

# Facilities Operations

APPALACHIAN STATE UNIVERSITY®

## Facilities Operations Pre-Approval Requests for Funding Requirements Appalachian State University – Chrome River On-Line Travel

- Complete Travel Pre-Approval Request for Funding Form
- Attach Agenda & Registration Forms
- Required Signatures for Approval
  - Direct Supervisor
  - Facilities Superintendent (Mike Farrington/Duane Reese) or Campus Services Director (Greg Taylor)
  - Director of Facilities Operations (Gary Carter)
- Facilities Operations Director will Review for Approval Decision
- Gary Carter will Route the Approval Form to Facilities Management Administration
- Pre-Approved Travel will be processed via the Chrome River Online Travel System
- The Traveler will receive an email when the on-line travel Pre-Authorization is complete
- Traveler reviews pre-authorization - Click on the Green “APPROVE” button
- The Pre-Authorization will be routed to Nick Katers for Final Approval