**Chrome River Quick Guides – Report Status/Definitions**

**Pre-Approval Report Status**

**Pending** – Pre-Approval Report has been submitted and is awaiting approval

**Approved** – Pre-Approval Report has been approved and is deducted from the budget in Banner as an encumbrance

**Partially Applied** – Pre-Approval Report has had at least one expense report charged

**Used/Expired** – Pre-Approval Report is complete and any unused balance has been liquidated and added back to the designated FOAP budget.

**Expense Report Status**

**Pending** – Expense Report has been submitted and is awaiting approval

**Approved** – Expense has been approved but has not been exported to Banner

**Exported** – Expense has been sent to the payment process in Banner

**Paid** – Expense has been reimbursed

**Partially Paid** – Part of the requested expense amount has been reimbursed