

## Pre-Approvals

- I. Why is a Pre-Approval needed for Gift Cards, Airfare, Lodging and Car Rental?
  - A. Regis University requires Pre-Approvals to alert the budget manager of the estimated expenses for Gift Cards, Airfare, Lodging, and Car Rental.
    - a. Gift Cards
      - i. For IRS tax reporting purposes, the department is required to obtain names of all individuals receiving gift cards thus the reason for the pre-approval.
      - ii. Gift cards presented to Non-employees may be taxable and reportable income on form 1099-MISC to the recipient if they are over \$600.00. Gift cards should not be given in exchange for services. The University will track all compensation received by such individuals, if the individual receives other awards or payments during the calendar year in excess of \$600.00, the entire amount will be reported on Form 1099-MISC. A gift card log must be kept for such individuals and a form W-9 requested at the time of gift card distribution if there is any indication that an individual might receive \$600.00 during the year.
    - b. Airfare
      - i. The pre-approval for airfare will be based on ticket prices before purchase.
      - ii. A/P advises that all pre-approvals be over-estimated to allow for additional fees, such as ticket change fees, baggage fees, etc.
    - c. Lodging
      - i. The pre-approval for lodging is the same as airfare. Always over-estimate to allow for additional fees.
    - d. Car Rental
      - i. The pre-approval for car rental is the same as airfare and lodging. Always over-estimate to allow for additional fees.

Pre-approvals for airfare, lodging, and car rental can be included in the same pre-approval. If, however, they are created in separate pre-approvals, be aware, that only one pre-approval can be attached per report. This means that the expenses will have to be completed in different expense reports, if multiple pre-approvals were obtained.

# Creating a Pre-Approval

## 1. Open Chrome River:

The screenshot shows the Chrome River dashboard. On the left, there are four main navigation tabs: eWallet, Expenses, Pre-Approval, and Invoices. The Pre-Approval tab is currently selected. The dashboard displays statistics for each category: eWallet (0 Credit Card Items, 0 Receipts), Expenses (0 Draft, 0 Returned, View All Submitted), Pre-Approval (0 Draft, 0 Returned, View All Submitted), and Invoices (2 Draft, 3 Submitted Last 90 Days). On the right, a welcome message reads: "Welcome to Chrome River, Regis University's Expense, Pcard and Invoice Software". Below this, there is a CONTACT section with support information for PCard Support, US Bank 24 hour support-Credit Card Support, and Accounts Payable Manager. A NOTICE section includes reminders about mobile device access and receipt uploading. A HELP section provides information about training camps and online help resources.

## 2. Go to the Pre-Approval Ribbon and click on +Create:

This screenshot is identical to the one above, but with a red circle highlighting the "+ Create" button on the Pre-Approval ribbon. The rest of the dashboard content, including the navigation tabs, statistics, and the right-hand welcome message and notices, remains the same.

3. Fill out the next screen appropriate to the pre-approval being submitted, in this example, Gift Cards. Once completed, select Save:

The next couple of screen shots are for Pre-Approval for Gift Cards. To do Pre-Approval for Business Travel please scroll down to "Pre-Approval for Business Travel"

Pre-Approvals For Deborah Buchanan-Hudspeth

Report Name

Start Date 04/18/2024

End Date 04/18/2024

Number of Days 1

Pay Me In USD - US Dollars

Business Purpose

Fiscal Year FY24

Please search by typing the name or number of the FUND, DEPT or ACTV

Allocations

10-000-700300-0000 10 - General 700300 - FB Finance & Budget Oper / 0000 - General Activity

Cancel Save

Pre-Approvals For [Redacted]

Report Name Baby Shower for [Redacted]

Start Date 04/18/2024

End Date 04/23/2024

Number of Days 6

Pay Me In USD - US Dollars

Business Purpose Gift card for [Redacted] to purchase baby items she will need

Fiscal Year FY24

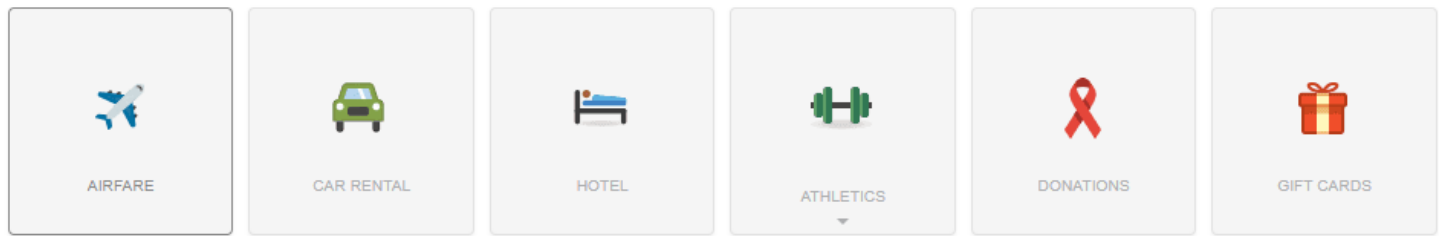
Please search by typing the name or number of the FUND, DEPT or ACTV

Allocations

10-000-700300-0000 10 - General 700300 - FB Finance & Budget Oper / 0000 - General Activity

4. On the following screen select the appropriate pre-approval type:

### Add Pre-Approval Types



5. After selecting the appropriate tile, fill out the following screen (remember to always over-estimate costs):

**Gift Cards**

Estimated Amount:

Description  
Optional:

