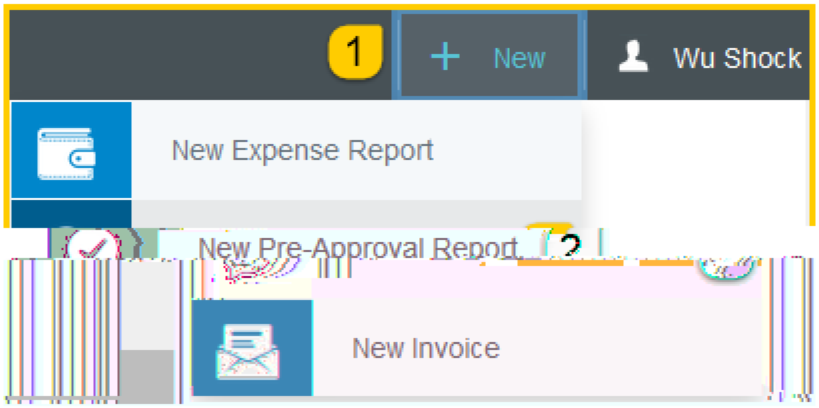
[redacted]

- EMPLOYEE

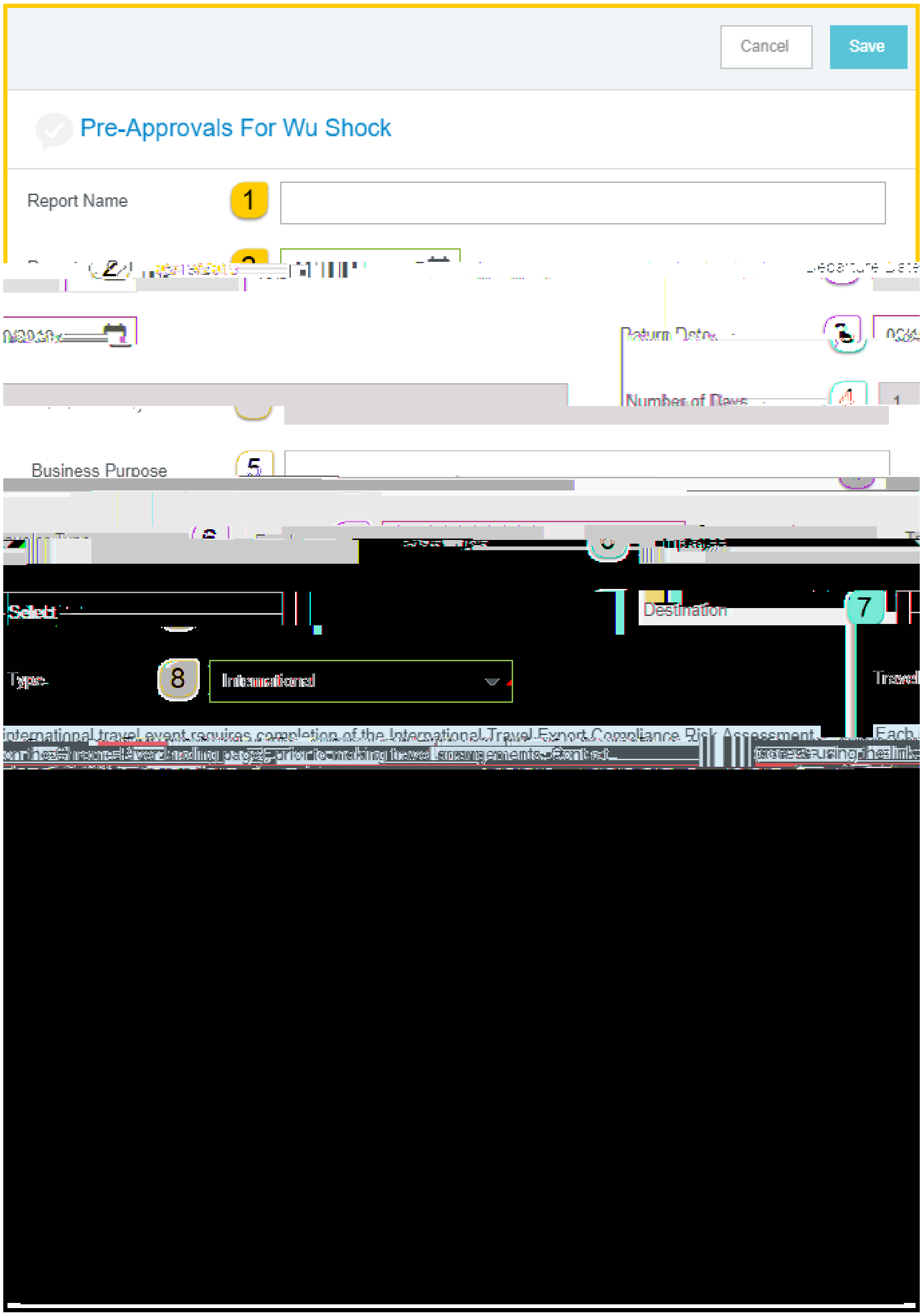
Any employee proposing to travel out-of-state or internationally must complete and submit a Pre-Approval Report. Upon final approval of the Pre-Approval Report, the employee may begin incurring expenses in association with the travel event. Refer to policy 3.28 / Out-of-State Travel, for additional details.

