A Pre-Approval Request is necessary for all Employees and Student travel activities.

Start here:

**Expense Owner**
- Sends request to Delegate to prepare the Pre-Approval form. Pre-Approval must be completed prior to travel if: International, Grant Funded, Advance Request or Lodging Exception is Required.
- Enters Pre-Approval required line items to include estimates of expenses.
- Must identify if Lodging Exception for excess of 200% is necessary and submit all additional line items to include estimates of expenses.
- Approves/Submit Pre-Approval Request

**Delegate (if assigned)**
- Uploads or scans receipts into Chrome River when received from Expense Owner.
- Enter Pre-Approval required line items to include estimates of expenses.
- Submit Expense Report to Expense Owner

**Approvers**
- **CFO**
  - Must approve Lodging Exception if it exceeds 200% of lodging rate
- **Budget Approver**
  - Ensures that funds are available for this request.
- **Supervisor**
  - Ensures the request for travel is in support of the WM mission

**Other Approvers**
- **International Approver**
  - This approval is required for all trips with a Foreign country destination.
- **OSP Approver**
  - This approval is required for all trips funded by a Grant.
- **CFO**
  - Must approve Lodging Exception if it exceeds 200% of lodging rate
- **Supervisor**
  - Ensures the request for travel is in support of the WM mission
- **Other Approver**
  - Approved Pre-Approval is now safe in Chrome River awaiting any other action.