







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 when tracking a Pre-Approval?

A. View the guide [Routing and Workflow for a Pre-Approval](#) located in the Track a PA sub-section of the Pre-Approval Guides column.

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.