

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.

WHEN IS A PRE-APPROVAL REPORT NEEDED?

Employee Travel & Training



- Attendance at in-person/online conferences, events, or training sessions where there are expenses and/or reimbursement.
- 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 (non-Chartwells).
- Requests for meals eaten at an establishment off-campus.
- 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.

Student Travel



- All in-person travel off campus and virtual conferences, events or training sessions where there are expenses and/or reimbursement.
- Includes all overnight trips.
- 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.

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.

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."