

Chrome River Enhancements/Travel Office Reminders

March 2019

This month we have made several changes to the headers on the Pre-Approvals and Expense Reports in Chrome River. These changes were made in an effort to make information easier to find on the pre-approval and expense report.

Enhancements or Changes:

1. Pre-Approvals
 - a. Added departure and return times to the pre-approval header.
 - b. Date and times will pre-fill on the Per Diem Wizard, based on the header.
 - c. When pre-approvals are returned, you are now able to change items on the header.
2. Expense Reports
 - a. Added departure and destination city/state, departure and return dates and times to the expense header.
 - b. Dates and times will pre-fill on the Per Diem Wizard, based on the header.
 - c. When expense reports are returned, you are now able to change items on the header.
 - d. If you need to add new expense lines you still need to submit and recall the report.
3. Rule and System Changes
 - a. Duplicate receipt warning has been removed when the report type is Athletic Team Travel.
 - b. Business purpose field on the per diem wizard is now optional, instead of mandatory.
 - c. Removed airport selection from the airline expense line.
 - d. Same day travel warning has been changed, so that it only fires when the departure and return dates are the same and In State or Out of State Same Day Travel is not chosen.
 - e. Removed Hotel Tax from the itemization on hotel expense.
 - f. Working on removing the "Is this your final report" question on expense reports for Non-Travel and Supplemental Travel expense report types. This change has been requested and should be done by the end of the month.
 - g. Changing the Alcohol warning on Entertainment and Business Meal reimbursements. This warning will only fire if a dollar amount is entered in the alcohol field on the report. This change has been requested and should be done by the end of the month.
 - h. The Travel office has created a Supplemental Travel Expense Report type. This report type will be used if credit card charges come in after the travel has been reconciled, or credits are applied to the travelers account.
4. Policy Reminders:
 - a. When a traveler attends a conference, the conference agenda must be attached as a reference document to the expense report. The purpose for scanning this document is twofold: one, to determine the start and end dates and times of the conference, and two, to determine the meals that are provided by the conference. The travel office only needs a conference at a glance, we do not need the whole conference agenda, nor the page that shows that the traveler presented.
 - b. When a third party is going to pay or reimburse any expenses associated with a trip, the third party must be added to the comment section on the pre-approval and the expense

report. ISU should cover the costs of the trip and then be reimbursed by the third party. This information should be added in the comment section in Chrome River. Any reimbursement should be paid directly to ISU or signed over by the traveler to be deposited into the index that funded the travel.

- c. Tips and gratuity are included in the Per Diem allowance amount, and cannot be claimed for reimbursement separately, even if the gratuity is unrelated to a meal expense. This includes all amounts related to taxi or airport shuttle services, baggage handling, hotel services, or for which gratuities are usual and customary for the service provided.