

Travel Pre-Approval Report Guidelines

To ensure consistency and clarity in the travel authorization process, this memo serves to reinforce the guidelines surrounding pre-approval for University-related travel. In accordance with University policy APM 70.02, the following key points should be followed for all types of travel:

1. Pre-Approval Submission Requirement

A Pre-Approval Report must be submitted and approved prior to any travel, and before any expenses are incurred. This applies to all types of travel, whether local, out-of-state, or international. Approvals are documented in the Chrome River system and must be authorized by your supervisor or relevant financial personnel.

2. Blanket Pre-Approval Reports

For employees who travel frequently for the same business purpose within a designated region, a Blanket Pre-Approval Report may be submitted:

- This report can cover up to one year of travel but **cannot cross fiscal years**.
- The **designated region must be domestic; international travel cannot be covered under a blanket pre-approval** and must follow separate international travel policies.
- The **same business purpose** refers to travel that is recurring for a consistent, specific job duty or project (e.g., attending quarterly meetings, recurring site visits, or regularly scheduled work-related events within a region). The travel must support an ongoing, pre-defined responsibility tied to the employee's official job description.
- The report must be submitted for reimbursement **within 30 days** after the last day of the month but no later than **60 days** from the trip.
- **Departments/colleges are responsible** for tracking personnel who are on blanket pre-approvals for **risk management purposes**. If requested, they must provide a listing of where employees are traveling. This is particularly important in the case of national disasters, to ensure the safety and whereabouts of employees.

3. Required Pre-Approvals Even Without Expenses

Even if the travel is funded by a third party or if no expenses will be claimed, a Pre-Approval Report must still be submitted.

4. Lodging Arrangements

When booking lodging, request the government discount rate and provide the Lodging Sales Tax Exemption form (ST104) at check-in. The University will reimburse lodging costs only for the night before the event and the night following, if applicable.

5. Special Circumstances or Exceptions

If there are any unusual circumstances or exceptions, these must be clearly noted in the comments section of the Pre-Approval Report.

6. International Travel

International travel pre-approvals require extra steps and should be submitted **no less than 30 days** prior to departure. For details on international travel policies, please refer to APM 70.23.

7. Use of Chrome River for All Employee Travel

All employee travel related to official duties must be submitted and tracked in the Chrome River Travel system, regardless of whether the travel is reimbursable or funded externally.

We hope these guidelines help to clear up any confusion. Should you have questions or need further assistance, please feel free to reach out to Accounts Payable at crtravel@uidaho.edu.