



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.



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



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

Pre-Approval

6

Draft

1
+ Create

View All
Submitted



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

Cancel

Save

2

Is International?

No



Multiple Travelers?

No



Allocations

1PC01 ACCOUNTS PAYABLE 011001

Train Fare (Training) - 7109

Steps to input estimated expenses for 2015

Step	Description
1	Enter the estimated expenses for 2015 in the appropriate field.
2	Review the entered information for accuracy.
3	Save the information.
4	Proceed to the next step in the process.
5	Verify that the information is correctly reflected in the system.
6	Complete the input process.

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 [per diem lookup tool to get 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

City optional

City optional

City optional

OR

ZIP

Find Rates

Pre-Approval Request

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

Comments (0)

add comment

Attachments (0)

7a

Image placeholder

7b

Upload Attachments



Pro App

↑ > This PC > Desktop

Search Desktop

Organize ▾ New folder

	Name	Date modified
Quick access		
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

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Download PDF

04/03/2024

o.d. 