



# CHROME RIVER GUIDE FACULTY

# Getting Started

## When are Pre-Approval Reports Needed?

- Conferences
- Training/Professional Development
- Site-to-Site Mileage
- Travel with Students
- Requesting a Stockton Vehicle/Shuttle
- Research/Course-Related Trips

## 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](#)

**2023 NASPA ANNUAL CONFERENCE**  
APRIL 1 - 5, 2023 | BOSTON, MA

2023 NASPA ANNUAL CONFERENCE

## 2023 NASPA Annual Conference

Don't wait! Early registration is open now through December 16, 2022!

Questions about registration? Please contact us:  
864-699-0936  
naspa@maritz.com

[Register Online](#) [Access an Existing Registration](#)

REGISTRATION DATES		
Jun 1, 2022	Jun 30, 2022	Pre-Registration
Jul 1, 2022	Dec 16, 2022	Early Registration
Dec 17, 2022	Feb 24, 2023	Regular Registration
Feb 25, 2023	Apr 9, 2023	Late Registration

HOUSING DATES		
Oct 3, 2022	Oct 10, 2022	Housing Opens
Mar 1, 2023		Housing Closes

### ATTENDEE REGISTRATION RATES



Select Membership Level:

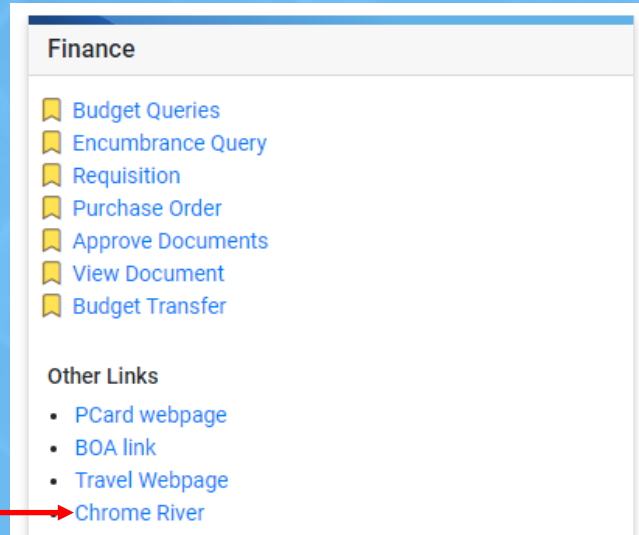
Membership Level	Early	Regular	Late
NASPA Member	\$420	\$485	\$535
Non-Member			\$595
Graduate Student			
Emeritus			
NUPPI/Undergrad			

**Annual Conference Registration**

8-person 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 posted 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

Report Name / Name of Event	SPIE Optics+Photonics (2022)
Start Date	08/20/2022
End Date	08/26/2022
Number of Days	7
Pay Me In	USD - US Dollars
Business Purpose/ Sponsorship Benefit to University	To present a paper in the conference.
Divisional Executives	Leamor Kahanov
Will this trip include personal time?	-- Select --
Report Type	Employee
Are you attending this event for scholarly purpose (teaching or research)?	Yes- Complete and S...
Will employee receive an Honorarium or be paid from outside sources in connection with this assignment?	No

**Include travel dates** → Start Date, End Date

**Select Dr. Kahanov** → Divisional Executives

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

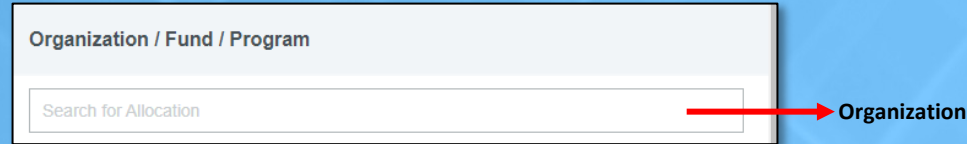
Also known as the  
"account code" to be  
provided by your  
support staff

Your normal  
workstation

Trip Type	741007 Junior Facult...
Are you presenting?	<input checked="" type="checkbox"/>
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

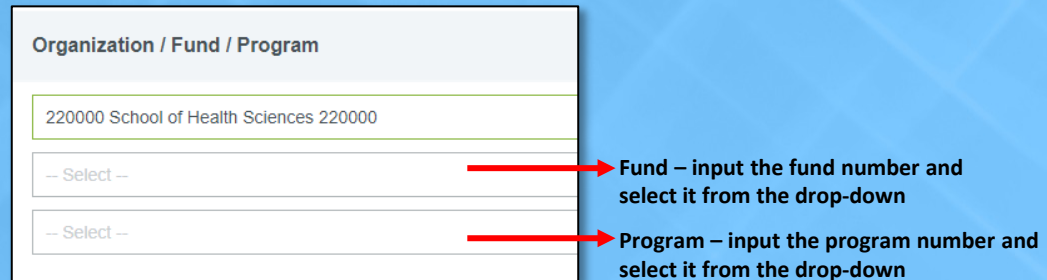
- Input your organization number and select it from the drop-down



