



STUDENT GROUP TRAVEL CHECKLIST

Please read through instructions carefully as they differ by travel type. Contact ECEn secretaries with any questions.

1. STUDENT GROUPS TRAVELING WITH A PROFESSOR

- BYU non-student employee/faculty must complete a Group Pre-Approval in Chrome River for traveling students (<https://chromeriver.byu.edu/>). After opening a new Pre-Approval, change the document type to “Group Travel.” For small groups of students (2-3), attach the list of travelling students in the “business purpose” box (Ex: Business Purpose: Conference X- Student A [ID Number], Student B [ID Number], etc.). For larger groups of students (4+), click “Save,” reopen the Pre-Approval, and attach a list of travelling students, and their ID numbers, as a document. This should be completed at least 10 days before travel.
- If a travelling student(s) is planning on driving a vehicle during the trip (Ex: car rental), the BYU faculty member must complete a separate Pre-Approval form for that student (see “3. Individual Travel Without A Professor” and follow those steps to complete the Pre-Approval). This does not apply to students driving themselves to and from the airport before and after their trip (Ex: Provo to SLC International). If students would like to be reimbursed for their miles to and from the airport, they must complete an **Assumption of Risk Waiver** through Adobe Sign to be approved by the Risk Management Office (See ECEn Secretaries in EB 450).
- Students will provide the professor's Pre-Approval number to the travel agent in the Travel Office when making travel arrangements. Ready to book? Visit <https://purchasing.byu.edu/booking>. **Students must book all flights through the BYU Travel Office.**
- Students must keep all receipts from purchases made during the trip if they wish to be reimbursed (this includes digital invoices/emails). Receipts may be uploaded to Chrome River instantly during the trip by forwarding digital receipts to receipt@chromefile.com with the subject line as the professor's BYU Net ID email. (Ex: profhale1@byu.edu). *Please let the ECEn secretaries know if you choose to use either of these options so they can look for the receipts in your account. **Travelers do not need to submit receipts for meals if they are electing to claim per diem.

2. STUDENT GROUPS TRAVELING WITHOUT A PROFESSOR

- BYU non-student employee/faculty must complete a Group Pre-Approval in Chrome River for traveling students (<https://chromeriver.byu.edu/>). After opening a new Pre-Approval, change the document type to “Group Travel.” For small groups of students (2-3), attach the list of travelling students in the “business purpose” box (Ex: Business Purpose: Conference X- Student A [ID Number], Student B [ID Number], etc.). For larger groups of students (4+), click “Save,” reopen the Pre-Approval, and attach a list of travelling students, and their ID numbers, as a document. This should be completed at least 10 days before travel.
- If a travelling student(s) is planning on driving a vehicle during the trip (Ex: car rental), the BYU faculty member must complete a separate Pre-Approval form for that student (see “3. Individual Travel Without A Professor” and follow those steps to complete the Pre-Approval). This does not apply to students driving themselves to and from the airport before and after their trip (Ex: Provo to SLC International). If students would like to be reimbursed for their miles to and from the airport, they must complete an **Assumption of Risk Waiver** through Adobe Sign to be approved by the Risk Management Office (see ECEn Secretaries in EB 450).
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3. STUDENT INDIVIDUAL TRAVEL WITHOUT A PROFESSOR

