

Travel Procedures for the Department of Microbiology and Immunology

Effective, Monday, January 5, 2015, each traveler needs to complete a paper Request for Travel Authorization. The Supervisor **MUST** sign off on the Travel Authorization and then submit the Travel Authorization with the index code to the office. Your travel authorization should be completed early in order to obtain the best price for airlines/rail. But **MUST** be submitted at a minimum of 2 weeks prior to your trip.

The Office will then create your pre-travel approval in Chrome River.

CHROME RIVER

If you have not made Martha a Delegate for your travel, please follow the steps below to do so:

Log into Chrome River (<https://www.chromeriver.com/cr-sso/CasSsoServlet/C9EM>).

Click the Delegate Tab

"People Assigned to Assist Me" - Type Martha VanMeter

Click Add

If you have not already done so, please log in to the Christopherson Business Travel On Line booking tool to complete your travel profile. (<http://procurement.vcu.edu/i-want-to/travel/book-travel/>) Travel Preferences is important to complete in order for the travel agent to assist with your final ticketing.

To get a quote for a flight or train, you will need to complete the panel on the left (just like expedia or kyak, etc.) If you click find a hotel, you will see the per diem rates for your location (lodging and meals). Please make note of the per diems. ****If you use a booking agent for your tickets, there will be a fee of \$35.00 service (agent) fee.**

Per Diem rates can be found at the following website:

Domestic: <http://www.gsa.gov/portal/content/104877>

International: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Travel Day Per Diems is 75% of the meal per diem

Once your Pre-Travel Authorization has been approved, you will receive an email from expense-noreply with the subject Chrome River Pre-Approval Request Approved with your approval and the Approval ID. Both your index code and the Pre-Approval ID (12 digit number)

| NO ACTION REQUIRED | | Chrome River |
|---|-----------------------|--------------|
| The following Pre-Approval Request has been approved. | | |
| Pre-Approval Request for | | |
| Report Name | | |
| Pre-Approval ID | 0100-0005-4049 | |
| Submit Date | | |
| Expense Dates | | |
| Total Expenses | | |

NOTE: Christophersons Businesss Travel will only hold your request for a certain period of time. Please do not wait until the last minute to process your travel as we cannot guarantee approval in the appropriate amount of time.

*****After you receive the Pre-Approval ID, you should log back into Christopherson Travel to confirm your reservations and send a copy of the itinerary to mlvanmeter@vcu.edu to add to your travel packet.**

REIMBURSEMENT

We have a 14 day window for reimbursement processing when you return. Please bring all your receipts for reimbursement. When submitting receipts for meals, you must have both the original signed receipt AND the itemized bill. We do not reimburse for alcohol. Also, if you are traveling in a group, please do not purchase meals for other travelers this will slow down the reimbursement process.

Please bring your receipts to Martha in the office for completion of your Travel and Food Reimbursement Voucher. Once the reimbursement is entered into Chrome River, an email will be sent to you for verification of your expenses. Please review, approve and submit if correct.

Your approval will then be automatically forwarded to Nancy for final approval.