Q. What do I do if a Pre-Approval has been returned?

  A. Review the Comments section of the Pre-Approval for notes on why the Pre-Approval was returned.

  - Tip: View the guide Editing a Returned Pre-Approval

Q. Can documents be added to a fully processed Pre-Approval?

  A. Yes. Select the Pre-Approval in Chrome River, scroll to the bottom, click Upload Attachments.

Q. Can documents be added to the Pre-Approval during the approval process?

  A. Yes. Select the Pre-Approval in Chrome River, scroll to the bottom, click Upload Attachments.

  - Note: Those who have already approved the Pre-Approval will not see the new attachment.

Q. Can I begin, stop, and later come back to a Pre-Approval?

  A. Yes. If you do not click on submit, then it will remain in your Draft folder.

Q. Do I list all my trip expenses on my Pre-Approval if I am only getting limited funding?

  A. No. Only expenses that equal your allotted funding.

Q. What is the limit on how many document pages should be uploaded?

  A. Please do not upload more than a total of 50 document pages to the Pre-Approval. Uploading an amount greater than 50 document pages may cause a submission issue for the Expense Report.

Q. When can I delete a document from a Pre-Approval?

  A. An uploaded document can only be deleted from a Pre-Approval when the Pre-Approval is either in the Draft folder or in the Returned folder.

Q. How do I delete a line item from a Pre-Approval?

  A. View page 5 in the guide Creating and Submitting a Pre-Approval

Q. How do I delete a Pre-Approval?

  A. View the guide Deleting a Pre-Approval

Q. How do I edit a Pre-Approval?

  A. View the guide Editing a Pre-Approval

Q. How do I track a Pre-Approval?

  A. View the guide Tracking a Pre-Approval

Q. My registration requires a check to be sent. How is this done in Chrome River?

  A. This is an Expense Report function. View page 17 in the guide Detailed Expense Type Examples

Q. My trip is not receiving funding from or through (grants) the university. Do I still need to enter a Pre-Approval in Chrome River?

A. If you are not receiving funding support from or through the University for your trip, then do not create a Pre-Approval in Chrome River.

• Note: Your department may have an internal process that requires you to communicate travel plans regardless of funding support from the University.

Q. What does the Routing Rule number mean in the tracking of a Pre-Approval?

A. View the guide Routing and Workflow for a Pre-Approval.

Q. Will I know if a Pre-Approval is returned?

A. Yes. An email will be sent from Chrome River to notify you (and a delegate, if applicable) that the Pre-Approval has been returned.

• Tip: View the guide Editing a Returned Pre-Approval.