Pre-Approval Reports

A Pre-Approval Report must be submitted and approved prior to the departure and expenses are incurred.  
Travel approvals are documented through the use of Pre-Approvals in Chrome River.  Supervisors are required to approval all travel.  ***Please note:  Under current COVID-19 travel restrictions requiring Vice President or Dean approval:***  If supervisors are not Vice Presidents or Deans, they are expected to be only acting with VP or Dean authority to approve travel.

1. A ‘blanket Pre-Approval Report may be submitted to cover travel and expense only within the State of Idaho on a quarterly basis.
2. A ‘blanket Pre-Approval Report should be submitted for reimbursement within 15 days after the last day of the month but no greater than 60 days.
3. A Pre-approval Report is still required to travel even if there will not be any expenses claimed and/or if a third party is funding the trip.
4. (CR Pre-Approval Report) on how to create a Pre-Approval Report.
5. For Lodging, reservations be sure to request the government discount rate and provide a Lodging Sales Tax Exemption form at the time of check-in. (ST104 State Tax Form)
6. When making travel arrangements, the University will only reimburse expense one day prior and following the scheduled dates for conferences, workshops, meetings, and/or seminars.
7. Be sure to notate in the comments section on the Pre-Approval Report, anything out of the ordinary, unusual or an exception to University Travel.
8. Pre-Approvals for International Travel should be submitted for approval no less than 30 days prior to departure.
9. All employee travel that relates to their employment must be submitted in the Chrome River Travel system.