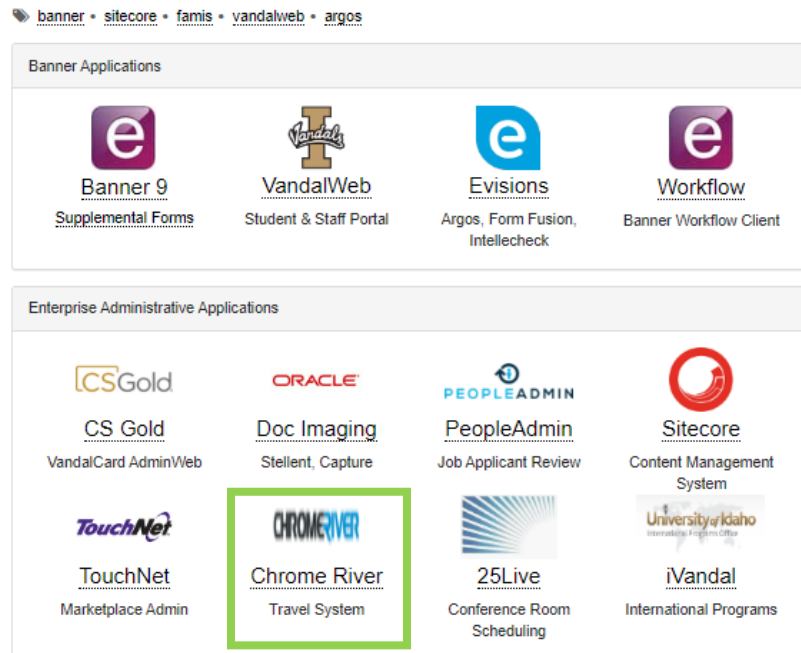


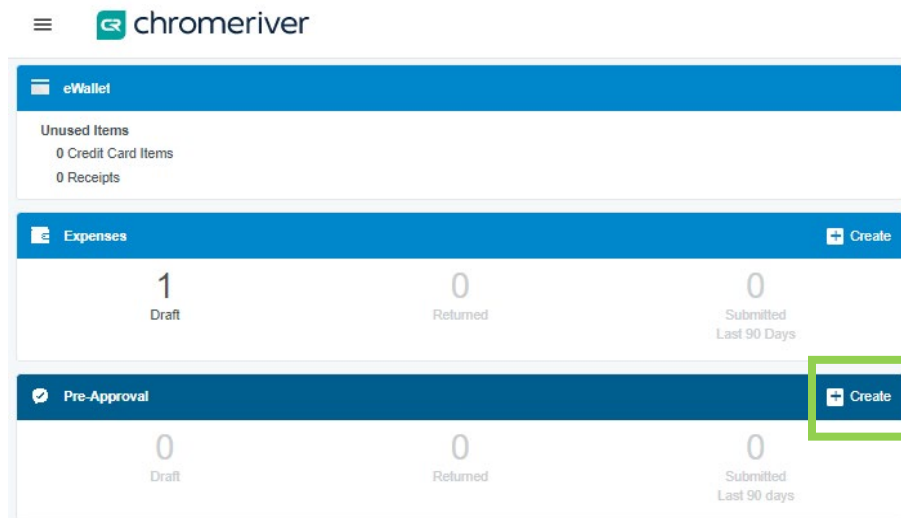
CNR: Chrome River Quick Guide: Travel Pre-Approval (TRPA)

1. Access Chrome River by going to <https://support.uidaho.edu/TDClient/Requests/ServiceDet?ID=707>
2. Log in with your University of Idaho NetID and password.

Launch Enterprise Applications



3. Click on the Chrome River icon to enter the application
4. Once in Chrome River, on the left side of the screen, you will see three headers "eWallet", "Expenses", and Pre-approval".



5. Click the "+ Create" link on the "Pre-Approval" Header. This will bring up a "Pre-Approvals for [Your Name]" screen on the right side of the browser window.

