Chrome River – Expire Pre-Approval Report

Pre-Approval Report must be submitted and approved.

Then the approved report will feed to Banner (FGIENCD) to encumber (reserve) the funds from the departmental budget at the beginning of each hour from 8am-5pm, through an automated process.

If travel is cancelled and no expenses have been incurred, a NEW feature is available to EXPIRE the Pre-Approval report to unencumber the funds.

Simply select the Expire button, as the available action in Chrome River, associated with the specific Pre-Approval Report required to be cancelled.
Once you select the Expire button, a pop-up option will appear requesting confirmation. You will select Expire again to complete the task.

A notification will confirm the status of the report has been changed.

The Pre-Approval Report is updated reflecting a USED/EXPIRED status.

The adjustment to the release the funds encumbered in Banner, which are tied to the Pre-Approval allocation, will be updated at the beginning of each hour between 8am-5pm. FGIENCD will reflect a $0.00 balance once the automated process is complete to close the encumbrance in Banner.