

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.

How many people will be attending this event?	<input type="text" value="Two or more travelers"/>
Provide Justification for two or more, and list the names of travelers.	<input type="text" value="A group of students will be presenting their research."/>
Student(s) Traveling?	<input type="text" value="Yes"/>

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.