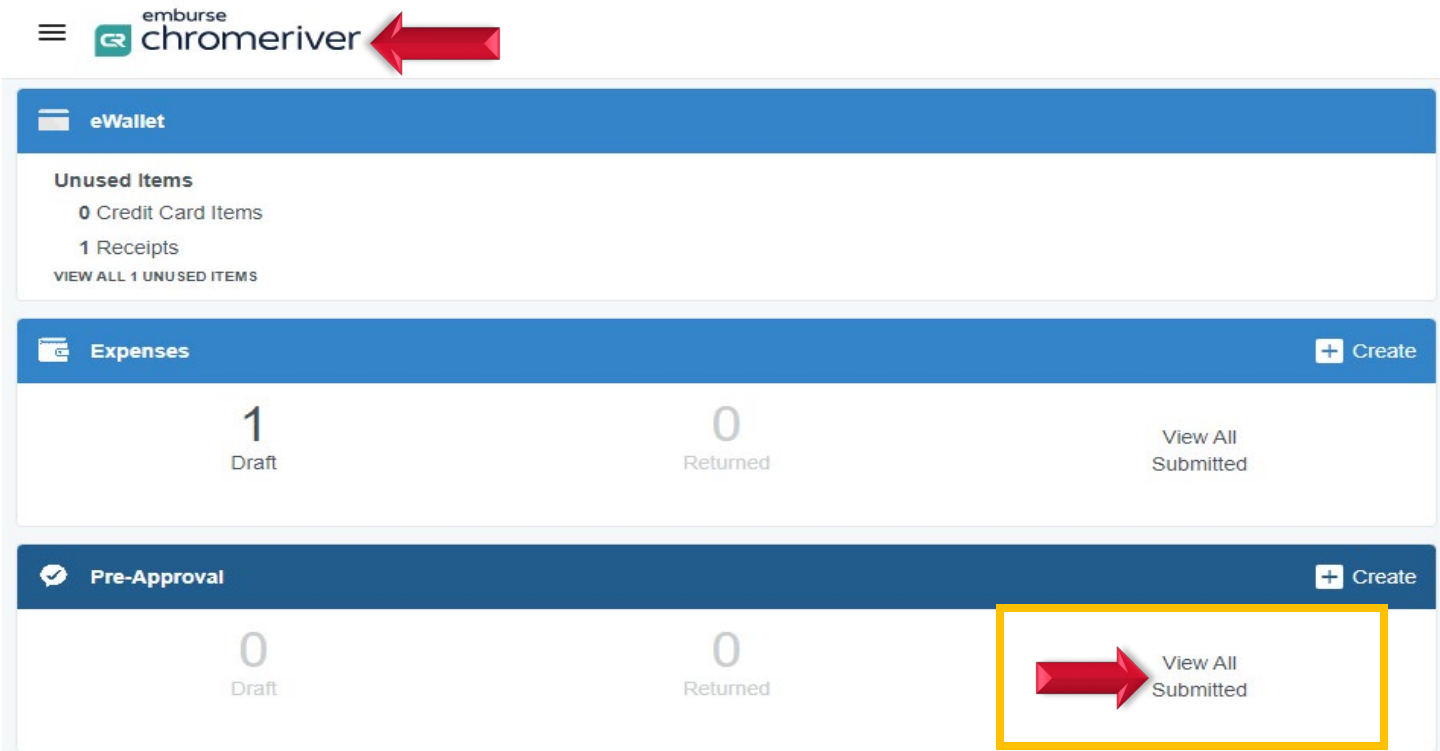


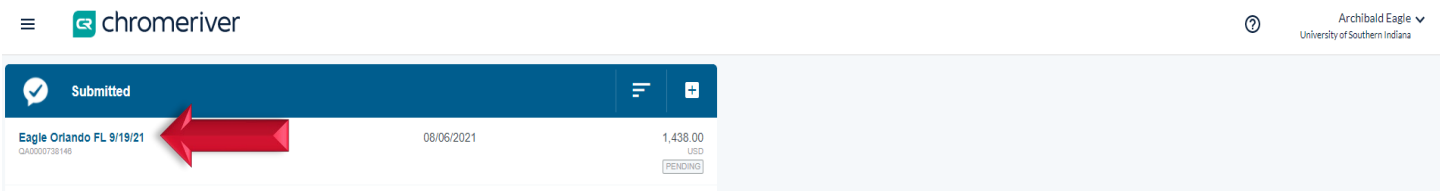
Tracking a Pre-Approval

Find and click **View All Submitted** on the Home Screen in the Pre-Approval ribbon.

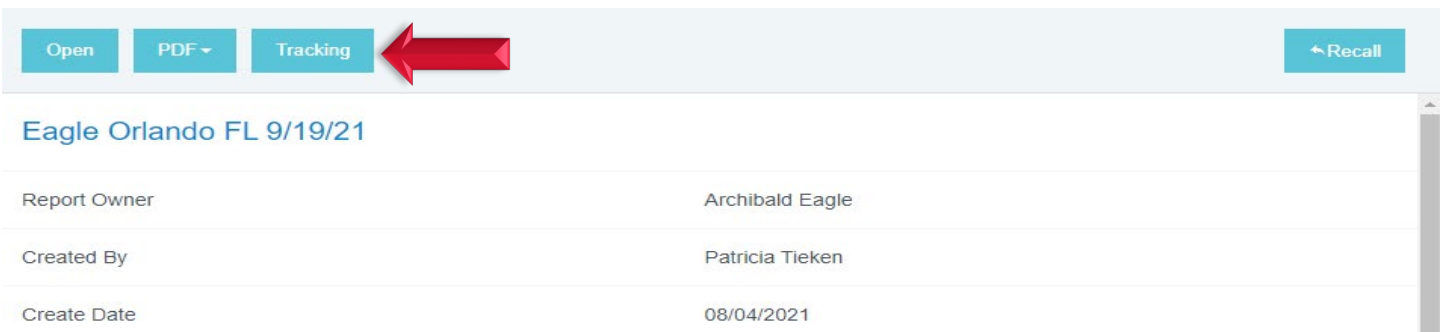
- *Tip:* If you are not on the Home Screen, then click the **Chrome River** logo to be taken to it.



From there, click the appropriate **Pre-Approval** on the left.




Then click **Tracking**.



Below is an example of what tracking a Pre-Approval looks like after submission. The Routing Rule number will identify which approving area has yet to approve the request.

- View the guide [Routing and Workflow for Pre-Approvals](#) for more information on Routing and Workflow.

| Tracking for Eagle Orlando FL 9/19/21 | |
|---|-----------------------|
| Status | Pending Approval |
| Estimated Amount | 1,438.00 USD |
| Routing Steps | |
|  | |
| Step Number | 1 |
| Assigned To | TravelOffice:Firmwide |
| Assigned To | TravelOffice:Firmwide |
| Assigned Date | 08/06/2021 11:29 AM |
| Step Status | Assigned |
| Routing Rule | 20 |

Routing Rule Numbers and Approving Area

- 10 Traveler Approval: when a delegate prepares and submits the Pre-Approval
- 20 Travel Procurement: for preliminary review
- 30 Department Financial Managers: when funding support is requested from the department(s)
- 40 College Financial Managers: when funding support is requested from the college
- 50 Provost Office Financial Managers: when funding support is requested from the Provost
- 60 Student Affairs: for review of trips involving a student(s)
- 70 Provost Office: for review for all areas reporting up to the Provost
- 80 Travel Procurement: for final review