



CHROMERIVER EXPENSE

Pre-Approval Requests

Pre-Approval Requests

Pre-Approval requests are prepared before the trip to request authorization to travel.

Accounts Payable only requires a pre-approval for international travel or travel to areas outside of the 48 contiguous US.

CAPP Topic 20335 references travel authorizations on page 9, and international travel is referenced on pages 42-43.
<https://www.doa.virginia.gov/reference.shtml#CAPP>

Pre-Approval Requests

Steps to prepare a Report Header for a Pre-Approval Request:

1. Click on Create which is under Pre-Approval on the Dashboard
2. Complete the Pre-approval Request Header
 - Report Name – Type a unique name.
i.e. – Conference Name, Location and Date
 - Start Date – Input the date you will depart on the trip
 - End Date – Input the date you will return from the trip
 - Payee - Select a traveler's name only if inputting a request for a non-employee
 - Travel Reason – Click the drop-down arrow to select a reason
 - Destination – Input the city and state where you will travel to

Pre-Approval Requests

Steps to prepare a Report Header for a Pre-Approval Request:

- Is International – Select yes for travel to areas outside of the 48 contiguous US
 - Multiple Travelers – Select yes if other ODU employees will attend
 - Business Purpose – Provide a business reason for the trip
 - Allocations – Input the budget code to charge on the first line and the sub-account code (expense code) on the second line. Click Add Allocation if you need to add more expense lines.
3. Click Save

Pre-Approval Requests

emburse chromeriver

MELISSA SN
Old Dominion

Approvals

Approvals Needed
2 Expense Reports 0 Pre-Approvals

Expenses + Create

1 Draft 0 Returned View All Submitted

Pre-Approval 1 + Create

6 Draft 0 Returned View All Submitted

Do you need help with finding your department's team? If so, please use our [Travel Process](#) guide.

Big Blue Team - Sharon Kelly
3-5435
skelly@odu.edu

Lion Team - Erica Paredes
3-6831
eparedes@odu.edu

Monarch Team - Shantel Simmons
3-4964
stsimmon@odu.edu

Travel Supervisor - Melissa Snowden
3-5020
msnowden@odu.edu





Pre-Approval Requests

Cancel

Save

2

Pre-Approvals For MELISSA SNOWDEN

Report Name	AGA Conference/Philadelphia PA/ June 2024
Start Date	06/01/2024 
End Date	06/05/2024 
Number of Days	5
Pay Me In	USD - US Dollars
Payee (Non-employee) <small>Optional</small>	-- Select -- 
Travel Reason	Conference 
Destination	Philadelphia PA

