



CHROME RIVER GUIDE FACULTY

Getting Started

When are Pre-Approval Reports Required?

- ✓ Overnight/international travel
- ✓ Official reception & entertainment (non-Chartwells)
- ✓ Sponsorships

How Much Have You Been Approved to Spend?



Budget Information

This information is required on all reports and will be provided by your support staff.

- Account Code (Trip Type)
- Organization
- Fund
- Program



-- Select --

- 741008 Faculty Travel - Meetings & Conferences
- 741005 Employee Travel - Meetings & Conferences
- 741007 Junior Faculty Travel - Meetings & Conferences
- 741013 Adjunct Travel
- 731087 Official Reception and Entertainment - includes business meetings
- 731090 Faculty and staff training and professional development
- 741009 Faculty Site-to-Site - same day
- 741006 Employee Site-to-Site - same day
- 741015 Student Travel
- 741010 Candidate Travel

Trip Details

- ✓ Travel Dates/Location/Business Purpose
- ✓ **All** anticipated expenses
- ✓ Backup documentation to attach
 - ✓ Agenda/Schedule/Invite
 - ✓ Quotes, invoice, etc.
- Student Travel
 - ✓ Address for overnight stays
 - ✓ List of attendees
- International Travel
 - ✓ Refer to [OGE webpage](#)

The screenshot displays the registration page for the 2023 NASPA Annual Conference. At the top, it features the conference logo and dates: "2023 NASPA ANNUAL CONFERENCE APRIL 1-6, 2023 | BOSTON, MA". Below this, the main heading "2023 NASPA Annual Conference" is followed by a note: "Don't wait! Early registration is open now through December 16, 2022!". A contact section provides the phone number "864-699-0936" and email "naspa@tmattbz.com". Two green buttons are visible: "Register Online" and "Access an Existing Registration".

On the right side, there are two summary boxes. The "Registration" box shows a status of "OPEN" and "Early Bird". The "REGISTRATION DATES" box lists the following periods:

Start Date	End Date	Registration Type
Jun 8, 2022	Jun 30, 2022	Pre-Registration
Jul 1, 2022	Oct 14, 2022	Early Registration
Oct 15, 2022	Feb 24, 2023	Regular Registration
Feb 25, 2023	Apr 4, 2023	Late Registration

The "HOUSING DATES" box indicates that housing opens on Oct 3, 2022, and housing closes on Mar 7, 2023.

The "ATTENDEE REGISTRATION RATES" section includes a "Select Membership Level:" dropdown menu with options: "NASPA Member", "Non-Member", "Graduate Student", "Emeritus", and "N/A/FFU/Undergrad".

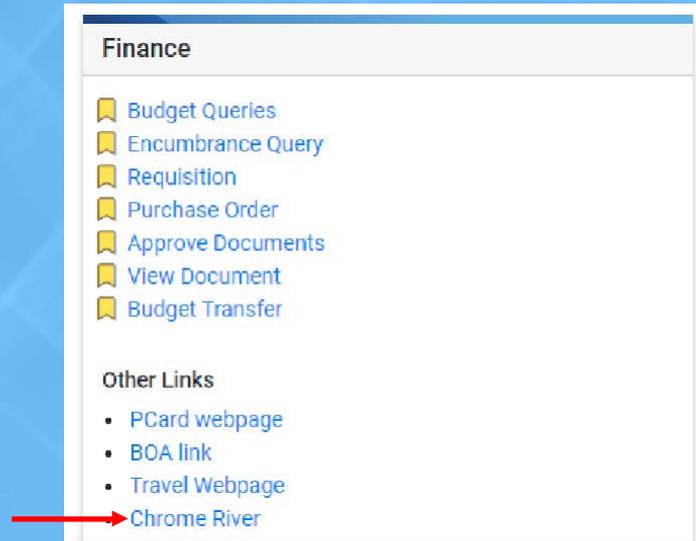
Below the membership levels is a table for "Annual Conference Registration" rates:

Rate Type	EARLY	REGULAR	LATE
Annual Conference Registration	\$485	\$535	\$595

Small text below the table states: "Member rate registration for 2023 Annual Conference access. Registration also includes access to the Virtual Experience content. Pre-conference workshops are charged separately. Pre-conference workshops will be paid on October 1, 2022."

Logging In

- 
- 
- Link to Chrome River is housed under **Finance** section - **Other Links**



Creating a Pre-Approval Report

- From your dashboard, click the **+CREATE** button in the upper right-hand corner of the Pre-Approval ribbon
- Complete the report header

Include travel dates →

Report Name / Name of Event: SPIE Optics+Photonics Conference

Start Date: 04/01/2023

End Date: 04/05/2023

Number of Days: 5

Pay Me In: USD - US Dollars

Business Purpose/
Sponsorship Benefit to
University: To present a paper at the conference.

