**Chrome River Enhancements/Travel Office Reminders/Changes**

May 2019

The following are changes that the Travel Office implemented in May or are currently working on. All changes should be made by July 1.

1. Starting immediately, most employees traveling outside the US will no longer be asked to complete the Visual Compliance form for foreign travel. The ISU Export Control office will continue to monitor foreign travel as part of the Chrome River preapproval review. Those traveling to certain countries or who work with certain information will be asked to complete the Visual Compliance form. If you have questions please contact Robin Wilson, 1336 or Deb Easterly, 2618 or send an email to orexpctr@isu.edu.
2. All warnings and expense line messages have been reviewed and wording has been changed to make the messages easier to understand, and in some cases to clarify why the information is being requested.
3. Blanket travel pre-approvals can be created for FY20. They can now be created for the whole fiscal year. Remember to make your estimate as accurate as possible, so that the Pre-Approval will remain open for the fiscal year. When creating the Blanket Pre-Approval and Blanket Expense Report please use the report type of Blanket Travel.
4. The Travel Office is in the process of creating a report that will email travelers at 165 days letting them know their pre-approval is about to expire. If the Pre-Approval expires, travelers will not be able to request reimbursement.
5. The Travel Office is in the process of adding to the Expense Report header questions concerning third parties payments.
6. Our travel website is currently under construction. We are adding, removing and making things easier to find. The updates should be done soon.
7. Fiscal year end is quickly approaching. All travel for FY19 must be processed and approved in Chrome River by July 10 to have the expense charged to FY19. Any travel that posts to banner on July 11 or after will post into FY20.
8. After reviewing Expense Reports the Travel Office returned in May I think we need to review a couple of items.
	1. Conference agenda, schedule, conference at a glance.

When a traveler attends a conference, the conference at a glance must be attached to the Expense Report. The Travel Office needs to be able to see when the conference started and ended, and if meals were provided. We do not need to see the portion of the agenda showing the traveler presented or spoke.

* 1. Rental Car Justification.

The State of Idaho travel policy requires that when a rental car is used for transportation, a rental car justification must be provided. When the rental car is the main mode of transportation, many time it is because it is cheaper. When a traveler flies and then rents a vehicle, there needs to be reason given for the rental. In many cases, when you are attending a conference a taxi, shuttle, or Uber would be cheaper than a rental.

* 1. Meal Per Diem for same day travel

When adding per diem for same day travel remember that the expense type should be same day taxable and that the system does not automatically exclude meals based on departure and return times.

* + 1. Breakfast-must leave at 7:00 am or before.
		2. Lunch- must leave at 11:00 or before and return after 2:00 pm.
		3. Dinner- must leave before 5:00 and return after 7:00 pm.

If a traveler is not eligible for a meals based on departure and return times, add the per diem line, then click on the per diem line and check the meals you want to deduct.

1. Starting in August the Travel Office will be scheduling a once a month meeting with travelers and delegates to discuss travel issues, policy and procedure reviews and changes in Chrome River. Dates will be emailed out as we get closer to August.

The Travel Office will be posting the consultant’s recommendations and the changes that have been implemented to the travel website in June.