

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?"

+ New Roscoe Ram

Cancel Save

Pre-Approvals For Roscoe Ram

Trip Name

Business Start Date

Business End Date

Business Purpose

Trip Name should follow this format: Last Name - Destination Departure Date (Example: Smith - Las Vegas, NV 7/8/19).

Travel Type

Trip Type

How many people will be attending this event?

Destination

Student(s) Traveling?

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:

- 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

- 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.

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