

Travel Quick Guide for Non-Employees Travelers

This guide is for non-employee travelers. Before you can complete a pre-approval for a non-employee traveler, you must have the non-employee added to Chrome River by sending an email including the name, address, and S number (if applicable), to Lisa Bradshaw.

When completing the pre-approval and expense report, you will do so under your name and not as a delegate. You will select the name of the traveler in the non-employee drop down box.

Pre-Approval – Before travel

A pre-approval must be created and approved prior to making any travel arrangements.

For step-by-step instructions on creating a pre-approval, please see the Travel section of the Chrome River manual.

Note that a pre-approval does not need to include exact amounts. A pre-approval is simply an estimate of how much a trip will cost. The expense categories are there to help you appropriately estimate the full cost of the travel event.

Once a pre-approval has been created it will be routed to the BCM over the Index entered for approval. Once approved, it will be exported to Banner. Banner exports are processed the day after they have been approved. The traveler will receive an email with their T number once it has been imported into Banner.

After the travel pre-approval has been approved, if air travel needs to be booked, contact Lisa Bradshaw. She will work with you to book the needed air travel. Utilizing Lisa to book your travel will result in a much lower Travel Agent Fee. Alternatively, you can contact our approved travel agency and pay the full agency fee to book travel. When booking airfare, you will need to provide the following information:

- Name as it appears on traveler's ID
- Date of Birth
- Cell phone number of traveler

If you will be regularly booking travel for non-employees, Lisa can add the ability to book for guests in Concur.

Expense Report – After travel

Note that all purchasing card transactions related to the travel must be in your eWallet before you complete your Expense Report.

- If you have made transactions using your p-card and they are not listed in your eWallet, you must wait until the transactions are uploaded into your eWallet to complete your Travel Expense Report.
- If any travel expenses were made using someone else's purchasing card, contact Lisa Bradshaw to request the transaction be moved to your eWallet.
- Airfare charges will be moved into your eWallet by Lisa Bradshaw. If you do not see them, please contact Lisa Bradshaw.

For step-by-step instructions for completing a Travel Expense Report, see the Travel section of the Chrome River Manual.

DO NOT include travel expenses on your monthly Purchasing Card Expense Report.