- A BYU non-student employee/faculty must complete a Pre-Approval for the individual student on Chrome River (<https://chromeriver.byu.edu/>). After opening a new Pre-Approval, change the document type to "Student Reimbursement/Travel" and select the student's name for whom you are preparing the Pre-Approval.
- If the travelling student is planning on driving a vehicle during the trip, the student must complete an **Assumption of Risk Waiver** through Adobe Sign to be approved by the Risk Management Office (See ECEn Secretaries in EB 450). If driving further than 6 hours, drivers must also fill out an **Airfare Equivalency Form** before they can be reimbursed for mileage (see ECEn Secretaries in EB 450).
- Student will provide the professor's Pre-Approval number to the travel agent when booking travel arrangements. Read to book? Visit <https://purchasing.byu.edu/booking>. **Students must book all flights through the BYU Travel Office.**
- Students must keep all receipts from purchases made during the trip if they wish to be reimbursed (this includes digital invoices/emails). Receipts may be uploaded to Chrome River instantly during the trip by forwarding digital receipts to receipt@chrome.com with the subject line as the professor's BYU Net ID email. (Ex: profhale1@byu.edu). *Please let the ECEn secretaries know if you choose to use either of these options so they can look for the receipts in your account. **Travelers do not need to submit receipts for meals if they are electing to claim per diem.

4. FACULTY INDIVIDUAL TRAVEL

- Each faculty member must submit an individual Pre-Approval for their trip on Chrome River (<https://chromeriver.byu.edu/>). There should never be more than one faculty member on a single Pre-Approval.
- Faculty must keep all receipts from purchases made during the trip if they wish to be reimbursed (this includes digital invoices/emails). Receipts may be uploaded to Chrome River instantly during the trip by taking a photo of the receipt using Chrome River's SNAP mobile app or by forwarding digital receipts to receipt@chrome.com from your BYU Net ID email. *Please let the ECEn secretaries know if you choose to use either of these options so they can look for the receipts in your account. **Travelers do not need to submit receipts for meals if they are electing to claim per diem.

5. UPON YOUR RETURN (STUDENTS)

- Students must keep all receipts from purchases made during the trip if they wish to be reimbursed (this includes digital invoices/emails). Receipts may be uploaded to Chrome River instantly during the trip by forwarding digital receipts to receipt@chrome.com with the subject line as the professor's BYU Net ID email. (Ex: profhale1@byu.edu). *Please let the ECEn secretaries know if you choose to use either of these options so they can look for the receipts in your account. **Travelers do not need to submit receipts for meals if they are electing to claim per diem.
- All receipts must be turned in to the ECEn secretaries. Please let the secretaries know if you opted to use either of the above options so they can look for the receipts in your account's Receipt Gallery.
- A separate Student Travel Reimbursement form must be filled out by each student (see ECEn secretaries in EB 450) in order for students to be reimbursed for any travel expenses.
- Professors may handle individual travel reimbursements. All group travel reimbursements should be handled by the ECEn secretaries.

6. (SECRETARIES & FACULTY) CHROME RIVER EXPENSE REPORT/REIMBURSEMENT

- Pre-Approvals should **always** be submitted under a faculty member's Chrome River account.
- Expense reports for student travel (ex: hotel, transportation, mileage, meals, etc.) need to be entered under the same employee/faculty Chrome River account that the Pre-Approval form was submitted under.

- The Pre-Approval must be attached to the Travel Expense Report.
- Before submitting a reimbursement, make sure that the expense report type is Individual Student Travel/Reimbursement so that you can input the student's name to be reimbursed (You may need to change it from the defaulted "Group Travel").
- When reimbursements are made for students, the Expense Report will first be sent to the professor for their approval. The student's name will not appear in the email Chrome River sends to notify the professor, but professors can log in to their Chrome River account and see the individuals seeking reimbursement under the "Needs Approval" section on their Dashboard.
- Check the Receipt Gallery on the faculty's account for receipts that may have been uploaded by forwarding emails to the Chrome River expense email.

7. INTERNATIONAL TRAVEL

- Non-student BYU employee/faculty must complete a Pre-Approval for the travelling student(s) (<https://chromeriver.byu.edu/>).
- Due to the COVID-19 pandemic, there are restrictions on International Travel. Visit <https://travelsmart.byu.edu/content/brigham-young-university-international-travel-policy-travel-restrictions-list> to read through the BYU international travel restrictions.
- You may not travel until your request has been approved.**

Last Updated November 11, 2021 by Clarissa Whitaker