

## Chrome River Pre-Approval

### Directions

1. In the GO portal click on the employee tab. On the right side, in the first box, 2/3s of the way down is the Chrome River link.
2. Open Chrome River by clicking on the link. In the upper right-hand corner click the plus sign next to New
3. Click on the check mark next to New Pre-Approval Report.
4. Name the report: The name of the conference and the first day of the conference. (you can abbreviate if necessary)
5. Put in your start date and end date (**Travel Dates**)
6. Business Purpose: description of the trip
7. Report type is Employee unless you are doing one for a Student or Students
8. Answer the two questions
9. Trip type: Faculty 741008, Jr Faculty 741007, etc.
10. If you are presenting, check the box and give name of Co-presenter if any
11. Official Campus Location, is where your office is located
12. Trip Destination: in state, out of state or international
13. State: but in the state from drop down
14. Type in the City
15. Departure Time and Return Time, (Morning, Afternoon, or Evening)
16. ID Number: this is your Z# and it is very useful to me
17. Organization/Fund/Program: **Please contact Donna Hagen for the numbers**
18. Save
19. Start adding your expected expenses: Airfare or Transportation, Parking, tolls
20. Mileage for using your own car: go into personal Vehicle Mileage and use Calculate Mileage, if you would teach the day traveling there or traveling back, you must deduct the Mileage from home to Stockton, **if you are departing from home.**

21. Hotel: the number of nights the amount per night including Taxes, the Hotel Name and the Hotel Address (if it is the conference Hotel, check box)
22. Meals: use the Per Diem Wizard, you must check off any meal the conference is giving you
23. Registration Fee: go to Fees, Registration fee, put in the amount, also copy and paste the website onto this page.
24. After you have all the expenses that you want in there, **attach all your backup documentation and** submit it. It will go to Donna Hagen for review and to check the amount of monies you have left in your Faculty or Jr Faculty funds.