Each international travel event requires completion of the International Travel Export Compliance Risk Assessment prior to making travel arrangements. Click HERE to access the survey. Contact compliance@wichita.edu or 978-2667 with questions or for assistance.

To create a Pre-Approval Report, click the button in the upper right corner and select from the drop-down menu.



The Pre-Approval header screen will appear.



Pre-Approvals For Wu Shock

Report Name

Departure Date

Return Date

Number of Days 1

Business Purpose

Select

Destination

Type International

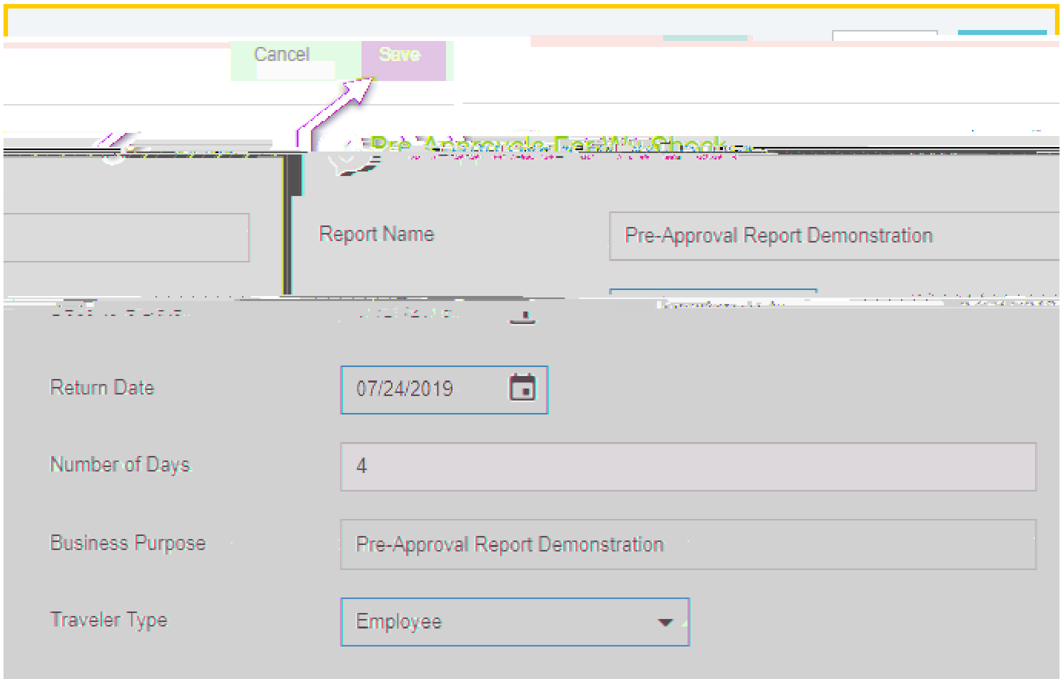
international travel event requires completion of the International Travel Export Compliance Risk Assessment ... Each

