

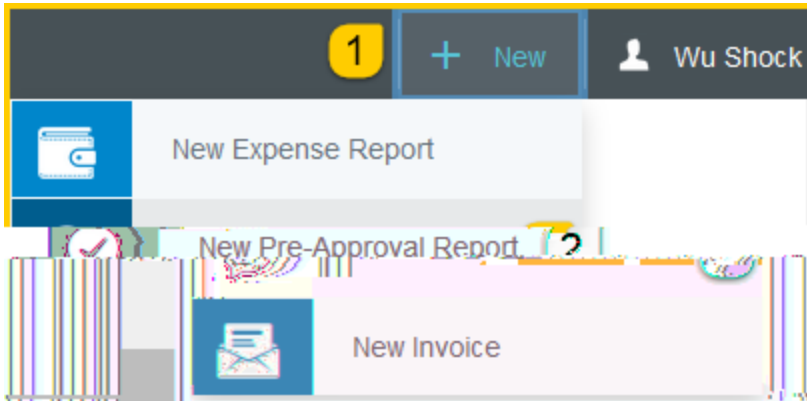
## - EMPLOYEE

**Any employee proposing to travel out-of-state or internationally must complete and submit a Pre-Approval Report. Upon final approval of the Pre-Approval Report, the employee may begin incurring expenses in association with the travel event. Refer to policy 3.28 / Out-of-State Travel, for additional details.**

**Each international travel event requires completion of the International Travel Export Compliance Risk Assessment prior to making travel arrangements. Click [HERE](#) to access the survey. Contact [compliance@wichita.edu](mailto:compliance@wichita.edu) or 978-2667 with questions or for assistance.**

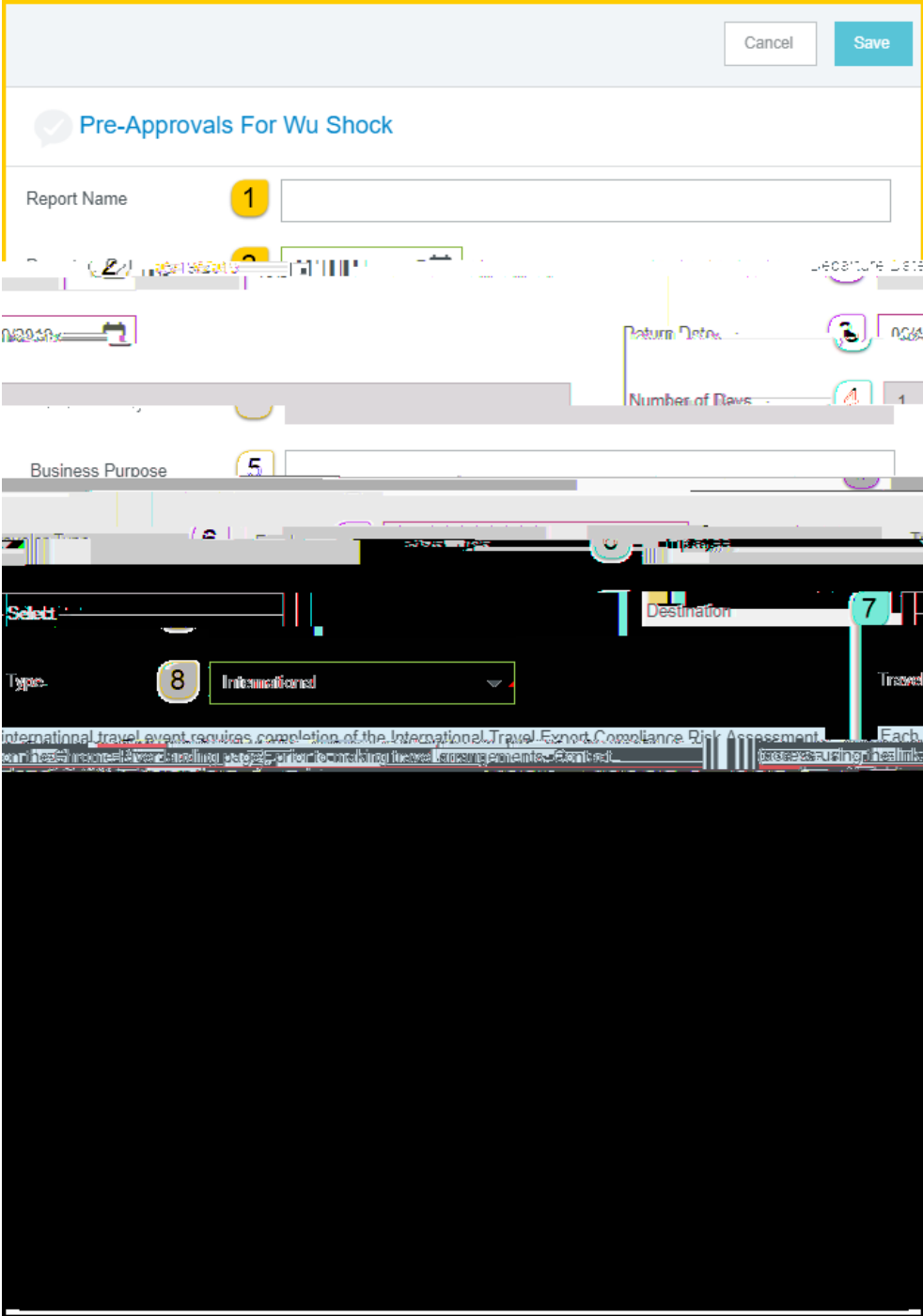
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**To create a Pre-Approval Report, click the + button in the upper right corner and select New Pre-Approval Report from the drop-down menu.**



# Chrome River User Manual

The Pre-Approval header screen will appear.





