

Student/Non-Employee Travel Reimbursements

Step 1:

Verify the student/non-employee default address by sending an email to Whitney Southard, Travel Auditor at wsouthard@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

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 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:

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.

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.