Pre-Approval Requests

2

3

Cancel Save

Is International? No

Multiple Travelers? No

Business Purpose Professional Development

Allocations

1PC01 ACCOUNTS PAYABLE 011001

Train Fare (Training) - 7109

Banner Sub-account Codes

<https://ww1.odu.edu/facultystaff/university-business/budget/resources>

OLD DOMINION UNIVERSITY
ACCOUNT/SUBACCOUNT CODE DESCRIPTION
BANNER AND COMMONWEALTH CARS CODES
FY 2010-2011

EXP CODE	CARS CODE	DESCRIPTION
7XXX	128X	TRAVEL: Includes expenditures for transportation and travel services, moving and relocation services.
71XX	128X	TRANSPORTATION AND TRAVEL SERVICES: Includes expenditures for convention and educational services, personal vehicle travel, public carrier travel, state vehicle travel, subsistence and lodging, and travel supplements and aid.
7102	1282	Travel, Personal Vehicles: Include expenses for transportation by personal vehicle. Exclude parking fees and tolls. <i>Travel costs associated with attending training courses should be charged to 1227. [Rev. eff. 7-1-00]</i>
7103	1283	Travel, Public Carriers: Include expenses for individual travel by aircraft (state and private sector), airport limousine, bus, leased vehicle, taxi, train, and watercraft. Include parking fees and tolls. <i>Travel costs associated with attending training courses should be charged to 1227. [Rev. eff. 7-1-00]</i>
7104	1284	Travel, State Owned or Leased Vehicles: Include expenses for transportation by state vehicles such as the Commonwealth's centralized fleet of vehicles managed by the DGS, Office of Fleet Management Services. Exclude parking fees and tolls. <i>Travel costs associated with attending training courses should be charged to 1227. [Rev. eff. 7-1-07]</i>
7105	1285	Travel, Subsistence and Lodging: Include expenses for gratuities, lodging, and similar subsistence and for parking fees and tolls related to 1282 and 1284. <i>Travel costs associated with attending training courses should be charged to 1227. [Rev. eff. 7-1-00]</i>
7106	1286	Travel, Supplements and Aid: Include expenses for individual transportation by any means and subsistence for persons receiving medical or rehabilitative services or for persons in the care or custody (including the extradition of prisoners) of a state agency. For extradition of prisoners, include all travel expenses of the guards.
7107	1288	Travel, Meal Reimbursements - Not Reportable to the IRS: Include reimbursements for meal expenses which were incurred during trips which required overnight lodging or rest or for special work assignments, such as business luncheons, recruiting or interviewing job applicants through the lunch hour, or any overtime work in which a meal is purchased by an employee and is eaten on the employer's premises for the convenience of the employer. (Meals which are part of a training or education package and are not reportable to the IRS should be charged to subobject code 7109 [Rev. eff. 7-1-00])
7109	1227	Employee Training - Transportation, Lodging, Meals and Incidentals: Include costs for airfare, taxis, tolls, lodging, meals and personal vehicle mileage reimbursement associated with employee training and development. Coded as 1224, 1225, or 1226.

Pre-Approval Requests

Steps to input estimated expenses for a Pre-Approval Request :

4. Select an expense

- Airfare – include costs for plane tickets and bags
- Ground – include fees for rental cars, taxi, train, parking, tolls, and vehicle fuel
- Mileage – estimate is based on the current IRS mileage rate if the trip is less than 200 miles/day or a reduced rate of \$.246/mile if the trip is more than 200 miles/day when driving a personal vehicle
- Meals – include estimated costs for group business meals

Pre-Approval Requests

Steps to input estimated expenses for a Pre-Approval Request:

- Per Diem – estimate costs for individual meals using GSA.gov to determine the allowable per diem for meals and incidental expenses (M&IE) based on the location where you lodge
 - Hotel – include estimated expenses for lodging and taxes
 - Registration – include estimated costs for conference registration fees
 - Other – include any additional estimated expenses
5. Input the estimated amount and include a description that is at least 10 characters in length
 6. Click Save

