

## Chrome River Enhancements/Travel Office Reminders/Changes

April 2019

After meeting with campus and users of the travel system, the travel office has made some changes that we think will benefit travelers and delegates. We are excited about these changes and hope they will make travel processes easier. The following are changes that have already been implemented or will be in the next couple of weeks. The travel office will be making a few more changes, but these changes will take a little longer to implement and they will be identified in the May update.

1. Pre-Approvals will no longer generate encumbrances in banner finance. All encumbrances that are currently open in banner finance will be closed. The travel office has created a report for tracking open pre-approvals in Chrome River. This report can be provided to departments by contacting the travel office.
2. Pre-Approvals will expire at 180 days after the trip return date. Based on university policy employee expenses will not be reimbursed after 180 days. This allows travelers 6 months to file reimbursements. However, the travel policy does state that travel expense reports should be filed within 15 days of the travelers return date.
3. Blanket travel will be allowed for the fiscal year starting FY20. When creating blanket travel pre-approvals and expense reports, you should choose blanket travel as the report type. The return date on the pre-approval should always be June 30 of the fiscal year. The pre-approval will remain open as long as funds remain on the pre-approval or it is not expired. Estimating the true cost of the travel for a year will be very important, if the funds drop below zero it will automatically close and you will have to do another pre-approval. You still need to file monthly expense reports against the pre-approvals.
4. The travel office will be adding a suggestion/comment link to the Welcome to Chrome River front page. Here travelers, approvers and delegates can provide feedback to the travel office on issues, suggestions and what they like about Chrome River.
5. We've changed the baggage fee warning to trigger only if the fee is over \$75. We have found that many airlines have increased their baggage fee to \$30 for each leg of the trip.
6. The meal per diem dates are not within the hotel check in and check out dates warning has been removed.

The travel office is reviewing all travel warnings in Chrome River and removing those that we feel are no longer necessary and making changes where needed to make them more useful and easier to understand. Stay tuned for future changes in the May 2019 update.