6. When completed, click on Submit:

PA Report ID: 010001213138 | Total Estimated Amount: 50.00 USD

**Submit**

PA Report ID: 010001213138 | Total Estimated Amount: 50.00 USD

Report Name: Baby Shower for Michelle Gibbs  
Start Date: 04/18/2024  
End Date: 04/23/2024  
Number of Days: 6  
Pay Me In: USD - US Dollars  
Business Purpose: Gift card to purchase baby items she will need  
Fiscal Year: FY24

Allocations		
10-000-700300-0000	10 - General 700300 - FB Finance & Budget Oper / 0000 - General Activity	50.00

Comments (0)  
Add Comment

Attachments (0)

7. Select Submit once more, and the pre-approval will be routed to the budget manager:

**Submit Preapproval**

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

[Cancel](#) [Submit](#)

**Baby Shower for [REDACTED]**

Report Owner	[REDACTED]
Created By	[REDACTED]
Create Date	04/18/2024
Pay Me Amount	50.00 USD

8. To view all submitted pre-approvals, go to the Chrome River home screen and select View All Submitted from the Pre-Approval Ribbon:

**eWallet**

**Unused Items**

- 0 Credit Card Items
- 0 Receipts

---

**Expenses** [+ Create](#)

0 Draft      0 Returned      [View All Submitted](#)

---

**Pre-Approval** [+ Create](#)

0 Draft      0 Returned      [View All Submitted](#)

# Pre-Approval for Business Travel

## 1. Open Chrome River:

The screenshot shows the Chrome River dashboard with the following sections:

- eWallet**: Unused Items (0 Credit Card Items, 0 Receipts)
- Approvals**: Approvals Needed (1 Expense Reports), 0 Pre-Approvals
- Expenses**: 0 Draft, 0 Returned, View All Submitted, + Create
- Pre-Approval**: 0 Draft, 0 Returned, View All Submitted, + Create
- Invoices**: 2 Draft, 3 Submitted (Last 90 Days), + Create

## 2. Go to the Pre-Approval Ribbon and click on +Create:

This screenshot is identical to the one above, but the '+ Create' button in the Pre-Approval section is highlighted with a red box to indicate the next step.

3. Fill out the following screen appropriate to the pre-approval being requested, when completed, select Save:

### Pre-Approvals For Deborah Buchanan-Hudspeth

ESTIMATED

Report Name: Conference in KC MO 04.20.24 to 04.26.24

Start Date: 04/19/2024

End Date: 04/30/2024

Number of Days: 12

Pay Me In: USD - US Dollars

Business Purpose: Conference regarding streamlining projects for Accounts Payable

Fiscal Year: FY24

Please search by typing the name or number of the FUND, DEPT or ACTV







#### Allocations

10-000-700300-0000 10 - General 700300 - FB Finance & Budget Oper / 0000 - General Activity

[+ Add Allocation](#)

3. Select the appropriate tile:

### Add Pre-Approval Types

 AIRFARE	 CAR RENTAL	 HOTEL	 ATHLETICS	 DONATIONS	 GIFT CARDS
--	---	--	--	--	---

4. Fill out the following screen appropriately and select Save:

The screenshot shows a mobile application interface for entering an Airfare expense. At the top right, there are 'Cancel' and 'Save' buttons. The main title is 'Airfare' with a globe icon. Below this, there are two input fields: 'Estimated Amount' with the value '500.00' and 'USD', and 'Description' with the text 'Around trip Business Class leaving 04.24.24 and coming back on 04.26.24'. On the left side, there is a vertical sidebar with a 'Submit' button at the bottom. The word 'ESTIMATED' is visible in the top left of the main content area.

5. Keep adding items to your pre-approval until it is completed:

The screenshot shows a mobile application interface for a pre-approval. The top bar is blue and contains a back arrow, the text 'Pre-Approval For Deborah Buchanan-Hudspeth', and a plus icon. Below the bar, the title is 'Conference in KC MO 04.20.24 to 04.26.24'. There are two tabs: 'Comments' and 'Attachments'. Below this, there is a table with two columns: 'EXPENSE' and 'ESTIMATED'. The first row shows 'Airfare' with an estimated amount of '500.00 USD'. To the right of the table is a section titled 'Add Pre-Approval Types' with a list of icons for different expense categories: AIRFARE, CAR RENTAL, HOTEL, ATHLETICS, DONATIONS, and GIFT CARDS.



3. Once completed, the pre-approval will look similar to this (this pre-approval included airfare, lodging, and car rental) Look it over for accuracy and then select Submit (bottom green button):

Pre-Approvals For Deborah Buchanan-Hudspeth

### Conference in KC MO 04.20.24 to 04.26.24

0 Comments 0 Attachments

EXPENSE	ESTIMATED
Airfare	500.00 USD
Car Rental	500.00 USD
Hotel	400.00 USD

PA Report ID  
010001213588

Total Estimated Amount  
1,400.00 USD

Submit

4. On the last screen, select Submit again:

### Submit Preapproval

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

#### Conference in KC MO 04.20.24 to 04.26.24

Report Owner	Deborah Buchanan-Hudspeth		
Created By	Deborah Buchanan-Hudspeth		
Create Date	04/19/2024		
Pay Me Amount	1,400.00 USD		
PA Report ID	010001213588		
From Date	04/19/2024		
To Date	04/30/2024		
Business Purpose	Conference regarding streamlining projects for Accounts Payable		

#### Expense Summary

	AMOUNT (USD)	SUBMITTED (USD)	BALANCE (USD)
Airfare	500.00	0.00	500.00
Car Rental	500.00	0.00	500.00
Hotel	400.00	0.00	400.00

#### Account Summary

AMOUNT (USD)