## Delegate **Expense Owner Approvers Other Approvers** (if assigned) Pre-Approval Routing **Start here:** Sends request to Uploads or scans receipts Delegate to prepare the International into Chrome River when Pre-Approval form. Prereceived from Expense CFO A Pre-**Approver** Approval must be Owner or Must approve This approval is Approval \_\_\_\_ completed prior to **Lodging Exception** travel if: International, required for all trips Request is if it exceeds 200% Grant Funded. Advance with a Foreign necessary of lodging rate Request or Lodging for all Exception is Required. **Enter Pre-Approval required Employees** line items to include and Student estimates of expenses travel activities. Management: **Enters Pre-Approval** required line items to **Budget OSP** Approver include estimates of Submit Expense Report This approval is **Approver** expenses. to Expense Owner required for all trips Ensures that funds funded by a Grant. are available for this request. Must identify if Lodging Exception for excess of Travel Expense 200% is necessary and submit all additional Approved Pre-Supervisor Approval is now Approves/ Ensures the request safe in Chrome Submit Prefor travel is in River awaiting **Approval** support of the WM any other action. Request