

# Travel Request Form

Email completed form to [wsutravelfoffice@wichita.edu](mailto:wsutravelfoffice@wichita.edu)  
 Email Receipt(s) & Supporting Documentation to [receipt@ca1.chromeriver.com](mailto:receipt@ca1.chromeriver.com)

Select the corresponding box for the request: Pre-Approval (PA)  Expense Report (ER)

Traveler Name: \_\_\_\_\_ Traveler myWSU ID: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

Fund/Org: \_\_\_\_\_

Are you traveling with Student(s)?

Yes  No

Is there personal time during this business trip?

Yes  No

Have all of your receipts been loaded into Chrome River's e-Wallet?

Yes  No

Destination: \_\_\_\_\_

Departure Date: (click drop-down)

Return Date: (click drop-down)

Departure Time (Military format 00:00):

Return Time (Military format 00:00):

**Pre-Approval Requests:** Enter estimated amounts in the corresponding column for the expected payment method or in the **Comments** below if neither method will be used.

**Expense Report Requests:** Enter actual amounts spent in the corresponding column or in the **Comments** below if neither method was used.

Estimated or Actual Expense	Personal Funds	Traveler's WSU Pcard
Airfare		
Baggage		
Conf. Registration/Training		
Hotel		
Vehicle Rental		
Gasoline for Vehicle Rental		
Parking		
Toll(s)		
Taxi		
Other (explain):		

Meal(s) provided & the corresponding Date(s): Example-continental breakfast at hotel 7/24/19, dinner 7/25/19

Requested Miles & Destination(s):

Comments: