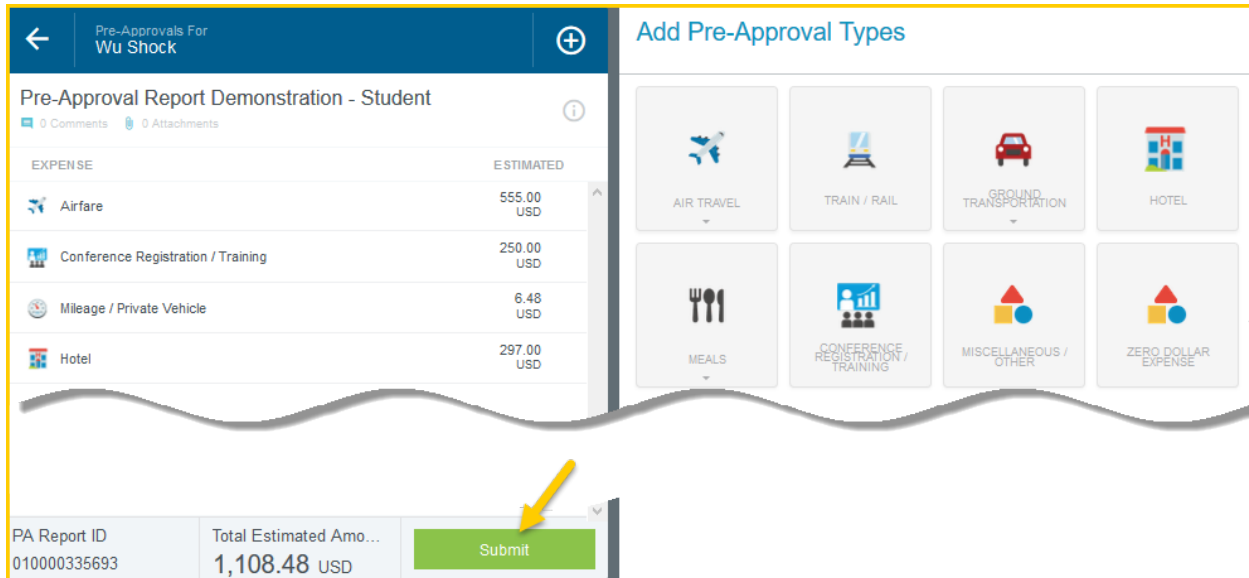
Add Pre-Approval Types

- AIR TRAVEL
- TRAIN / RAIL
- GROUND TRANSPORTATION
- HOTEL
- MEALS
- CONFERENCE REGISTRATION / TRAINING
- MISCELLANEOUS / OTHER
- ZERO DOLLAR EXPENSE



Chrome River User Manual

When you have completed all the entries for the Pre-Approval report, click the **Submit** button located at the bottom of the left side of the screen.



A Submit Preapproval message will appear at the top of the right side of the screen. Once you have read the certification statement, click the **Submit** button.

