

How to Create a Pre-Approval Report for Sponsorships

Sponsorship pre-approvals should be done under the Department profile or under the traveler who is utilizing a ticket purchased through a sponsorship.

- 1) Once logged into Chrome River, click on the **+Create** button in the upper right-hand corner of the Pre-Approval ribbon.
- 2) Complete the required fields of the report header.

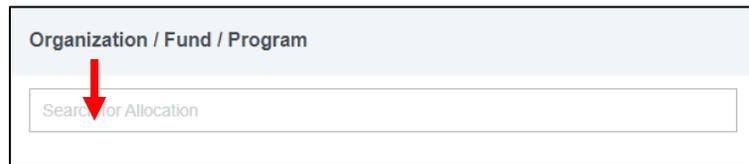
Department Sponsorship Request

- **Report Name** = Sponsorship Name
- **Business Purpose** = What is the benefit to the University? What is included with the sponsorship?
- **Report Type** = Sponsorship
- **Trip Type** = 731083 Sponsorships

Attendee utilizing ticket

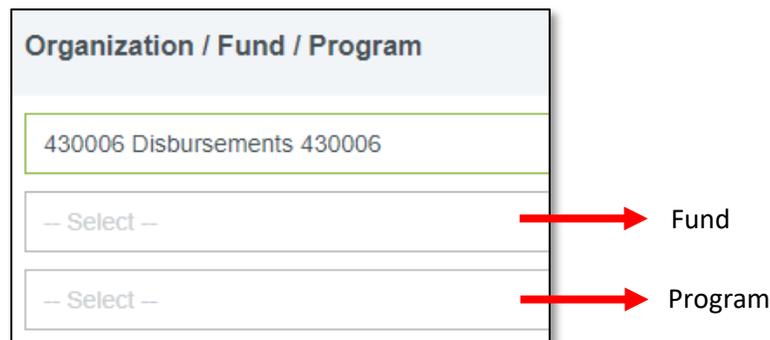
- **Report Name** = Sponsorship Name
- **Business Purpose** = Why is the attendee going to the event?
- **Report Type** = Employee
- **Trip Type** = 731083 Sponsorships

- 3) After completing the required fields, input your org name or number and select it from the drop-down.



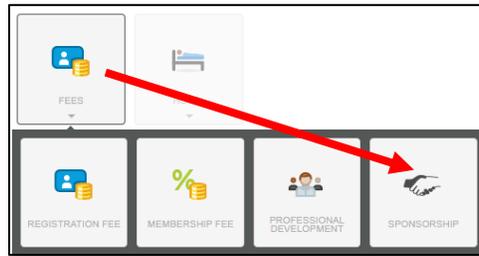
A screenshot of a search field titled "Organization / Fund / Program". Below the title is a text input box with the placeholder text "Search for Allocation". A red arrow points down to the input box.

- 4) Once the org has been selected, two additional fields will appear. In the second box, input the fund number and select the fund from the drop-down. In the third box, input the program number and select it from the drop-down.



A screenshot of the "Organization / Fund / Program" form. The first field contains the text "430006 Disbursements 430006". Below it are two drop-down menus, both showing "-- Select --". Red arrows point from the second drop-down to the label "Fund" and from the third drop-down to the label "Program".

- 5) Click Save in the upper right-hand corner OR if the cost of this request needs to be split, click on **Add Another Allocation** to input another org/fund/program and then click Save. **TIP** – if you added another allocation, leave the percentage at 50/50. Once you have added your total estimated amount you can go back and input the exact dollar amount for each allocation.
- 6) Click on the Fees tile and select Sponsorship.



- 7) Input the dollar amount in the Estimated Amount field, include a description of what the amount will cover, and click Save. Or, if this report is for an attendee, Input an expense line item of \$1 if there will be no additional expenses incurred for the employee
- 8) Click on your report name in the upper left-hand side and that will bring up your report header on the right-side. Scroll all the way down on your report header to attach backup documentation.
- 9) Click the green Submit button if you are ready to submit, OR if you added another allocation and need to split the cost, click Edit, scroll down to the bottom of the report header and adjust the dollar amounts as needed for each allocation (do not adjust the percentages as they will update after you input the dollar amounts). Then click Submit.

Organization / Fund / Program			
		Split Equally	Clear Splits
x	430006 Disbursements 430006	20.00 %	100.00
	110005 University Operating Unrestricted		
	60 Institutional Support		
x	430025 Payroll 430025	80.00 %	400.00
	110005 University Operating Unrestricted		
	60 Institutional Support		
		100.00 %	500.00

- 10) Once the pre-approval report has been approved, if you would like to use the Pcard to charge expenses, email pcard@stockton.edu with the last 4 digits of the Pcard and the card will be modified to allow for the charge to be processed.