

## Determine Per Diem and Lodging Rates in Chrome River (Domestic & International)

1. Login to Chrome River <https://adminfinance.umw.edu/ap/chrome-river-faq/> using your UMW credentials
2. Create a Pre-Approval
  - You can delete the draft after getting the rates or you can leave it for future use
    - You will have to enter an Allocation (funding source) on the report header page, so if you don't know your funding source, you can type *Personal Matter* on the 1<sup>st</sup> line of the Allocation and this will allow you to get to the Lodging and Per Diem tiles in order to get the allowed rates for your destination(s).

**If you need help entering a Pre-Approval in Chrome River**, please use this video (password = CRUMW2018) [Enter a Pre-Approval for Travel](#) (15 minutes)

- The full video is 15 minutes. Specifically, the sections in the video that relate to Lodging and Per Diem are from 8:30 (8 mins 30 secs) until 12:00 (12 min)
  - IF you need help creating a header page (so you can get to the Lodging and Per Diem tiles) view from the start of the video to the 4 minute mark—and then skip to 8:30.

### **NOTE about Allocations**

- When using *Personal Matter*, there is only one box.
- When using an actual funding source (FOAPAL—Fund, Org, Account, Program, Activity, Location):
  - 1<sup>st</sup> rectangular box = Org (the “O” of **YOUR FO**APAL funding source)
  - 2<sup>nd</sup> rectangular box = the Fund – Program combination (the “F” and “P” of the **FO**APAL...for example 1111-10460)
  - 3<sup>rd</sup> rectangular box = the Activity Code (most people do not have an Activity Code so enter *NONE* in the 3<sup>rd</sup> box unless you have an Activity Code)

## Allocations

302501 Accounts Payable Acco

## Allocations

Search for Allocation

-- Select --

-- Select --

 Add Allocation

 Add Allocation