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

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.
   c. Blanket TRPAs are permissible but can only be made for a 90-day period, in a single state.
      a. e.g. "TRPA J Vandal IFC WA 7.1-9.30.22"

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

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. In-State travel must be on a different TRPA than Out-of-State travel.
   d. For blanket travel, create a separate TRPA for each state.

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.
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.