

## Student/Non-Employee Travel Reimbursements

### Step 1:

Verify the student/non-employee default address by sending an email to Leann Wheatley, Travel Auditor at [lwheatley@email.wcu.edu](mailto:lwheatley@email.wcu.edu). Email needs to contain student/non-employee name, 920 number (if known) and address of where the student/non-employee wishes to receive their travel reimbursements.

**NOTE:** there will be no verifications given by phone conversations. Please allow 3-5 business days for verification.

### Step 2:

**If the address is correct:** Pre-Approvals and/or Expense Reports can be processed through Chrome River.

**If the address is incorrect or does not exist:** Travel Auditor will send a link to the form found on the Controller's Office webpage. Link is listed here for your convenience.  
<https://www.wcu.edu/WebFiles/Excel/CRAAddress920Number.xlsx>

Once the form is completed email to [PurchasingDept@email.wcu.edu](mailto:PurchasingDept@email.wcu.edu)

**Please allow 3-5 days for all addresses to be processed. Once processed an email will be sent stating the address/920 number (for non-employees only) has been created.**

**\*If pre-approval or expense report is processed in Chrome River prior to the address being verified then the reimbursement may go to an incorrect address or will not process correctly.**

### Step 3

Log into Chrome River by typing in [travel.wcu.edu](http://travel.wcu.edu) in the web browser or from the myWCU page, click Travel Authorization under the quick links then select Log into Chrome River.

### Step 4

From your dashboard select +New beside your name and select either Pre-Approval or Expense Report.

### Step 5

Key in the Report Name, Pay Me In is always USD – US Dollars, then for Report Type select Student. In this example, we are using an Expense report:

+ New    Anita Ha

Cancel    Save

### Expenses For Anita Hall

Report Name: 2019 test for student travel reimbursement

Pay Me In: USD - US Dollars

Report Type: -- Select --

Trip Type: -- Select --  
Employee  
Non Employee  
**Student**  
Athletic Recruiting  
Athletic Team Travel  
Athletic Admin

92 Number Optional

Country

Once Student is selected it brings you back to the screen to select trip type (in this example, In State) and notice the 92 number is not grayed out anymore.

+ New    Anita Hall

Cancel    Save

### Expenses For Anita Hall

Report Name: 2019 test for student travel reimbursement

Pay Me In: USD - US Dollars

Report Type: Student

Trip Type: In State

92 Number

Key in the 920 number of the student/non-employee and verify the numbers are correct. Then complete the rest of the fields for the trip and click save.

+ New Anita Hall

Cancel Save

### Expenses For Anita Hall

Report Name	2019 test for student travel reimbursement
Pay Me In	USD - US Dollars
Report Type	Student
Trip Type	In State
92 Number	920536925
Country	USA
State	North Carolina
City	Durham
Departure Date	03/11/2019
Return Date	03/13/2019
Attendant of Handicapped Employee	<input type="checkbox"/>

### Step 6

Complete process for Expense Report as usual.

### Step 7

Once everything is completed and you press submit, it will route to your Supervisor, Accountable Officer on fund, etc. Once Travel Auditor approves, Chrome River looks to see if the 920 field is blank – if so it writes the check to the person on the dashboard; if 920 field is not blank – it takes the 920 number and pulls information for that user to write the check payable to the student/non-employee. Students nor non-employees do not have access to Chrome River.