Enter the Header data:

1. ____________ This is the name assigned by the expense creator, which is used in tracking and inquiry to help identify expense reports. Naming Cy(N)-8.104 -0 nenti N eiNgrename Nr Desinak,Desavp

Cw 02285licb4

en(or th r)3.2 aielv



Report Name: Pre-Approval Report Demonstration

Return Date: 07/24/2019

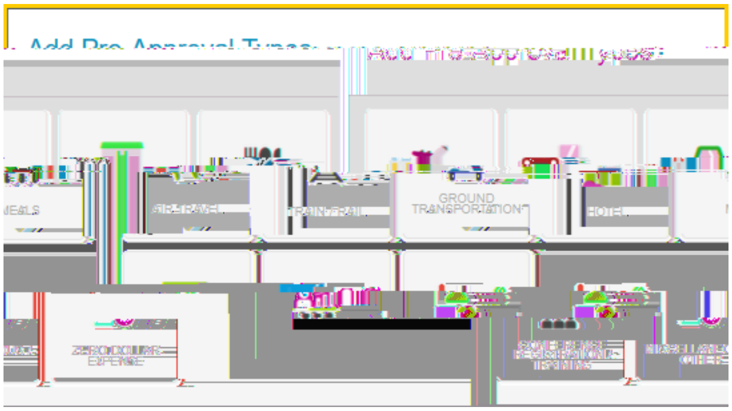
Number of Days: 4

Business Purpose: Pre-Approval Report Demonstration

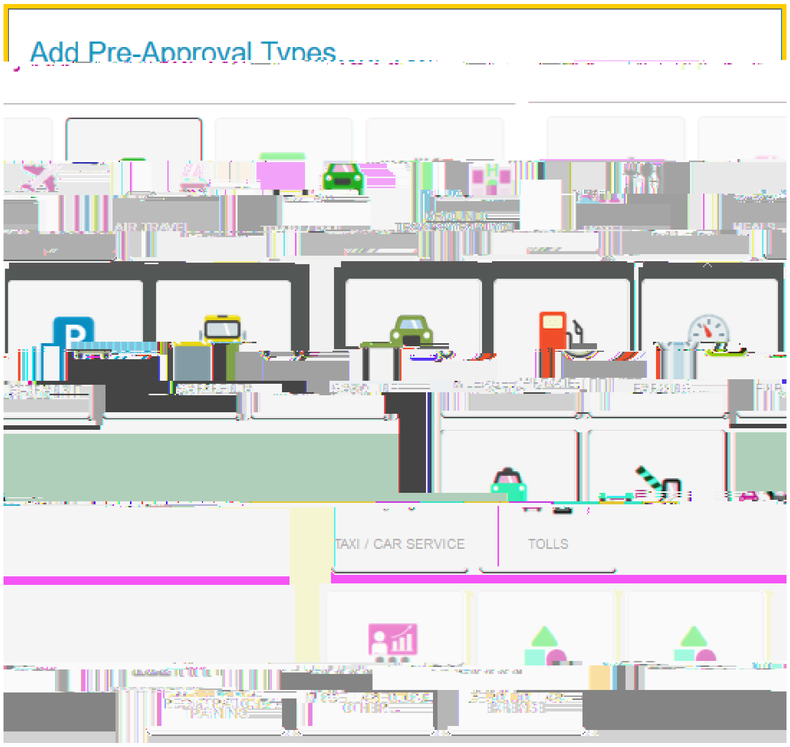
Traveler Type: Employee

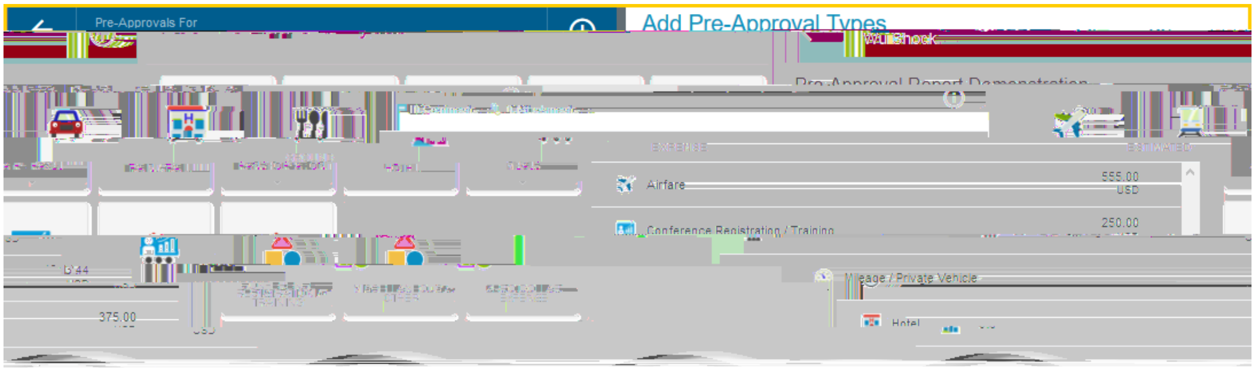
[redacted]

After completing the Pre-Approval Header information, you will be prompted to add your expenses. The screen will slide in from the right.

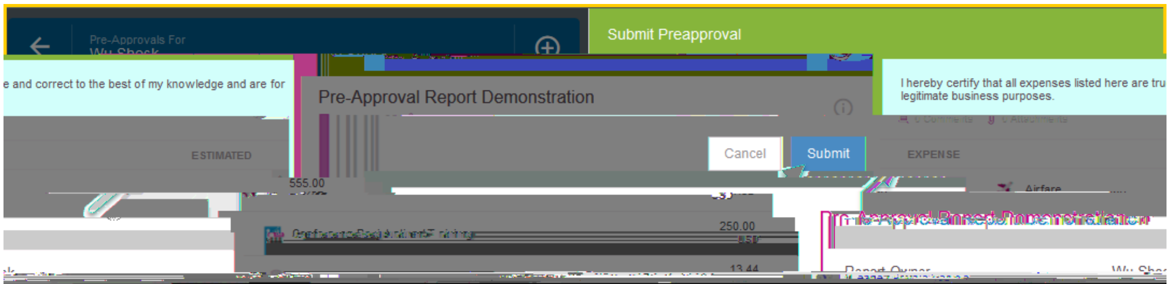

Add Pre-Approval Types
MEALS
AIR TRAVEL
TRAIN/RAIL
GROUND TRANSPORTATION
HOTEL
ZERO DOLLAR EXPENSE
MISCELLANEOUS OTHER

The expense types are consolidated into categories (expense tiles). Some expense tiles expand to provide additional expense options. Example: is located under .


Add Pre-Approval Types
AIR TRAVEL
GROUND TRANSPORTATION
MEALS
TAXI / CAR SERVICE
TOLLS


Pre-Approvals For
Add Pre-Approval Types
Wu Shock
Pre-Approval Report Demonstration
EXPENSE
ESTIMATED
Airfare
555.00
USD
Conference Registration / Training
250.00
Mileage / Private Vehicle
375.00
Hotel

A Submit Preapproval message will appear at the top of the right side of the screen. Once you have read the certification statement, click the button.


Pre-Approvals For
Wu Shock
Submit Preapproval
Pre-Approval Report Demonstration
Cancel
Submit
ESTIMATED
EXPENSE
Airfare
555.00
Conference Registration / Training
250.00
13.44
Report Owner
Wu Shock

I hereby certify that all expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes.

[redacted]