Pre-Approval - Header and Expense Types Summary

Pre-Approval Header:

1. **Report Name**: Title for the report (Suggestion: Last Name, First Initial, Date, Destination)
2. **Start Date**: The date the trip begins
3. **End Date**: The date the trip ends
4. **Number of Days**: Length of the trip duration (System calculates based upon start and end dates of travel)
5. **Business Purpose**: Brief description of the reason for travel
6. **Reason for Travel**: Select the category for the report. (i.e. business meeting, conference, student travel, etc.)
7. **Trip Type**: Select either domestic (US travel) or international
8. **Origination**: The location where the trip officially begins
9. **Destination**: The location where the traveler is going to
10. **Type of Traveler**: Select Employee, Non-Employee, or VT Student
    a. If Non-Employee or VT Student is selected, a list will appear with the available names to choose.
    b. If Employee or VT Student is selected, an option for inserting a Cash Advance Amount will appear. If no Cash Advance is needed, leave the box blank.
11. **University Paid Items Exist**: Select the box if expenses will exist that will paid by the university and not the traveler. (See the section below for a summary of these expenses.)
(Note: All University Paid Items are optional and you are not required to fill in every space provided. Insert only the items being used on the pre-approval.)

12. **Fleet Services Item(s):** Write a description of the fleet services expense and insert the amount in the fleet services amount field.

13. **HokieMart Item(s):** Write a description of the HokieMart expense and insert the amount in the HokieMart amount field.

14. **PCard Item(s):** Write a description of the PCard expense and insert the amount in the PCard amount field.

15. **VTF Reimbursable Item(s):** Write a description of the VTF expense and insert the amount in the VTF Reimbursable amount field.

16. **Other University Paid Item(s):** Write a description of any other university paid expenses and insert the amount in the Other University Paid amount field.

17. **Fiscal Year:** Which FY period the pre-approval should be charged.

18. **Allocations:** Insert the fund number(s) used for financing the pre-approval report and will post the encumbrance into Banner. Pre-Approval allocations are only provided at the Header level and not the line item level.
Pre-Approval Expense Types:

1. **Expense Add Button**: Click on this button to bring up the list of expenses on the right hand side of the page.

2. **Air Travel**: The expense subcategories for Air Travel are Airfare, Baggage Fee, Air WIFI, and Upgrade/Change Fee.

3. **Ground Transportation**: The expense subcategories for Ground Transportation are Mileage – Personal Vehicle, Car Rental, Parking, Tolls, Gasoline, Taxi/Shuttle, Train/Rail, and Bus.

4. **Hotel**:
   a. Enter the mandatory Check In and Check Out dates
   b. Click on “Calculate”
   c. On the Calculate Allowable Total screen, select the Start Date, End Date, Location and the number of Rooms, which will calculate the per diem limits for the hotel expense. (Click on “Save” to apply calculation)
   d. Enter the estimate amount of the hotel expense.
   e. Click on the drop down to provide the hotel justification.
   f. Activity code is optional but can be selected from the drop down list.

5. **Meals**: The expense subcategories for Meals are Meals-Nontaxable, Business Meals, Group Meals, Overtime Meals, and Meals Per Diem and the Meals – Per Diem Wizard. (Note: The Meals – Per Diem Wizard will auto import the expenses to the Pre-Approval.)
There must be a Start Date, End Date, and Location entered. Click on Add Entries and Add to Report to finish the process.

6. **Telecom**: The expense subcategories for Telecom are Mobile/Cellular, Internet/WIFI, Calling Card, and Business Phone/Land Line.

7. **Supplies/Services**: The expense subcategories for Supplies/Services are Printing Services, Postal Services, Messenger Services, Field Work Supplies, and Office Supplies.

8. **Dues/Fees**: The expense subcategories for Dues/Fees are Registration Fees, Vaccination/Medical Fees, Currency Exchange Fees, Insurance – International Travel, VISA/Passport Fees, and Professional Membership Dues.

9. **Miscellaneous**: The expense subcategories for Miscellaneous are Travel Grant, Meeting Room Rental, Gifts, and Miscellaneous – Other.

10. **Int'l Travel/Risk Mgmt Tracking**: This expense type is used solely when seeking pre-approval for foreign travel without submitting any other expenses. There will be $1.00 encumbered to the fund.

When finished entering in expenses to the Pre-Approval, click on **Submit** at the bottom of the form and then click **Submit** again to certify that all expenses are true and correct.