

Chrome River/Travel FAQ:

How Do I Log into Chrome River?

You have one of two ways to get there:

- 1) You can type travel.wcu.edu into any browser and then login with your credentials.
- 2) Log into MyWCU, click on Travel Authorizations under the Quick Links, scroll below Access Denied message and click on Log into Chrome River.

Airfare:

The university only reimburses for basic economy airfare, taxes and fees. Receipt must show seating class and breakdown of charges.

NO EXTRAS, UPGRADES, OPTIONAL ADD-ONS, or TRAVEL PROTECTION (Insurance) will be reimbursed (examples: price match, in air Internet, early bird, early boarding, seat assignment, seat upgrades, etc.).

Airfare can be reimbursed prior to travel with an itemized receipt.

Registration:

Provide a receipt showing what conference you attended or plan to attend, the cost and proof of purchase. State law allows reimbursement of the actual amount of convention registration fees when substantiated by a valid receipt or invoice.

Registration can be reimbursed with an itemized receipt prior to attending the conference. Registration fees may not include costs of entertainment, alcoholic beverages, setups, or flowers and/or promotional (gift) items.

Lodging:

Overnight lodging may only be authorized and paid to support business needs and final travel destinations that equal or exceed 35 miles, calculated from the employee's home or duty station, whichever is less, to the final travel destination.

Provide an itemized hotel check-out receipt with room charge, occupancy taxes and fees, this receipt MUST have the person who is asking for reimbursements name on it.

No housekeeping tips, food, restaurant charges, vending charges or laundry/dry cleaning services will be reimbursed.

Please note if employees want to split the cost of lodging they will need to do this after reimbursement (this is not processed through travel) unless the hotel gives two separate receipts showing the amount already split with traveler name whom is being reimbursed.

Airbnb:

All Airbnb lodging requests must be pre-approved by the controller or the travel auditor prior to booking. An itemized rental agreement must be submitted along with 3 hotel comparisons.

If you choose to use Airbnb or rental for the lodging you must provide all details regarding the arrangement, including the amount to be charged (price breakdown), number of travelers (# beds, # of guests), the length of stay, projected cost savings compared to standard lodging rates, and contact information.

Travelers's should not book third-party lodging for personal convenience.

A signed rental agreement or a reservation and receipt documenting the stay and a receipt (cardholder name must be same as the name on reimbursement) showing proof of purchase (name on card, last 4 digits of card number, date of purchase, balance paid in full) is also required.

Traveler must provide at least three hotel comparisons to show there was a cost-saving to the University otherwise Airbnb or rental for lodging will not be reimbursed.

Car Rental:

Please provide an actual receipt with basic charges, taxes and fees.

NO OPTIONAL EXTRAS, NO INSURANCE, EXTRA DRIVER, or CAR SEAT charges will be reimbursed.

Uber/Taxi/Shuttle/Toll/Bus/Train:

Please provide a receipt that shows fare charge, taxes, and fees. Please note accepted tip amounts:

Airports: Baggage Handling/Skycaps = no more than \$2.00 per bag. Shuttle Drivers = no more than \$2.00 per bag.

Parking/Auto Related: Valets = \$2.00 per car when collecting the car; Taxi or car service drivers = no more than \$5.00 per trip

Meals:

If a state employee, in **overnight travel status**, is on official state business then they may be reimbursed for meals including lunch at per diem rates only. The travel must involve a travel destination located at least 35 miles from the employees regularly assigned duty station (vicinity) or home, whichever is less, to receive approved reimbursement. A state employee in overnight travel status may be reimbursed for meals for partial days of travel when the partial day is the day of departure or the day of return. To be eligible the following criteria must be met:

Breakfast –

Depart duty station prior to 6:00 A.M. and the normal workday is extended by two (2) or more hours.

Lunch –

Depart duty station prior to noon on day of departure or return to duty station after 2:00 P.M. on day of return.

Dinner –

Depart duty station prior to 5:00 P.M. on day of departure *or* Return to duty station after 8:00 P.M on day of return **and** the normal workday is extended by three (3) or more hours.

Business/Candidate Meals:

Must provide an itemized receipt, employees attending can only claim per diem. A list of attendees should also accompany the receipt.

Candidate meals are limited to one meal and no more than 3 faculty/staff in attendance.

Student Group Meals:

Must provide an itemized receipt if claiming reimbursement for the whole meal, employees must claim per diem. If the employee is claiming per diem for student meals, please provide detailed documentation showing the breakdown of per diem per day along with names of individuals.

Mileage:

Mileage will be reimbursed at .585 cents per mile (effective January 21, 2022) when using their personal vehicle for state business. If a state employee chooses to use a personal vehicle, actual mileage is reimbursable. Mileage is measured from the duty station or point of departure—whichever is closer to the destination—to the destination (and return).

Travel shall be conducted in the most efficient manner and at the lowest and most reasonable cost to the State.

Vehicle Fuel:

Gas receipts are not to be used in lieu of mileage. The only time gas receipts are an allowable expense, is when a rental vehicle is used, (indicate this on receipt.) On rare occasions, gas can be reimbursed with prior approval from the travel office. Note: facility vehicles have a State gas card for use. All gas receipts must be itemized (Date, number of gallons purchased, and amount paid).

Travel Advances:

Must be submitted 2 weeks prior your trip.

Advances will not be issued until 5 days prior to your trip.

ADVANCES ARE ONLY ISSUED TO PERMANENT FULL-TIME EMPLOYEES.

Complete a pre-approval in Chrome River. Once the pre-approval has been approved create an expense report in Chrome River. Use the travel advance tile for all amount of the advance and attach the pre-approval.

ALL TRAVEL ADVANCES MUST BE CLEARED WITHIN 30 DAYS OR THE ADVANCE WILL BE PAYROLL DEDUCTED.

If the employee has an outstanding travel advance, additional reimbursements will not be approved until the travel advance has been cleared to a zero balance.

Only one travel advance can be issued at a time.

The state requires that all requests for reimbursement must be filed no later than 30 days after the period of travel for which the reimbursement is being requested ends.

Please note: At any time, additional documentation may be requested by the Travel Auditor as a result of her review of the request for reimbursement.

Non-Employees/Students:

Non-state employees traveling on official state business whose expenses are paid by the University are subject to these policies and procedures, including statutory subsistence allowances, to the same extent as are University employees. Travel expenses for members of a non-employee's family are not reimbursable by the University. No travel advances will be made to non-state employees.