

## **Guidelines for requesting permission for domestic travel (in-state and out-of- state)**

Travelers must **submit a safety plan** that describes *in detail* how they will mitigate the risk of exposure to SARS-Co-V2. Please use the information provided at the links below to build a specific plan for your travel request. Plans that simply list the links will not be approved and will be returned for modification.

[Guidelines for risk mitigation](#) developed by the Ramping up Research Task Force during summer 2020

Lodging - for shared lodging off-campus, be specific (who is staying where for how long). If unrelated people are sharing indoor space, use the [University Housing Advanced Cleaning Protocol](#) to develop your shared housing cleaning plan.

Vehicle travel - follow AppState vehicle COVID-19 guidelines for all vehicles  
<https://facilitiesoperations.appstate.edu/services/vehicle-rental>

Public transit - follow CDC Travel guidelines:  
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html>

### ***The FACULTY MEMBER should create a Travel Plan that includes:***

- a. Normal travel authorization form: person(s), date(s), location(s), rationale, fund number
- b. Description of any close interactions with individuals not included in the travel authorization (close interaction defined as <6ft for more than 15 minutes)
- c. Confirmation that vehicular travel will abide by ASU vehicle travel policy (above) and description of travel arrangements to the destination (how many vehicles, how many people per vehicle etc.)
- d. Safety precautions prior to, during, and after travel to mitigate risk of SARS-CoV-2 exposure and transmission.
- e. A contingency plan in case of an illness and/or a positive SARS-CoV-2 test.
- f. Lodging details (for shared lodging off-campus, be specific - who is staying where for how long).
- g. Detailed cleaning and disinfection procedures if relevant (especially for shared lodging).
- h. If students are involved, they are required to submit [signed certification](#) forms stating they are voluntarily participating in this travel. *Faculty should always provide students with an option to do a project that does not require travel.*

If the travel requires a reimbursement, the travel plan should be submitted with the pre-approval request in Chrome River to request permissions.

If the travel does not require a reimbursement, the travel plan should be submitted via email to the Chair and Dean for prior approval. The Dean will submit to Academic Affairs for approval.

**Note:** As a reminder, Blanket travel authorizations cannot be completed in Chrome River *at this time*. Please submit all Blanket requests with a travel plan outside the system via email for approval.

### Certification for Travel for Students

Date: \_\_\_\_\_

Dear Dr. \_\_\_\_\_ (enter name of the chair of the department),

I am seeking approval to travel to \_\_\_\_\_ (location, state) for the following project/class \_\_\_\_\_, under the supervision of \_\_\_\_\_. By signing this form I am certifying that I am taking part in this travel voluntarily and that I was given the option by my faculty supervisor to participate in a project that did not involve travel in order to fulfill requirements for graduation. I understand that if a conflict arises that I do not feel comfortable resolving with the faculty member, I am encouraged to speak with (enter name of an alternative faculty member\*) \_\_\_\_\_ or \_\_\_\_\_ (enter name of the Associate Dean), Associate Dean, College of \_\_\_\_\_.

\*The faculty member named here can be a faculty member in the same department or a faculty member in a different department but ***should not be someone that is part of the student's thesis committee (if relevant).***

Student name: \_\_\_\_\_

Student signature:

Date:

Faculty member name (if listed): \_\_\_\_\_

Faculty member signature (if listed):

Date:

***Students:*** Please sign and date the form, have the “alternative faculty member” sign and date, and give this form to your faculty supervisor you are traveling under the supervision of. ***If you prefer not to list a faculty member and prefer to speak with the Associate Dean, Dr.***

\_\_\_\_\_ ***should the need arise, you do not need to get***

***Dr.*** \_\_\_\_\_ ***signature.***

## **Academic Affairs Chrome River Travel Guidance**

Effective February 1, 2021, all campus travel authorizations must be submitted through Chrome River.

Effective March 1, 2021, all travel reimbursements must be submitted through Chrome River. After March 1, 2021, the Excel travel workbook will be retired and no longer accepted.

Users can access Chrome River via the Controller's website, under "Quick Links":

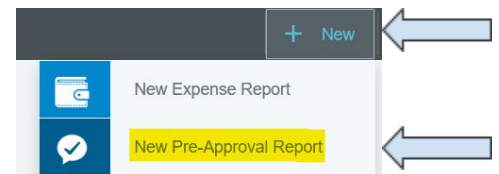
<https://controller.appstate.edu/> or, at the following Systems link:

<https://systems.appstate.edu/chrome-river>

**Important:** At this time, virtual conferences and webinars are not considered travel expenses and will not be processed in Chrome River. Please submit these in YoMart.

