

CHROME RIVER

PRE-APPROVAL REPORT REMINDERS

REFER TO THE TRAVEL WEBPAGE AND THE UNIVERSITY TRAVEL & INTERNATIONAL TRAVEL PROCEDURES FOR IN-DEPTH INFORMATION ON TRAVEL AND BUSINESS-RELATED EXPENSES.

- ~All pre-approval reports route to the Divisional Executive for approval; therefore, you do not need to complete a pre-purchase form in addition to the CR report.
- ~If you would like to charge an expense to the Pcard, you must wait until your pre-approval report has been fully approved. Once approved, send an email to Pcard@stockton.edu with the following:
 - ~Pre-approval report ID #
 - ~Last 4 digits of the Pcard
 - ~Amount to be charged

WHEN IS A PRE-APPROVAL REPORT NEEDED?

Employee Travel & Training

- Attendance at all in-person/online conferences, events, or training sessions.
- Includes in-person/online events that are free of charge that you are attending during your normal work hours.
- Travel in personally owned vehicles on official University business.
- Requesting the use of a University vehicle.
- When an honorarium or payment made from an outside source is being received.
- Blanket report may be submitted for reoccurring travel.
- If multiple employees are attending the same event, there should be a separate pre-approval report done under each attendee's name.

Reception & Entertainment

- Requests to purchase food/refreshments on and/or off campus.
- ALL Chartwells requests including meal tickets.
- The group composition must be specified on your report. ex: students, state employees, visiting dignitaries, lecturers, etc.
- Use the "Meals-Other" expense type on your report.
- Refer to the Reception & Entertainment procedure for additional guidelines.

Sponsorships

- All sponsorship requests including those that do not involve travel.
- You must indicate if tickets and/or ads are included with the sponsorship.
- Sponsorship level must be noted.

Student Travel & Training

- All in-person travel off campus and virtual conferences, events or training sessions.
- Includes events that are free of charge.
- Student group travel can be submitted under one report.
- Note that a list of travelers and emergency contacts must be on file with campus police for all in-person off campus travel.

Candidates

- Prospective employees who are invited for University employment interviews are eligible for reimbursement based on actual costs limited by the regular Federal per diem rates.
- These pre-approval reports should be entered under the "SU Candidate user."