

Western Carolina University Guidelines

All University travel is processed through Chrome River.

Chrome River can also be accessed through myWCU>Travel Authorizations>Login to Chrome River or by typing travel.wcu.edu in the browser line.

All travel is required to be pre-approved.

Blanket Travel Forms may be used for repetitive trips only.

Travel Reimbursements processed through Chrome River will be mailed to the address you have on file.

Direct Deposit for travel reimbursements is available to employees only. If interested, please contact HR.

Travel guidelines apply to all employees, non-employees, students, or guests traveling on university official state business.

Candidates must pay all expenses initially and then furnish receipts to be reimbursed. State funds may not be used to reimburse a candidate from within the university system. Candidates can only be reimbursed a maximum of three day/two-night visit.

Official state business occurs when the traveler is approved to

- 1) attend a job-related training
- 2) travel on behalf of, officially represent, or provide a state service upon the request of WCU.

Travel that does not directly benefit WCU or the state will not be reimbursable.

All travelers traveling on official state business representing WCU are expected to utilize the most cost-effective and efficient method of travel. Excess costs, circuitous routes, delays, luxury accommodations, and services unnecessary, unjustified, or for the convenience or personal preference of the employee will not be reimbursed.

State travel guidelines apply to all funds. State guidelines shall take precedence over federal guidelines governing the use of federal grant funds.

Attendants for employees with disabilities while traveling on official state business may be reimbursed to the same extent as are state employees if advance approval is obtained from the agency head or their designee.

Planning A Trip

Create a pre-approval in Chrome River, once approved you can begin booking travel expenses.

Only expenses reimbursable prior to travel are Airfare and Registration fees. All other expenses are post- travel.

Travel Card

Travelers who travel more than 4 times a year are eligible to receive a Travel Card. The WCU travel card is used to help faculty/staff pay for travel expenses without paying with personal funds.

Cardholders can only use the card while in travel status and must follow the guidelines for what can/cannot be charged on the card. All transactions require an itemized receipt.

The university travel guidelines are the same for Chrome River and T-card.

Contact Information:

General Travel/Reimbursement Questions Leann Wheatley lwheatley@email.wcu.edu **Chrome River Software/Training** Anita Hall sahall@email.wcu.edu **Travel Card Issues, Requesting a card, Bank of America Issues** PurchasingDept@wcu.edu