

TRAVEL DIRECTIVES FALL 2023/SPRING 2024

Travel funds of \$2,000 (\$1,000 for Fall and \$1,000 for Spring or you can use the full amount) have been designated for faculty travel for Fall 2023/Spring 2024. This information was given in the September 2023 Faculty Meeting.

All domestic travel must be approved for any Face to Face and Virtual conference/meeting at least 14 days before it begins. International travel requires 21 days approval before conferences or meetings convene.

- Before you travel, submit a Pre-Approval Travel Request in Chrome River. See the Help Section on the home page of Chrome River for instructions of how to do the Pre-Approval, etc. or go to this link: <https://www.memphis.edu/travel/chromeriver.php>
 - a) Contact Debra for the allocation code that will be requested on the travel request.
 - b) Upload the approval letter for your presentation and a copy of the flyer or webpage that shows the information for the conference (conference fees, conference dates and lodging information)
 - c) If you pre-paid for the flight, lodging, conference registration only, and other items that are for the conference, upload those receipts into Chrome River.
- **After you submit the pre-approval, it will be route for approval. You will be notified once it is approved.**

After Pre-Approval:

If you requested a travel purchasing card to **pre-pay** for your flight, conference registration only (no membership fees are allowable), rental car, and other allowable charges, and the receipts are uploaded in Chrome River by the bank before you travel, do a Travel Expense Report for those charges. You will also upload the paid receipts that you received from the vendor. Accounting is requesting that those charges are reported and paid within 30 days.

If you paid for these items with your personal funds, reimbursement will be requested after travel is completed.

After Travel:

- Create a Travel Expense Report in Chrome River within 3 – 5 Business days
 - a. Always download the Pre-Approval Request form for the travel that you are claiming reimbursements. Go to <https://www.memphis.edu/travel/chromeriver.php> for directions of **How to Create a Travel Expense Report.**
 - b. Make sure you **submit** the Travel Expense Report for approval.
 - c. Once approved, you will receive a notification to let you know that the travel expense report has been approved and submitted for payment.