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

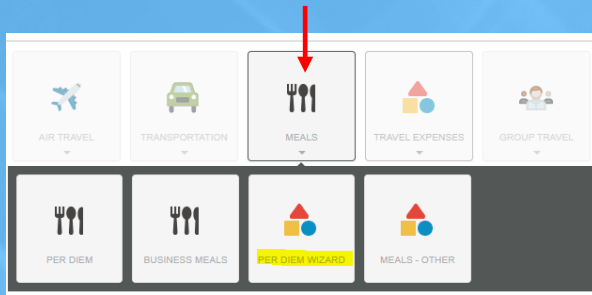
— Select — → Program – input the program number and select it from the drop-down

- Click  in the upper right-hand corner

# Adding Pre-Approval Expense Types

- Include all anticipated expenses. The pre-approval is an estimate; however, if you exceed the total by more than 10%, you will need to obtain approval via email from your Dean and the Provost's Office for the overage.
- If there are no expenses associated with your report, you must add an expense for \$1 in order to submit the report.
- Overnight Trips
  - 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

The form contains the following fields: Start Date (08/20/2022), End Date (08/25/2022), 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.

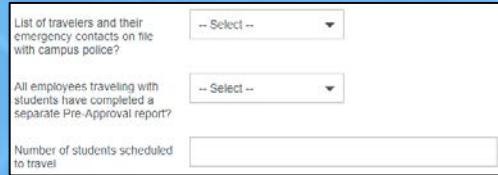
Check the appropriate box(es) under Deductibles for each date

DATE	LOCATION	AMOUNT
× Sat, 08/20/2022	San Diego, California (CA), United States	55.50 USD
× Sun, 08/21/2022	San Diego, California (CA), United States	74.00 USD
× Mon, 08/22/2022	San Diego, California (CA), United States	57.00 USD
<b>Deductibles</b>		
<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	
× Tue, 08/23/2022	San Diego, California (CA), United States	74.00 USD
× Wed, 08/24/2022	San Diego, California (CA), United States	74.00 USD
× Thu, 08/25/2022	San Diego, California (CA), United States	74.00 USD
× Fri, 08/26/2022	San Diego, California (CA), United States	55.50 USD



# Student Travel Pre-Approvals

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

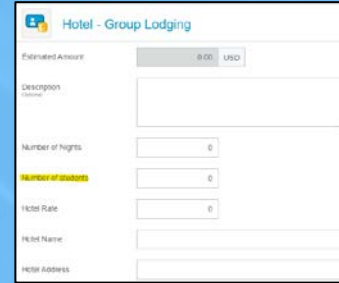
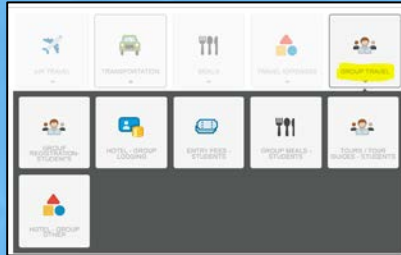


List of travelers and their emergency contacts on file with campus police? -- Select --

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

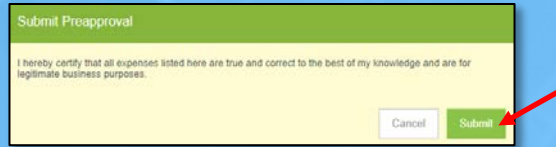
Hotel Name

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](mailto: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



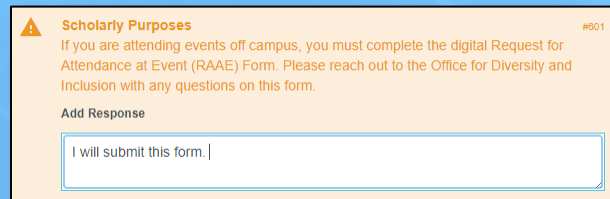
Submit Preapproval

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

A red arrow points to the Submit button.

- 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

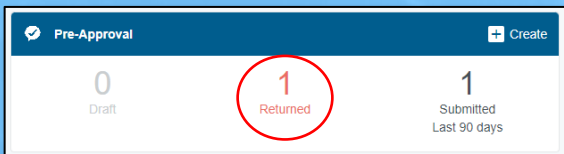
- Approval Routing for Domestic Travel



- Approval Routing for International Travel



- 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

- Forward your CR approval notification email to [Pcard@stockton.edu](mailto:Pcard@stockton.edu) to request your card be modified to process the approved charge(s). Include the last 4 digits of the card and amount needed.
- Always [check your available Pcard](#) balance prior to traveling.
- We are sales tax exempt in New Jersey and Florida. Please provide vendors with the appropriate documentation, located on the [Tax Compliance webpage](#).
- Chrome River expense reports are only needed if you are requesting reimbursement.
  - All expenses must be included on the report
- 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.

# Resources & Contact Information

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