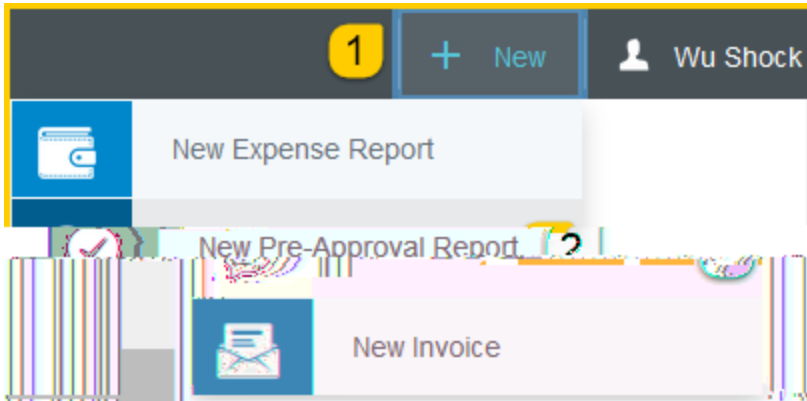


- EMPLOYEE

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 or 978-2667 with questions or for assistance.

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





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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



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The screenshot shows a web form for a Pre-Approval Report Demonstration. At the top, there are 'Cancel' and 'Save' buttons. The 'Report Name' field contains 'Pre-Approval Report Demonstration'. The 'Return Date' is set to 07/24/2019. The 'Number of Days' is 4. The 'Business Purpose' is 'Pre-Approval Report Demonstration'. The 'Traveler Type' is 'Employee'. A purple arrow points to the 'Save' button. A large black redaction box covers the bottom half of the form.

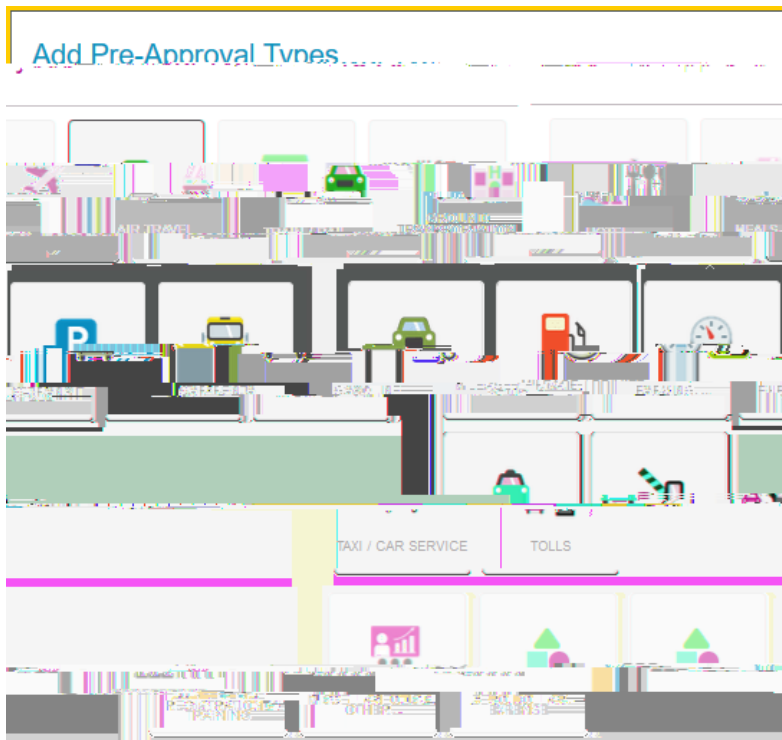
Report Name	Pre-Approval Report Demonstration
Return Date	07/24/2019
Number of Days	4
Business Purpose	Pre-Approval Report Demonstration
Traveler Type	Employee

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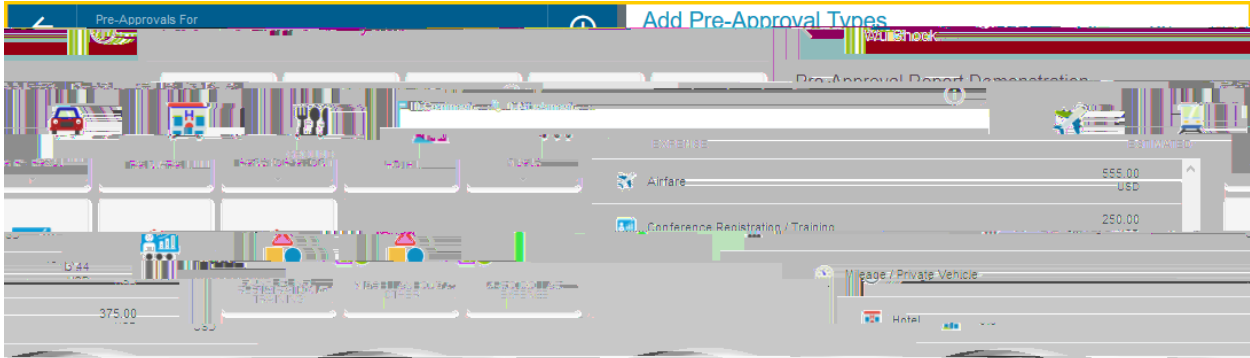
After completing the Pre-Approval Header information, you will be prompted to add your expenses. The screen will slide in from the right.



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



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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 button.