Will this trip include personal
time?
Optional: -- Select --

**Select Employee or
if you are traveling
with students, select
Student Group
Travel.** → Report Type: Employee

Are you attending this event
for scholarly purpose
(teaching or research?): -- Select --

Will employee receive an
Honarium or be paid from
outside sources in connection
with this assignment?: -- Select --

Also known as the
"account code" to be
provided by your
supportstaff

Your normal
workstation

Trip Type: 741007 Junior Facult...

Are you presenting?

Co-Presenter / Others
Attending / Sponsorship
Attendees

Official Campus Location: Main Campus- Gallo...

Trip Destination: Out of State

State: California

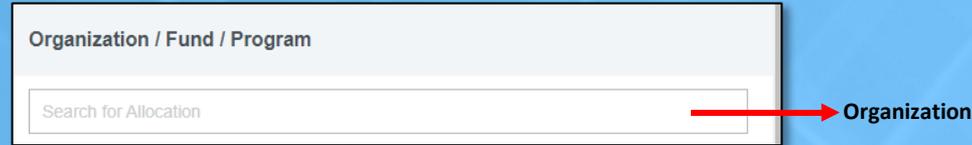
City: San Diego

Departure Time: Evening

Return Time: Evening

Completing the Pre-Approval Report Header

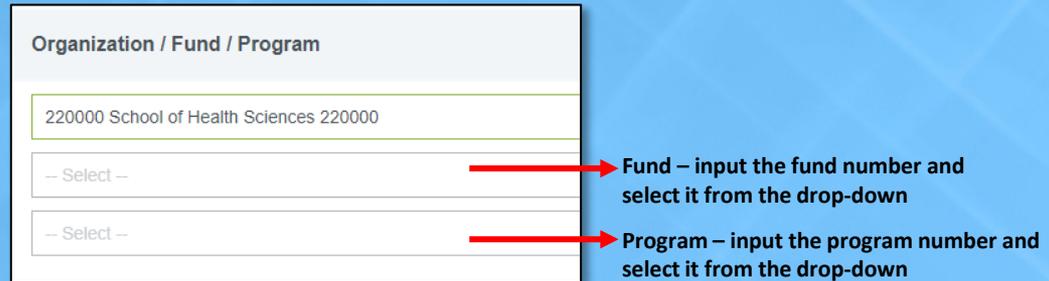
- Input your organization number and select it from the drop-down



Organization / Fund / Program

Search for Allocation → Organization

- Once the org has been selected, two additional fields will appear



Organization / Fund / Program

220000 School of Health Sciences 220000

— Select — → Fund – input the fund number and select it from the drop-down

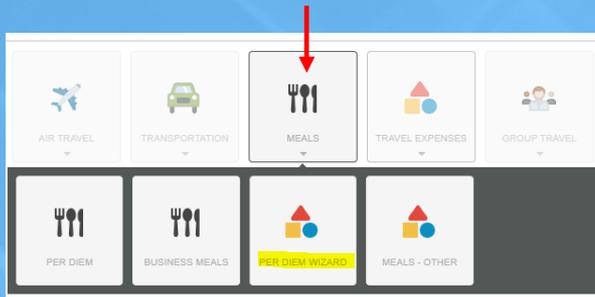
— Select — → Program – input the program number and select it from the drop-down

- Click  in the upper right-hand corner

Adding Pre-Approval Expense Types

- The pre-approval is an estimate; however, you want to Include all anticipated expenses.
- If you are not staying at a conference hotel or hotel suggested by the conference organizer, [per diem rates](#) apply.
- Meals provided by the conference must be deducted from your per diem meals.

Click on the Meals tile > Per Diem Wizard



Enter Start and End Dates and Location

A screenshot of a form for entering dates and location. The fields are: Start Date (08/20/2022), End Date (08/26/2022), Days (7), Description (Add Description), and Location (San Diego-San Diego County, California (CA), United States). Red boxes highlight the Start Date, End Date, and Location fields.