Pre-Approval Requests

← Pre-Approvals For
MELISSA SNOWDEN



Add Pre-Approval Types

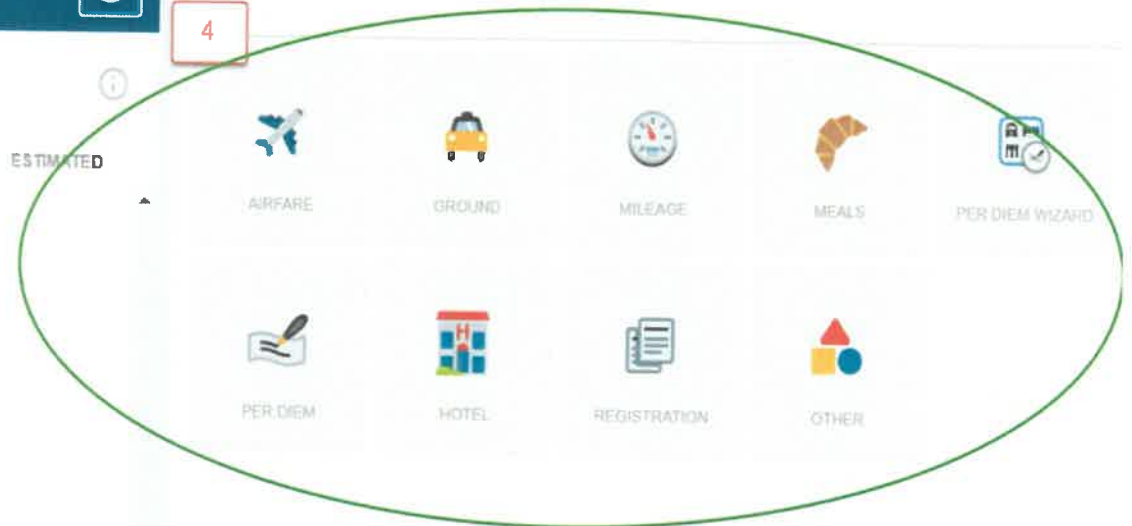
4

AGA Conference/Philadelphia/June 2024

EXPENSE

ESTIMATED

Click "+" to add your first item





Pre-Approval Requests

5

6

Cancel Save

 **Ground**

Estimated Amount 

Comments

GSA.gov – allowable M&IE Per Diem Rates

gsa.gov/travel/plan-book/per-diem-rates

GSA U.S. General Services Administration Per Diem Lookup

Buy through us ▾ Sell to government ▾ Real estate ▾ Policy and regulations ▾ Small business ▾ **Travel ▾** Technology ▾ Ab

Home > Travel > Plan a trip > Per diem rates

Per diem rates

- Overview**
- FY 2024 per diem highlights
- FAQs
- Per diem files
- M&IE breakdowns
- Factors influencing lodging rates
- Per diem boundaries
- Fire safe hotels
- Per diem contacts

Per diem rates

Rates are set by fiscal year, effective Oct. 1 each year. Find current rates in the continental United States, or CONUS rates, by searching below with city and state or ZIP code, or by clicking on the map, or use the new [per diem tool to calculate trip allowances](#).

Search by city, state, or ZIP code

Required fields are marked with an asterisk (*).

For Fiscal Year: *

2024 (Current Fiscal Year) ▾

State ▾ **City**

OR

ZIP

Find Rates

Pre-Approval Requests

Steps to attach supporting documents for a Pre-Approval Request:

Supporting documents like conference registration information must be attached when submitting a Pre-Approval request for authorization to travel.

Save supporting documents as a pdf file on the desktop. JPG, PNG, OFD, and TIFF files may also be uploaded on the Chrome River app.

7. Attach the pdf file in Chrome River using one of the two methods shown below:

a. Drag and drop the pdf file in the area marked as *Drag image here to upload*, or

b. Click on Upload Attachments and locate the pdf file to attach

8. Click Submit after inputting all expenses and attaching supporting documents

Pre-Approval Requests

Open Delete PDF Submit

		AMOUNT (USD)
1PC01	ACCOUNTS PAYABLE 011001 Train Fare (Training) - 7109	200.00
Total		200.00

Comments (0)

