Prospective Employee Reimbursement Process

Pre-Approval:

1.) An ASU department representative starts a Pre-approval in his or her own name on behalf of the prospective employee’s name.
   a. Example: ASU Employee Name (Office Coordinator or other department representative) on behalf of John Doe (prospective employee).

2.) Please make sure to checkmark the question, “Is this expense for a prospective employee?”

![Pre-Approvals For Roscoe Ram](image-url)

- **Trip Name**: Roscoe Ram on behalf of Bella Ewe
- **Business Start Date**: 07/09/2019
- **Business End Date**: 07/10/2019
- **Business Purpose**: To interview a potential candidate for the new position in the Engineering department.

**Trip Name should follow this format**: Last Name - Destination Departure Date (Example: Smith - Las Vegas, NV 7/6/19).

- **Travel Type**: In State
- **Trip Type**: University Business
- **How many people will be attending this event?**: Individual Travel
- **Destination**: San Angelo, TX - 76903
- **Student(s) Travelling?**: No

- **No Cost to ASU**: 
- **Will there be personal time during this trip?**: 

Please upload the completed Prospective Employee Travel Form.

- **Is this expense for a prospective employee?**
  - I understand that I should keep all receipts for auditing purposes.
3.) Complete the **Prospective Employee Travel Form** that can be found on the ASU Travel website.
   a. [https://www.angelo.edu/content/forms/1410-prospective-employee-travel-form](https://www.angelo.edu/content/forms/1410-prospective-employee-travel-form)

4.) The **Prospective Employee Travel Form** looks like the following:

![Prospective Employee Travel Form](image)

5.) Fill out other estimated expenses the prospective employee will need to be reimbursed for.

***If hotel is to be paid by purchase order, this will still follow the current process with the Purchasing office and will need to be left out of Chrome River.***

***If you are planning to pay for their airfare on the BTA, please follow the training on the airfare on BTA process.***

**Expense Report:**

1.) Import Pre-approval

![Import Pre-Approval](image)

2.) Select the dropdown box that says, “Vendor”. Based on the submission of the Pre-Approval, the Purchasing/Travel Office should have set up the prospective employee as a vendor upon their trip in Chrome River. If not, please contact them to do so.

![Vendor dropdown](image)

3.) Fill out applicable expense tiles that the prospective employee would like to be reimbursed for.

4.) Submit Expense Report.