How to Duplicate an Existing Pre-Approval Report

Only submitted reports can be duplicated; returned reports and drafts cannot be duplicated.

- 1. Login to Chrome River and select the report in your **Submitted Pre-Approvals** list or that of someone for whom you are working as a delegate.
- 2. Click Duplicate.

Submitted		=	Open PDF- Tracking Expire Duplicate
Chrome River Administration Webinar	01/31/2022	1.00 USD	Chrome River Administration Webinar
Test - professional development 010000040820	11/09/2020	100.00 USD USED / EXPIRED	Scholarly Purposes #501 If you are attending events off campus, you must complete the digital Request for Attendance at Event (RAAE) Form. Please reach out to the Office for Diversity and Inclusion with any questions on this form

3. Select yourself or the user for whom you are duplicating the pre-approval.

Duplicate Pre	×				
su st					
SU Student		^			
SU Student - ARHU					
SU Student - Athletics					
	Cancel	Duplicate			

4. Click Duplicate.

Duplicate Pre-Approval				
SU Student		•		
	Cancel	Duplicate		

5. The copy will appear in the **Draft Pre-Approvals** list of the selected user. Make any edits as needed and attach the appropriate backup documentation before submitting.