



## Pre-Approval Request

Pre-Approval requests are prepared before the trip to request authorization to travel.

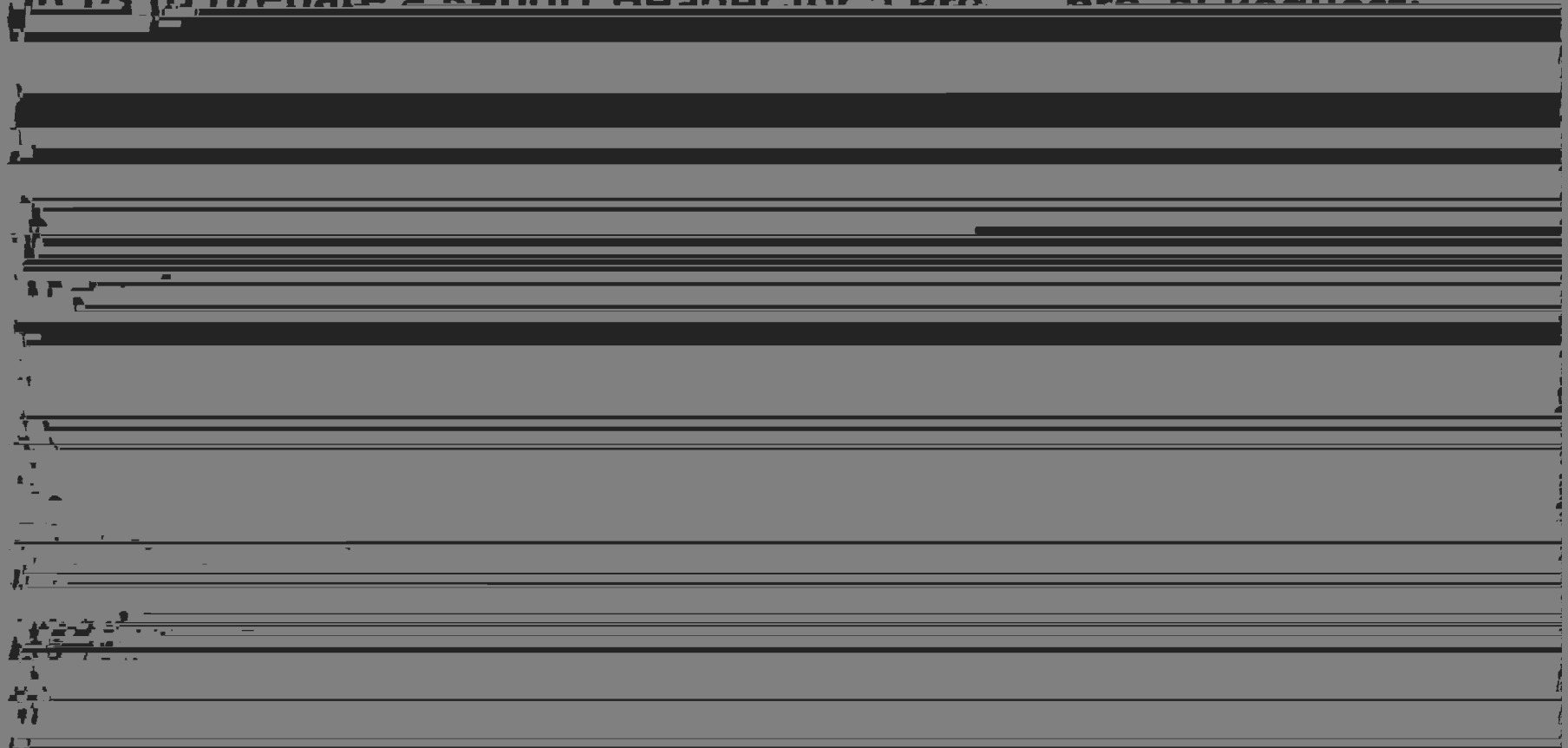
Accounts Payable only requires a pre-approval for international travel or travel to areas outside of the 48 contiguous US.

CAPP Topic 20335 references travel authorization request

<http://www.doa.virginia.gov/reference.shtml#CAPP>

# Pro-Approval Requests

## Steps to prepare a Report Header for a Pro-Approval Request





# Pre-Approval

2 Expense Reports

0 Pre-Approvals



## Expenses

1  
Draft

Create

View All  
Submitted

Do you need help with finding your department's team? If so, please use our [Travel Process](#) guide.

