

# 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.

- ~Pre-approval reports are used to obtain approval for travel, training/professional development for employees and students, as well as reception & entertainment and candidate 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 pre-approval report.
- ~If multiple employees are attending the same event, there should be a separate pre-approval report done under each attendee's name.
- ~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](mailto:Pcard@stockton.edu) with the following:
  - ✓Pre-approval report ID # (last 6 digits)
  - ✓Last 4 digits of the Pcard
  - ✓Amount to be charged

## WHEN IS A PRE-APPROVAL REPORT NEEDED?



### EMPLOYEE TRAVEL & TRAINING

- Attendance at any in-person/online conference, event, or training session.
- 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 reports may be submitted for reoccurring travel.



### 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.



### 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.