Check the appropriate box(es) under Deductibles for each date

DATE	LOCATION	AMOUNT
x Sat, 08/20/2022	San Diego, California (CA), United States	55.00 USD
x Sun, 08/21/2022	San Diego, California (CA), United States	74.00 USD
x Mon, 08/22/2022	San Diego, California (CA), United States	57.00 USD
Deductibles		
<input checked="" type="checkbox"/>	Breakfast	Meal provided by conference
<input type="checkbox"/>	Lunch	
<input type="checkbox"/>	Dinner	
<input type="checkbox"/>	Travel Day	
<input type="checkbox"/>	Additional Deduction	
x Tue, 08/23/2022	San Diego, California (CA), United States	74.00 USD
x Wed, 08/24/2022	San Diego, California (CA), United States	74.00 USD
x Thu, 08/25/2022	San Diego, California (CA), United States	74.00 USD
x Fri, 08/26/2022	San Diego, California (CA), United States	55.00 USD

Student Travel Pre-Approvals

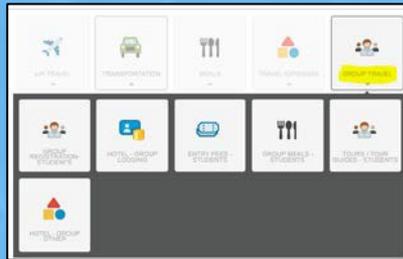
- Additional questions will populate on the report header “Student Group Travel” is selected as the Report Type

List of travelers and their emergency contacts on file with campus police? -- Select --

All employees traveling with students have completed a separate Pre-Approval report? -- Select --

Number of students scheduled to travel

- When adding expenses, it may be helpful to utilize the expense types under the Group Travel tile



Hotel - Group Lodging

Estimated Amount: 0.00 USD

Description

Number of nights: 0

Number of students: 0

Hotel Rate: 0

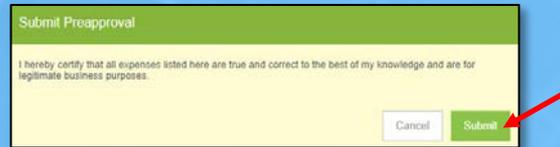
Hotel Name:

Hotel Address:

- Overnight Trips with Students
 - There will be one pre-approval report done under the faculty member’s name and a separate report done under the “SU Student...” profile
 - The hotel name and address must be included on the hotel expense line item
 - Any changes or modifications to overnight accommodations must be sent to the Clery Act officer – Rosanne.Latoracca@stockton.edu

Adding Backup Documentation

- After adding all expenses, click on your report name on the left-hand side to go back to the report header
- On the report header, scroll down to post any comments (if needed) and upload your backup documentation (quotes, agenda, invite, class schedule, etc.)
- After adding your backup, click on **Submit**
- You will receive the message below, click **Submit** again

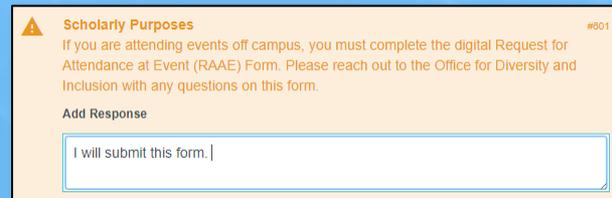


Submit Preapproval

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

Cancel Submit

- All reports will have the message shown below as a reminder to complete the Request for Attendance at Event (RAAE) form when appropriate. You do not need to attach this form to your report. Please reach out to the Office of Diversity & Inclusion with questions pertaining to this form.



Scholarly Purposes #001

If you are attending events off campus, you must complete the digital Request for Attendance at Event (RAAE) Form. Please reach out to the Office for Diversity and Inclusion with any questions on this form.

Add Response

I will submit this form.]

- Enter a response to the message and click **Submit**

Submitted Reports

- Tracking your pre-approval
 - From your dashboard, click on your submitted pre-approval reports



- From the submitted reports grid, click on the desired report to preview it. Then click on TRACKING in the preview.



- Returned reports – you and your delegates will receive an email if your report is returned
 - Email will include why it is being returned – this will post as a comment on the report header
 - Login and access the returned report from your dashboard



- Open the report, address the issue, and resubmit for approval
- You will receive an email once the report has been fully approved

Pcard Use & Travel Tips

- All individual Pcards are open with a \$5,000 credit limit/single transaction limit of \$3,500.
- Always [check your available Pcard](#) balance prior to traveling.
- We are sales tax exempt in New Jersey, Florida, and Massachusetts. Please provide vendors with the appropriate documentation, located on the [Tax Compliance webpage](#).
- International Travel – To prevent issues with the use of your Pcard on international trips, please call Bank of America at 866-500-8262 prior to your travel to notify them of your dates of travel and destination.
- Itemized receipts are required to reconcile transactions.
 - Hotel folios
 - Reimbursable expenses – receipt must show payment method
 - All travel must be the most economical. Airfare, train, parking, etc.- receipts must show economy class.
- Chrome River expense reports are only needed if you are requesting reimbursement.

Resources & Contact Information

- Visit our [Pcard](#) and [Travel](#) webpages
- Pcard requests or questions: Pcard@stockton.edu
- Travel or Chrome River questions: Travel@stockton.edu