

TRAVEL REQUEST & EXPENSE/REIMBURSEMENT PROCESS

Please use one CLASS Travel Form per trip for all processes

A. PRE-TRAVEL APPROVAL FOR TRAVEL AND PURCHASES

1. Traveler discusses potential travel with supervisor and verifies availability of funds
2. Traveler completes travel request section of travel form & sends to Dept Admin
3. Dept Admin completes Chrome River Pre-Approval Report using Travel Request Form
4. Traveler receives email to review and approve Pre-Approval Request. (If disapproved, traveler communicates any needed changes to admin; return to step 3)
5. Traveler's Supervisor Reviews and Approves Chrome River Pre-Approval Report (If disapproved, supervisor communicates any needed changes to admin; return to step 3)
6. GL Approver Reviews and Approves Chrome River Pre-Approval Report (If disapproved, GL communicates any needed changes to admin; return to step 3)
7. Traveler has approval to travel and can begin making purchases

B. PRE-TRAVEL PURCHASES

1. Traveler uses their P card to make approved purchases (If traveler does not have p card, Traveler Reaches out to Dept Chair or admin to discuss payment options)
2. *As soon as purchases are made:* Traveler adds purchase details to expense/reimbursement section of travel form and submits to dept admin along with receipts
3. Dept Admin completes Chrome River Expense Report using travel form & receipts
4. Traveler receives email to review and approve Expense Report (If disapproved, traveler communicates any needed changes to admin; return to step 3)
5. Traveler's Supervisor Reviews and Approves Chrome River Expense Report (If disapproved, supervisor communicates any needed changes to admin; return to step 3)
6. GL Approver Reviews and Approves Chrome River Expense Report (If disapproved, GL communicates any needed changes to admin; return to step 3)
7. AP reviews, approves, and applies Chrome expense report (If disapproved, AP communicates any needed changes to admin; return to step 3)

C. AFTER TRAVEL EXPENSE/REIMBURSEMENT PROCESS

1. Traveler finalizes existing expense/reimbursement section of travel form and submits to dept admin along with receipts
2. Dept Admin completes Chrome River Expense Report using travel form & receipts
3. Traveler receives email to review and approve Expense Report (If disapproved, traveler communicates any needed changes to admin; return to step 3)
4. Traveler's Supervisor Reviews and Approves Chrome River Expense Report (If disapproved, supervisor communicates any needed changes to admin; return to step 3)
5. GL Approver Reviews and Approves Chrome River Expense Report (If disapproved, GL communicates any needed changes to admin; return to step 3)
6. AP reviews, approves, and applies Chrome expense report (If disapproved, AP communicates any needed changes to admin; return to step 3)

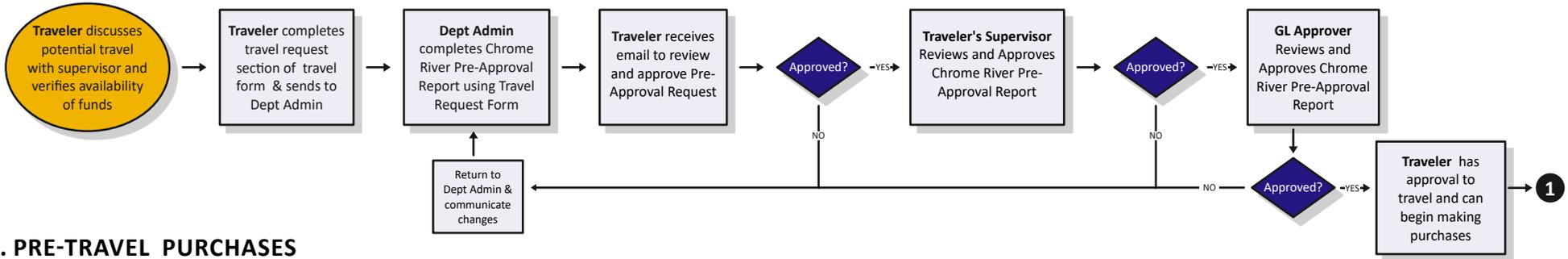
Travel Process is complete when A, B, and C are complete.

(see page 2 for process map)

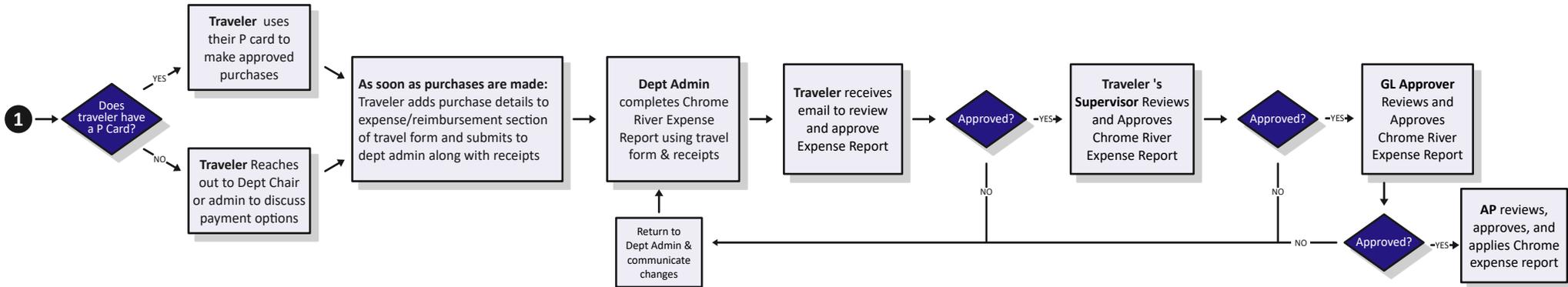
TRAVEL REQUEST & EXPENSE/REIMBURSEMENT PROCESS MAP

Please use one CLASS Travel Form per trip for all processes. Travel Policies can be found on the Travel Services Webpage and Chapter 70.02 of the Administrative Procedure Manual.

A. PRE-TRAVEL APPROVAL FOR TRAVEL AND PURCHASES



B. PRE-TRAVEL PURCHASES



C. AFTER TRAVEL EXPENSE/REIMBURSEMENT PROCESS

