

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?"

+ NewRoscoe Ram

Cancel Save

Pre-Approvals For Roscoe Ram

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 7/8/19).

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) Traveling?	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>
- 4.) The **Prospective Employee Travel Form** looks like the following:

The screenshot shows the ASU Travel Office website. The main heading is "Prospective Employee Travel Form". Below the heading is a paragraph of text: "I request approval to invite the following prospective employee to be interviewed on campus with the travel expenses to be paid from State funds in accordance with the provisions of Article 6823a, Vernon's Texas Civil Statutes, as amended by S.B. 1148, 65th Legislature, Regular Session 1977." The form contains several input fields: "Name*", "Email address*", "Name of Prospective Employee", "Date(s) on Campus", and "Department".

- 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

The screenshot shows a button labeled "IMPORT PRE-APPROVAL" in blue. To the left of the button, the text "Import from Pre-Approval" is visible, with "Optional" written below it.

- 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 the them to do so.

The screenshot shows a form field with the question "Is this expense for a prospective employee?". The field is checked with a blue checkmark. Below the question is a dropdown menu with "Vendor" selected. The dropdown menu also shows "-- Select --" and a downward arrow.

- 3.) Fill out applicable expense tiles that the prospective employee would like to be reimbursed for.
- 4.) Submit Expense Report.