



New Travel & Expense Procedures

With Chrome River

Agenda

- **What's New**
- **Travel Policy**
- **Travel Cards**
- **Demonstration**
- **Interactive Practice Session**
- **Questions**

What's New:

- Paperless processing, electronic approvals
 - No longer need travel worksheet
 - Eliminate Paper Cash Reimbursement form
 - Eliminate UofM Travel Rate Schedule
- No More Travel POs'
 - Create Pre-approvals for estimated travel
 - Routes to appropriate Financial Manager
 - Funds are encumbered via Chrome River > Banner

What's New:

- **Expense Reports**
 - Required receipts – can take picture of receipt and upload to your expense report via app or email
 - UofM Travel & Conus regulations are built into system
- **Payment Methods**
 - Direct Deposit is the preferred reimbursement method.
 - Checks will be available in Admin 275.
 - Travel reimbursements will be processed on Friday and an email notification will be sent.

What's New:

- **Super Delegate**
 - All Financial designees will be assigned the 'super delegate' role
 - A super delegate can create a pre-approval or expense report on behalf of anyone
- **Approver Delegate**
 - Financial Manager can delegate approval authority to ONE person for a specific time period
 - Only one approval delegate can be active
 - Only a Financial Designee should be added as an approver delegate

What's New:

- **Vendor Request Form**
 - A standardized form is available for requesting a new vendor setup for student or guest, employees are pre-loaded
 - Form will route to Accounting for processing
 - Super Delegates can then create the pre-approval and/or expense reports on their behalf in Chrome River



Travel Policy Changes

Policy Changes: General

- **Exceptions must be authorized by CFO or designee**
- **Removed references to:**
 - **Corporate travel cards**
 - **Paper forms**
 - **Direct billing**
 - **Mileage charts**
 - **Prepaid expenses**
 - **Travel rate schedule**
 - **Purchase Orders**
 - **Cash Advances**

Policy Changes: Reimbursement

- All per diem and lodging rates standardized and based on destination
 - Domestic CONUS rates
 - International Department of Defense
- Receipts required for **all** items except per diem
- Tips for taxi and rideshare reimbursable up to 20%
- Transportation must be economical and reasonable

Policy Changes: International Travel

- **International Travel redefined – outside United States and territories**
- **No international travel to areas with active Travel Warnings**
 - **State Department, CDC**
- **End of flat rate \$75 per diem**

Policy Changes: No More Cash Advances

- **Cash Advance** – additional funds will be added to travel card 7 days prior to travel day.
- **All expenses must be paid via university travel card or personal funds (reimbursable).**

Pre-Paid Expense Allowed

- Registrations
- Air Fare
- Hotel
- Baggage Fees

Travel Expenses

- Ground Transportation
- Car Rental



Travel Cards & Policy

Travel Cards & Policy:

- Declining balance cards, up to the approved travel amount
- Expiration dates or open ended for frequent travelers
- Cards issued automatically upon Travel Pre-Approval
- Can begin using immediately to prepay airfare, hotels, registrations, etc.
- Cards only open to Travel related merchants & expenses
- Includes travel accident insurance, baggage insurance, and Auto Rental Damage Collision Waiver