## Pre-Approval

6  
Draft

1  
+ Create

View All  
Submitted



Big Blue Team - Sharon Kelly  
3-5435  
skelly@odu.edu



Lion Team - Erica Paredes  
3-683  
eparedes@odu.edu



Monarch Team - Shantel  
Simmons  
3-4864  
stsimmon@odu.edu

Travel Supervisor - Melissa  
Snowden  
msnowden@odu.edu

# Pre-Approval Requests

Cancel

Save

## 2 Pre-Approvals For MELISSA SNOWDEN

Report Name: AOA Conference/Philadelphia PA/ June 2024

Start Date: 06/01/2024

End Date: 06/05/2024

Number of Days

Pay Me In: USD - US Dollars

Payee (Non-employee): -- Select --

Request Details: Conference

Destination: Philadelphia PA

95

U

3

Cancel

Save

2

Is International?

No



Multiple Travelers?

No



**Allocations**

1PC01 ACCOUNTS PAYABLE 011001

Train Fare (Training) - 7109

# Dannoo - University Business Budget Resources

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EXP CODE	CLASS	DESCRIPTION
3000	3000	IT-ADP: Includes expenses for computer and network hardware, software, and services.
3100	3100	RESEARCH AND DEVELOPMENT: Includes expenses for research and development activities, including salaries, materials, and equipment.
3200	3200	MARKETING AND PROMOTION: Includes expenses for advertising, public relations, and other marketing activities.
3300	3300	SALES AND DISTRIBUTION: Includes expenses for sales and distribution activities, including salaries, travel, and shipping.
3400	3400	GENERAL AND ADMINISTRATIVE: Includes expenses for general and administrative activities, including salaries, rent, and utilities.
3500	3500	FINANCIAL: Includes expenses for financial activities, including interest, taxes, and insurance.
3600	3600	OTHER: Includes expenses for other activities, including travel, entertainment, and miscellaneous.



## Steps to input estimated expenses for D

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## Pre-Proposal Request

### Steps to input estimated expenses for a Pre-Proposal Request:

Per Diem – estimate costs for individual meals using GSA.gov to determine the allowable per diem for each location.

← MELISSA SNOWDEN

 Add Pre-Approval Types

4

AGA Conference/Philadelphia/June 2024

EXPENSE

# Pre Approval Requests

5

Save

Ground

Estimated Amount

000.00 

## Per diem rates

Per diem rates by fiscal year effective Oct 1 each year. Find current rates in the continental United States or worldwide rates by searching below with city and state or ZIP code, or by clicking on the map, or use the new [per diem tool to calculate per diem allowances](#).

### Per diem rates

#### Overview

FY 2024 per diem highlights

FAQs

Per diem files

Worldwide rates

Acting in foreign countries

Per diem boundaries

Factors influencing lodging rates

### Search by city, state, or ZIP code

Required fields are marked with an asterisk (\*)

For Fiscal year:

2024 (current fiscal year)

City or State

ZIP

City (optional)

City (optional)

OR

ZIP

Find Rates

## Pre-Approval Requests

### Steps to attach supporting documents for a Pre-Approval Request:

Supporting documents like conference registration information must be attached when submitting a Pre-Approval request for authorization to travel.

Save supporting documents as a pdf file on the desktop. JPG, PNG

# Pre-Approval Requests

Request ID	Request Description	Amount	Status	Created	Updated	Actions
1	Request 1	200.00	Approved	2023-01-01	2023-01-01	Open Delete PDF
2	Request 2	200.00	Pending	2023-01-02	2023-01-02	Open Delete PDF
3	Request 3	200.00	Rejected	2023-01-03	2023-01-03	Open Delete PDF

Total

200.00  
200.00

## Comments (0)

Add Comment

## Attachments (0)

7a

Image placeholder

7b

Upload Attachments



Pro App

↑ > This PC > Desktop

Search Desktop

Organize ▾ New folder

Quick access	Name	Date modified
Desktop		
Downloads	boa parking	12/8
Documents		
Pictures		
Music		
Videos		
OneDrive - Old Domi		
This PC		
Network		

File name: boa parking

Custom Files

OK Cancel



# Pre-Approved



Receipt uploaded successfully.



4

04/05/2024

200.00

## Comments (0)

Comment

## Attachments (4)

Drag image here to upload

Upload Attachment

# Pre-Approved Papers

MELISSA SNOWDEN   
Old Dominion University

Open Delete PDF 

Download PDF

MELISSA SNOWDEN

Download PDF

04/03/2024

Old Dominion University