

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.

eWallet		
Unused Items 0 Credit Card Items 1 Receipts VIEW ALL 1 UNUSED ITEMS		
Expenses		+ Create
1 Draft	0 Returned	View All Submitted
Sere-Approval		+ Create
O Draft	0 Returned	View All Submitted

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

≡ G chromeriver			0	Archibald Eagle 🗸 University of Southern Indiana
Submitted Eagle Orlando FL 9/19/21 Geocomparised	08/06/2021	+ 1.438.00 		
Then click Tracking.				
Open PDF - Tracking				◆Recall
Eagle Orlando FL 9/19/21				Â
Report Owner		Archibald Eagle		_
Created By		Patricia Tieken		

08/04/2021

Create Date



CHROME RIVER USER GUIDE

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			
134			
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