# Chrome River User Manual

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Enter the Header data:

1. \_\_\_\_\_ This is the name assigned by the expense creator, which is used in tracking and inquiry to help identify expense reports. Naming Cy(N)-8.104 -0 nenti N eNgrename Nr Desinak,Desavp

Cw 02285licb4



# Chrome River User Manual

Cancel Save

Report Name Pre-Approval Report Demonstration

Return Date 07/24/2019

Number of Days 4

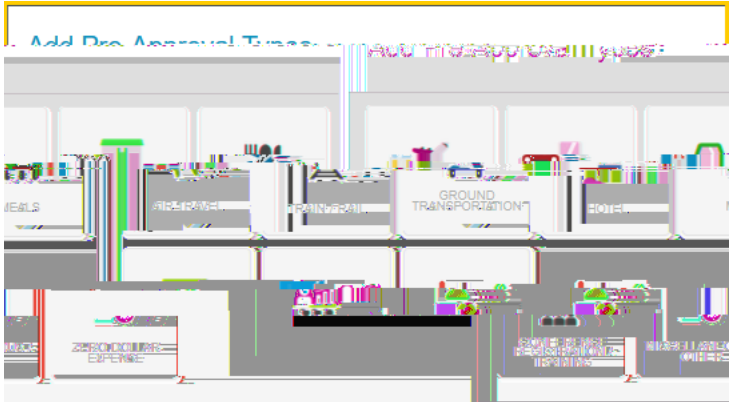
Business Purpose Pre-Approval Report Demonstration

Traveler Type Employee

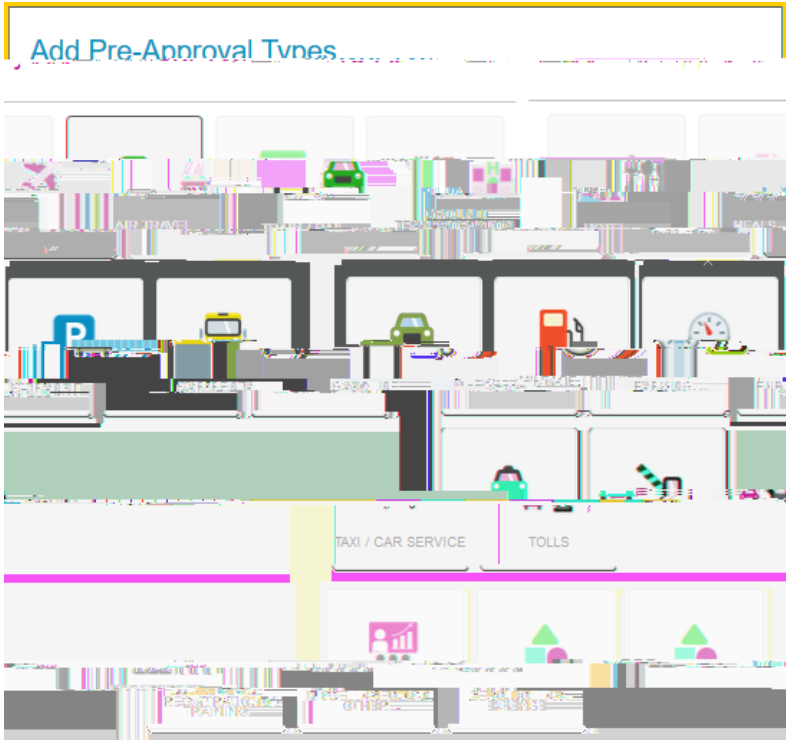
Destination

# Chrome River User Manual

After completing the Pre-Approval Header information, you will be prompted to add your expenses. The screen will slide in from the right.

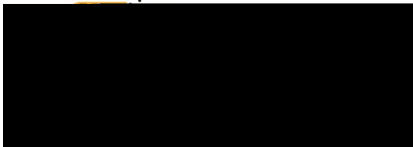


The expense types are consolidated into categories (expense tiles). Some expense tiles expand to provide additional expense options. Example: is located under

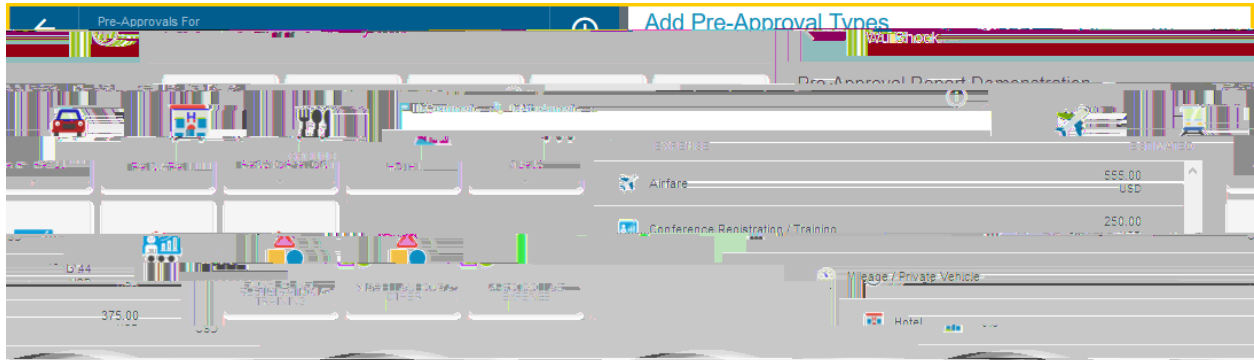








# Chrome River User Manual



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.