### **Pre-Approvals (Travel Authorizations)**

1. Central Admins (Super Delegates) creates a travel authorization in Chrome River by using the "New" tab
  - 1.1. **Note:** Central Admins can create pre-approvals for any user. You must log-in under the traveler's name when creating pre-approvals for others.
  - 1.2. **Note:** Once a pre-approval has been submitted, the fund number cannot be changed.
  - 1.3. **Student Travel:** Email Justin Hodges (hodgesjh) with the students' name and Banner ID to have them set up as a vendor in Chrome River. Once they are added as a vendor, Central Admins can change their Active User to the student to create a pre-approval.
2. Central Admin emails faculty member when pre-authorization is ready for approval
3. Faculty member approves by either confirming or denying the pre-approval via email
4. Chair approves
5. Dean approves
6. Academic Affairs approves
7. Grants approve (if needed)

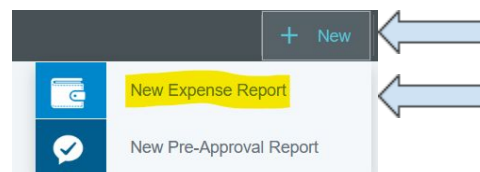


For a more detailed explanation of how to submit travel authorizations (pre-approvals) in Chrome River, please refer to the Controller's website:

<https://documentcloud.adobe.com/link/track?uri=urn%3Aaaid%3Aascds%3AUS%3A2a24cbfa-c25f-42e0-a922-5fd3d3d69ed3#pageNum=2>

## **Expense Reports (Travel Reimbursements)**

1. Faculty member submits all receipts to the Central Admin
  - 1.1. Faculty can either upload receipts via the Chrome River SNAP application or can provide receipt images via email, etc.
  - 1.2. **Note:** All original receipts and documentation should be kept in the department's or by the employee until the employee receives their reimbursement.
2. Central Admin enters information into Chrome River by using the "New" tab
  - 2.1. **Note:** Central Admins can create expense reports for any user. You must choose the user's name when entering expense reports for others.
3. Central Admin emails faculty member when reimbursement is ready for approval
4. Faculty member approves by either confirming or denying the expense report via email
5. Chair approves
6. Dean approves
7. Academic Affairs approves
8. Grants approve (if needed)



For a more detailed explanation of how to submit travel reimbursements (expense reports) in Chrome River, please refer to the Controller's website:

<https://documentcloud.adobe.com/link/track?uri=urn%3Aaaid%3Aascds%3AUS%3A8759d8bc-7d2a-462b-9f6f-c3b710a93aa5#pageNum=1>

## **Quick FAQ**

- *I'm a faculty member. Do I have to submit my own travel?*

No, faculty members do not have to create their own travel. The Central Admin can create and submit both the pre-approval (authorization) and the expense report (reimbursement). If a Central Admin is submitting pre-approvals or expense reports for faculty, the faculty member must accept or reject the reports via email or by logging into the system.

- *What if I use a blanket travel authorization?*

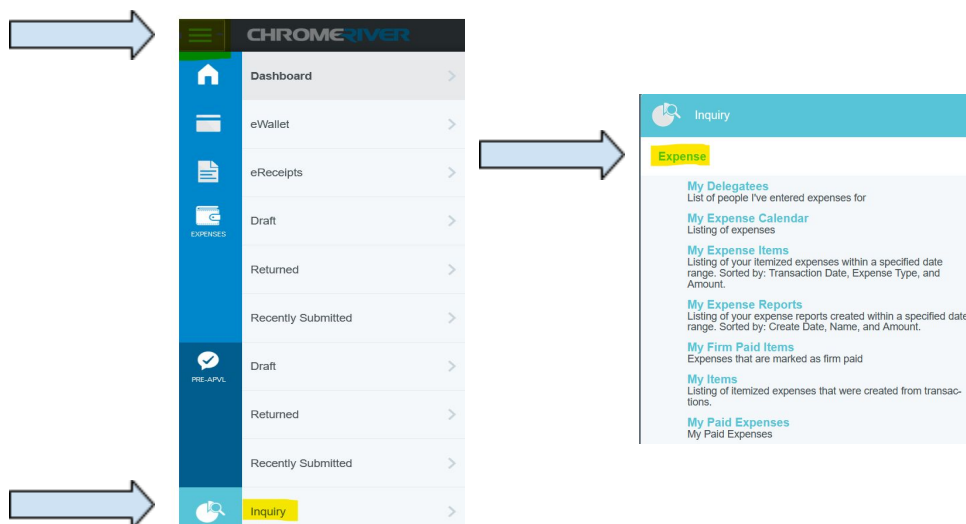
If you are using a blanket travel authorization, you will not need to complete a pre-approval request. Blanket travel authorizations will need to be approved outside Chrome River and attached to the expense report.

- *How do we track budget expenses in Chrome River?*

Central Admins will be able to run reports monthly to show expenses. Academic Affairs recommends Central Admins keep electronic copies (print as a PDF) of any pre-approvals they submit for forecasting purposes and run a monthly report to reconcile travel expenses.

Expense reports can be found by clicking the three horizontal lines in the top left-hand corner.

Click the “Inquiry” option then, click “Expense.” This will give you a list of expense reports to choose from.



- *I'm a Chair or Dean doing approvals. Do I have to log into Chrome River to approve pre-approval and expense reports?*

No! Chrome River will email you when you have approvals pending. You can look at the traveler's information and approve the documents from your email.

- *How do I upload receipts to Chrome River?*

You can upload receipts electronically via the Chrome River SNAP app on your smartphone, available on Android or iOS.

Receipts can also be uploaded from Chrome River by clicking on the “Receipt Gallery” tab and uploading the images.

For more detailed information on how to use the SNAP app, or uploading receipt images to Chrome River, please refer to the Controller's website:

<https://documentcloud.adobe.com/link/track?uri=urn%3Aaaid%3AAscds%3AUS%3A9b1bbf01-f666-4af8-926e-5948452f01f1#pageNum=1>