

Your **Chrome River Pre-Approval**, known as “**Travel Authorization Request**” in **Travel Policy 658** has been approved.

Please note that the Pre-approval does not mean that each estimated expense is in accordance with **Travel Policy 658**. If you have questions concerning whether a specific expense will be reimbursable, please review the [Travel FAQ page](#), **Travel Policy 658**, or contact Accounting Services for assistance.

If the travel will include the use of a P-Card for group travel as defined by **Travel Policy 658**, please email the Chrome River Pre-Approval full report .pdf file to Melisa.Warner@mtsu.edu to ensure that the card is open and available for travel purchases.

Upon completion of the travel, please complete a **Chrome River Expense Report**, known as “**Travel Expenses Claim**” in **Travel Policy 658**. You will import the Chrome River Pre-Approval to complete the expense report.

When using the purchasing card, please include copies of the receipts and enter these amounts on your **Chrome River Expense Report**. Please note that all P-Card transactions including fees should be listed on the **Chrome River Expense Report**.

This section is for TAs listed as Group Travel:

Group travel requires a signed [participants list](#) be uploaded and attached to the **Chrome River Expense Report**. If the students receive cash for meals, the list needs to specify the date and amount of cash received, otherwise include the receipts for meals purchased.

This section is for TAs for international travel:

If you are traveling to a foreign country, please take a moment to review the [Foreign Travel Checklist](#) in addition to your approved travel authorization. [The Travel Expense Log](#) is recommended for tracking daily expenses.

Special Note:

The University reimburses travel claim expenses under an IRS defined accountable plan, which requires travelers to substantiate all expenses with original receipts, within a reasonable period. A claim for travel expenses should be submitted no later than thirty (30) days following the completion of any travel. Employees with blanket travel authorization should submit a Chrome River Expense Report. at least once for every thirty (30)-day period. A reimbursement request submitted beyond sixty (60) days from the last day of a trip will be made to the employee, on a taxable basis, and added to the employee's Form W-2 compensation.

If you need additional information, please contact Accounting Services.

Thanks,

Accounting Services Travel, Cope Administration Building, Room 106
<https://mtsu.edu/boffice/travel.php>