

ISU TRAVEL IMPROVEMENTS

TRAVELER GUIDELINES

Overview

When traveling on ISU business you are responsible for complying with ISU travel policies and procedures and obtaining and maintaining required documentation related to the travel. You must also comply with Idaho State and federal policies, laws, and regulations. You must avoid excess costs, indirect routes, avoidable delays, luxury accommodations, and unnecessary or unjustified services, none of which is an allowable ISU business expense.

Your travel must be essential to meet ISU business needs and must be properly authorized, documented and cost effective, i.e. conducted in a prudent manner, balancing economy, practicality, and reasonableness.

General Expectations

- Familiarize yourself with [ISU Travel Policy](#)
- Review [travel procedures](#)
- Enter travel pre-approvals and expense reports in Chrome River (CR), the university travel system

Detailed Expectations

Pre-Approval

- Have a conversation with your supervisor/account director about the trip, estimated travel expenses, and time away from official duties
- Provide a clear official university business purpose for the trip
- Demonstrate that your expected expenses are cost effective
 - If rental car is selected, please provide a justification in the notes for use
 - If mileage is selected, please provide a justification in the notes for use and attach a copy of the lowest priced coach airfare ticket if the mileage reimbursement would have exceeded this fare rate. (You will only receive reimbursement for this airfare rate.)
 - If airfare is selected, please select the lowest priced coach fare
- Explain any unusual costs you expect to incur
- If using a travel delegate, complete [CR Travel Pre-Approval Report Request Form](#) to provide all required information for the delegate

Expense Report Submitted on Return from Trip

- Submit a Travel Expense Report with the necessary supporting documentation for review and approval via Chrome River
- Reconcile on the expense report any Travel Advance you received
- Review [expense report checklist](#) to make sure you provide all required information
- Send receipts to Chrome River E-wallet via email or smart phone application. See [Help with Chrome River](#):
- If using a travel delegate, complete [CR Travel Expense Report Request Form](#) to provide all required information for the delegate
- Explain any unusual items
- If a delegate completed the expense report for you, review it for accuracy and completeness