

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
 - Director of Facilities Operations
- Facilities Operations Director will Review for Approval Decision
- Facilities Operations Director 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