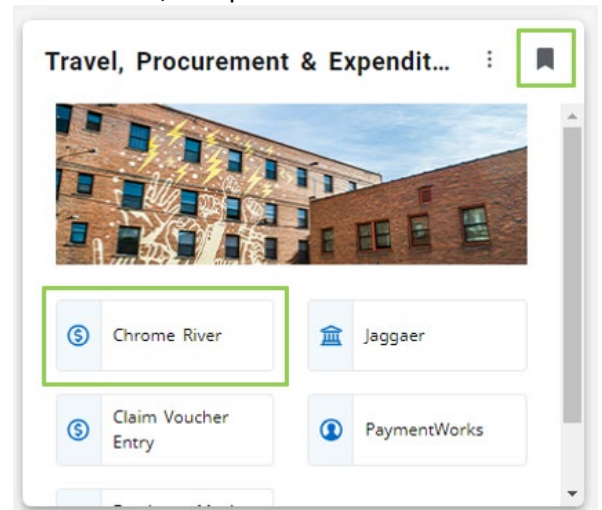
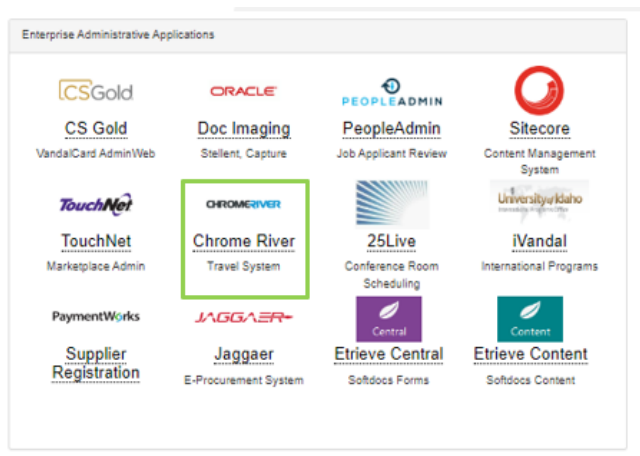


CNR: Chrome River Quick Guide: Travel Pre-Approval (TRPA)

1. Access Chrome River by going to <https://support.uidaho.edu/TDClient/Requests/ServiceDet?ID=707> or by logging into MyUI and selecting Chrome River on the "Travel, Procurement, & Expenditure Solutions" card.



2. Log in with your University of Idaho NetID and password.
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.

- a. Report names must start with "TRPA" and include:
 - a. your last name
 - b. your first initial
 - c. your destination
 - d. your purpose (if it will fit)
 - e. the departure date or date range for the trip
 - f. e.g. "TRPA J Vandal Boise,ID NRI 7.1-15.2022" or "TRPA_Vandal_J_Bend,OR_research_8-11-22"
- b. NB: there is a 45-character limit to the title.

2. Start/end dates

- a. Start date is the date you leave on your trip; end date is the date you return.
- b. Add a day or two on either end of the trip in case of delays
- c. Blanket TRPAs: up to entire calendar year.
 - a. Separate TRPA for different regions, different projects, conferences
 - b. TRPA dates never exceed grant dates

3. Business purpose

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

4. Does this include personal travel?

- a. If yes, check the box. AP will send an email with detailed instructions.
- b. Do not use your purchase card for this trip

5. Travel Type

- a. Choose "In State", "Out of State", or "International" from the drop-down menu.
- b. **DO NOT select Non-Travel**
- c. Choose "In State" for travel solely or primarily in Idaho
- d. Choose "Out of State" for travel solely or primarily in other states, even if it includes Idaho

6. Departure/Arrival Time

- a. Ignore these

7. Add another location

- a. 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.
- b. For blanket travel, list all destinations covered by the TRPA

1 Report Name

2 Start Date

End Date

Number of Days

Pay Me In

3 Business Purpose

Does this include personal travel?

Personal Travel Start

Personal Travel End

Travel Type

Depart Time

Arrival Time

Add Another Location

Report Name

Start Date

End Date

Number of Days

Pay Me In

7 Business Purpose

4 Does this include personal travel?

5 Travel Type

6 Depart Time

Arrival Time

Add Another Location

GL Approver

8. GL Approver

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

9. Alcohol

- a. Talk to CNR Fiscal before clicking this

10. 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

11. 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

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

GL Approver

9 Alcohol

10 Cash Advance Amount

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

11 Banner Index

11e

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

Use def

Use default Activity Code from Index