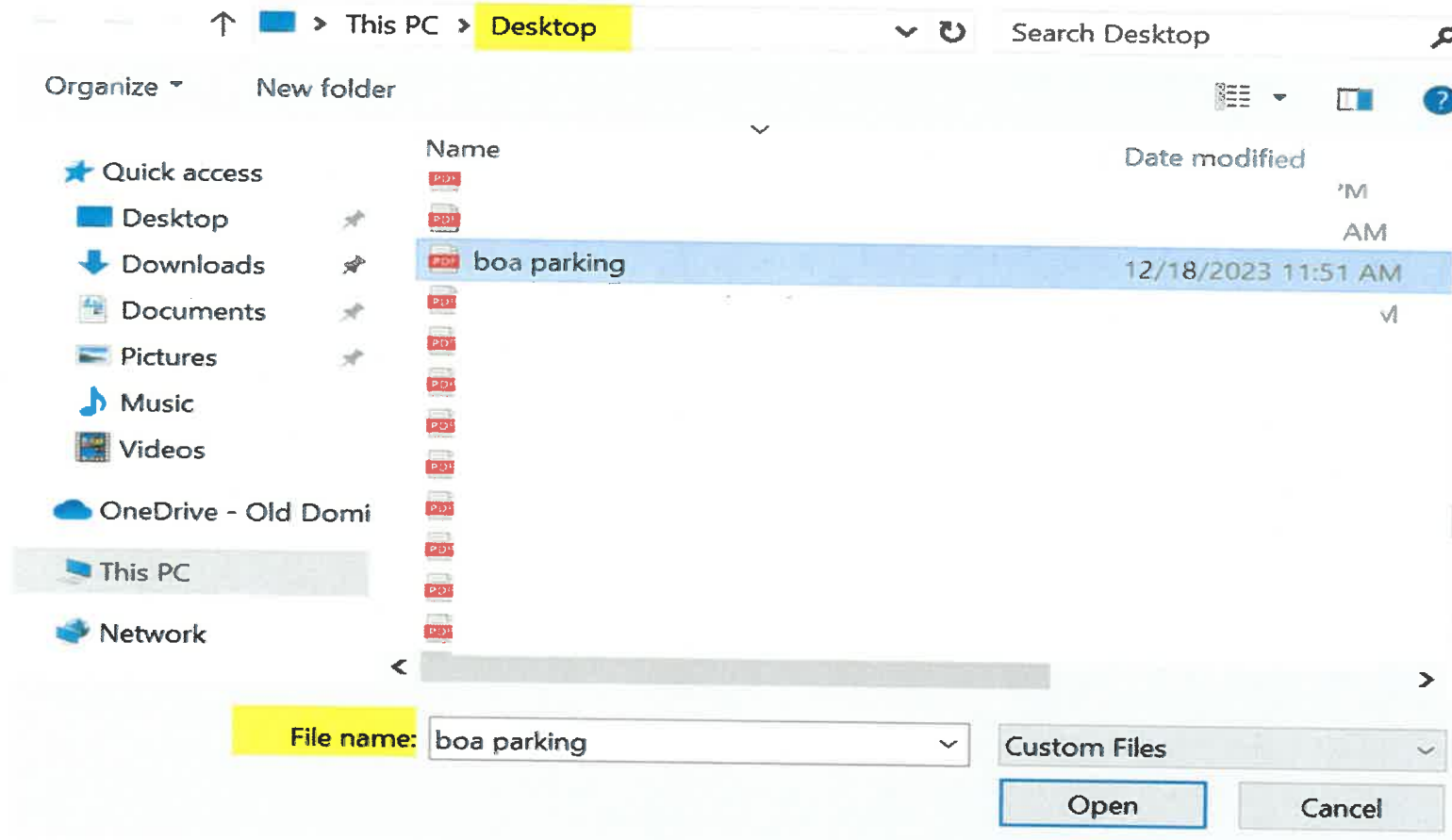
Add Comment Post

Attachments (0)


7a 7b

Drag image here to upload Upload Attachments

Pre-Approval Requests



Pre-Approval Requests

 Receipt uploaded successfully. ✕

4 04/05/2024 200.00
USD

Comments (0)

Add Comment

Attachments (4)

Drag image here to upload

Upload Attachm



Pre-Approval Requests



MELISSA SNOWDEN 
Old Dominion University

Open

Delete

PDF 

8

Submit

Created By MELISSA SNOWDEN

Create Date 04/05/2024

Pay Me Amount 200.00 USD

PA Report ID 010001755656

From Date 06/01/2024

To Date 06/05/2024

Expense Summary

	AMOUNT (USD)	SUBMITTED (USD)
Ground	200.00	0.00
Total	200.00	0.00