Sponsorship pre-approvals should be done under the Department profile or under the traveler who is utilizing a ticket purchased through a sponsorship.					
1) (Once logged into Chrome River, click o	n the	button in the upper right-		

5)	5) Click Save in the upper right-hand corner OR if the cost of this to input another org/fund/program	r right-hand corner OR if the cost of this request needs to be split, click on to input another org/fund/program and then click Save.		