Filling out the form

1. Report name.

- Report names must start with "TRPA" and include:
 - your last name
 - your first initial
 - your destination
 - your purpose (if it will fit)
 - the departure date or date range for the trip
 - e.g. "TRPA J Vandal Boise,ID NRI 7.1-15.2022" or "TRPA_Vandal_J_Bend,OR_research_8-11-22"
- NB: there is a 45-character limit to the title.
- Blanket TRPAs are permissible but can only be made for a 90-day period, in a single state.
 - e.g. "TRPA J Vandal IFC WA 7.1-9.30.22"

2. Start/end dates

- Start date is the date you leave on your trip; end date is the date you return.
- Add a day or two on either end of the trip in case of delays

3. Business purpose

- Enter where you are going and the business-related reason why. If you are traveling with others, list names of the other travelers.

4. Travel Type

- Choose "In state", "Out of State", or "International" from the drop-down menu.
- DO NOT select Non-Travel**
- In-State travel must be on a different TRPA than Out-of-State travel.
- For blanket travel, create a separate TRPA for each state.

5. Departure/Arrival Time

- Ignore these

6. Add another location

- Click this to bring up a text box where you can enter an extra destination, if you are traveling to multiple locations on the trip.

7. GL Approver

- For CNR Travel on a grant index: **Amy Huck**
- For CNR Travel on non-grant index: **Joseph Gordon Christensen**
- For travel on a non-CNR index: **Contact the college that controls the index.**

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Cancel Save

Pre-Approvals For Joe Vandal

Report Name 1

Start Date 2 07/25/2022

End Date 07/25/2022

Number of Days 1

Pay Me In USD - US Dollars

Business Purpose 3

Travel Type -- Select --

Depart Time Optional -- Select --

Arrival Time Optional -- Select --

Add Another Location ☐

GL Approver -- Select --

Alcohol ☐

Cash Advance Amount Optional 0

Please type the <Banner Index> you would like to search for in the Banner Index box below. As you type, a drop down list of matching items will be displayed for selection

Cancel Save

Report Name

Start Date 07/27/2022

End Date 07/27/2022

Number of Days 1

Pay Me In USD - US Dollars

Business Purpose

Travel Type 4 -- Select --

Depart Time Optional 5

Arrival Time Optional

Add Another Location 6 ☐

GL Approver 7 -- Select --

Alcohol ☐

Cash Advance Amount Optional 0

Please type the <Banner Index> you would like to search for in the Banner Index box below. As you type, a drop down list of matching items will be displayed for selection

Banner Index

8. Alcohol

- a. Talk to CNR Fiscal before clicking this

9. Cash advance

- a. Talk to CNR Fiscal before typing in this box
- b. Only for use by employees who don't have a p-card.
- c. Requires more advance notice than a regular TRPA

10. Banner index, Activity code, Location code

- a. Enter the six-digit index on which your travel will be paid.
- b. If you do not know your index, contact your supervisor.
- c. After you enter the index, two more fields will pop up: Activity Code and Location Code
- d. Enter "Use default" for both. Sometimes the default Activity Code will flood in automatically. If the Location Code floods in, delete and enter "leave location code blank"
- e. If you need to split the travel between two or more indexes, click the "+ Add Banner index" link

11. Click the "Save" button at the top of the window.

The screenshot shows a web form for a travel request. At the top, there are fields for 'GL Approver' (a dropdown menu), 'Alcohol' (a checkbox), and 'Cash Advance Amount' (a text box with '0' entered). Below these is a blue instruction box: 'Please type the <Banner Index> you would like to search for in the Banner Index box below. As you type, a drop down list of matching items will be displayed for selection'. The 'Banner Index' section is highlighted with a green box and contains the text '10'. Below this is a text box with the value '677961-150041 677-07SRV-- CNR Motor Pool-Operations'. There are two dropdown menus below this, both with '-- Select --' as their placeholder. At the bottom of the section is a blue button with a plus icon and the text '+ Add Banner Index'. The bottom part of the screenshot shows the same form with the 'Banner Index' section highlighted in green, and the text '10e' next to the '+ Add Banner Index' button.