Student Travel – Request for Reimbursement
(ONLY for reimbursement, NOT Cash Advances)

Important Notes:

*If you are taking a student/group trip and plan to be reimbursed or have a University paid expense (BTA or Direct Bill), create a regular Pre-Approval prior to trip and follow this training for reimbursement. For University paid expenses, follow the “Airfare on Business Travel Account Training” or “Hotel Paid on Business Travel Account Training”.

*If you are taking a student/group trip and plan on requesting reimbursement or University paid expense (BTA or Direct Bill) and a cash advance, then both a Pre-Approval and an Expense Report will need to be created prior the trip and will need to reference each other.

Pre-Approval and/or Expense Report (Before Trip):

1.) Create a Pre-Approval. The Pre-Approval needs to be under the responsible ASU employee’s name and NOT student’s name. Students do not have access to Chrome River.
2.) Fill out the Pre-Approval header and be sure to list the names of all the students traveling.

Expense Report (After Trip):

1.) Please follow the “Create an Expense Report” training. Similar to the Pre-Approval, the Expense Report will need to be under the responsible ASU employee’s name.