

How to track your report – Pre-Approvals and Expense Reports

Click on the appropriate Report (Pre-Approval or Expense Report)

The screenshot shows the Chrome River interface. On the left, a table lists submitted pre-approvals:

Report Title	Date	Amount
Meeting at University of South Carolina (Pending Approval)	10/11/2017	367.70 USD
2017 - Sloan Digital Survey Meeting - Chile (Partially Applied)	07/14/2017	410.33 USD
2017 - Illinois AAS - Champagne-Urbana, IL (Partially Applied)	06/28/2017	454.52 USD
2017 - Galaxy Evolution Conference - Germany (Partially Applied)	06/28/2017	371.58 USD

On the right, the details for the selected report are shown. A red arrow points from the 'Tracking' button in the top right of this section to the first report in the table. The details include:

- Warning:** Lodging for Out-of-State cannot exceed \$84.00 per night. Lodging for Out-of-State cannot exceed \$24.00 per night. Response: No cheaper rates are available within a reasonable distance from the University.
- Report Owner:** Britt Lundgren
- Created By:** Britt Lundgren
- Create Date:** 10/11/2017
- Pay Me Amount:** 367.70 USD
- PA Report ID:** 010000331024
- From Date:** 10/12/2017
- To Date:** 10/13/2017
- Business Purpose:** Meeting with research collaborators, working on a manuscript for publication.
- Prior Approvers:** Charles Bennett (10/11/2017)
- Expense Summary:**

	AMOUNT (USD)	SUBMITTED (USD)
Lodging	150.00	0.00
Mileage	125.70	0.00
Meals	82.00	0.00

After you highlight the report in question, click on Tracking (see above).

This will open up the screen to show you whose que the report is sitting in.

The screenshot shows the 'Tracking for Meeting at University of South Carolina' page. The status is 'Pending Approval' and the estimated amount is 367.70 USD. The routing steps section shows a single step:

Step Number	Assigned To	Assigned Date	Step Status	Routing Rule
2	Keith Krumpke	10/11/2017 08:34 AM	Assigned	30 - Route to Fund Manager