



Instructions for Travel Request Form

The Travel Request Form is used to submit travel request for either an authorization or a reimbursement and it will be entered into Chrome River by the travel staff. These instructions will assist you in completing the form correctly. When you have finished the form, download and save it from the website then email to wsutravelfoffice@wichita.edu and attach any supporting documentation. The subject line of the email should be in this format: Travel Request form for Traveler's Name (Travel Request form for Jane Smith).

Travel Pre-Approvals (formally Travel Authorizations) will need to be completed no later than 10 business days before your travel begins.

1. Select the box next to PA
2. Enter the traveler's Name and myWSU ID
3. Enter the Business Purpose of the trip and list the name of the event you are going to (ACT Conference, TRIO Training, etc.)
4. Funding Information: You must list a fund and org. number even if you are not expecting reimbursement, if you do not know the fund and org. number list the department name you work in
5. Answer Yes or No to the following questions:
 - a. Are you traveling with Student(s)?
 - b. Is there personal time during this business trip?
 - i. If you answered yes, in the comments section at the bottom of the form list the dates that are personal
 - c. Have all of your receipts been loaded into Chrome River's e-Wallet?
 - i. If you have any documentation that will need to be added to the PA per your department's policy attach them to the email with the form, otherwise select No
6. Enter the destination of your trip
7. Enter the departure and return date for the entire trip and include personal dates if applicable, there is a dropdown box that will appear to the right of the box, use it to select the travel dates
8. Enter the departure and return times if you know them already, otherwise you can leave this section blank, the form will convert the time to military format
9. Enter Expenses using the **estimated** amounts in the corresponding column. Supply as much information as possible, as this will give the Budget Officer a clear picture of what your travel expenses might be
 - a. There are only two columns for the pay source; Personal funds and Traveler's WSU Pcard, if the expense will not be paid using one of these two choices use the Comments section at the bottom of the form and list the expenses, payment source and estimated amounts there
 - b. Not every expense listed needs an amount associated with it
10. Meal(s) provided & the corresponding Date(s), if you already know a meal is going to be provided, you can list it (breakfast 7/24/19, lunch 7/26/19, etc.), otherwise you can leave this section blank
11. Miles and Destination(s), list the number of estimated miles and the destination(s) if using your personal vehicle, otherwise leave blank
12. Comments:
 - a. Traveling with another WSU employee
 - b. If you are requesting money from the LAS Dean's Office and the amount requested
 - c. If you are going to use personal time along with the business travel, indicate the personal dates

When you have finished the form, download and save it from the website then email to wsutravelfoffice@wichita.edu and attach any supporting documentation. The subject line of the email should be in this format: Travel Request form for Traveler's Name (Travel Request form for Jane Smith). You will receive an email from Chrome River to approve your PA. If you have any questions or require assistance filling out the form call 978-3070.

Travel Expense Reports (formally Travel Reimbursements) will be filled out within 5 business days after the trip has been completed.

1. Select the box next to ER
2. Enter traveler's Name and myWSU ID
3. Enter the Business Purpose of the trip and list the name of the event you went to (ACT Conference, TRIO Training, etc.)
4. Funding Information: You must list a fund and org., if you do not know the fund and org. number list the department name you work in
5. Answer Yes or No to the following questions:
 - a. Are you traveling with Student(s)?
 - b. Is there personal time during this business trip?
 - i. If you answered yes, in the comments section at the bottom of the form list the dates that are personal
 - c. Have all of your receipts been loaded into Chrome River's e-Wallet?
 - i. If you answered no, please send in the receipts before submitting the form. You will email them from your myWSU email account to receipt@ca1.chromeriver.com or by using the SNAP app from your mobile phone
6. Enter the destination of your trip
7. Enter the departure and return date for the trip and include personal dates if applicable. There is a dropdown box that will appear to the right of the box, use it to select the travel dates
8. Enter the departure and return times, the form will convert the time to military format
9. Enter Expenses using the **actual** amounts spent in the corresponding column:
 - a. There are only two columns for the pay source; Personal funds and Traveler's WSU Pcard, if the expense will not be paid using one of these two choices use the Comments section at the bottom of the form and list the expenses, payment source and amounts there
10. Meal(s) provided & the corresponding Date(s), list all meals that were provided to you during the business travel (breakfast 7/24/19, lunch 7/26/19, etc.), do not list meals that you personally had to pay for and do not send in receipts for individual meals since WSU reimburses based on a per diem rate
11. Miles and Destination(s), list the number of miles traveled and the destination(s), if there is not enough space to list all destination(s) use the Comments section at the bottom of the form. If submitting a request for vicinity mileage complete the mileage log found on the travel website and send it to wsutransoffice@wichita.edu instead of this form
12. Comments:
 - a. Incurred expenses not listed in number 9
 - b. If you shared a hotel room with another WSU employee list their name

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