

Travel request process overview

- All Office of Student Life travel being paid for by an IU or IUF account will require an Employee Travel Request form that is processed through the finance office.
- Submit the form with all relevant information pertaining to the trip. You can find information on [IU travel information](#) here, along with current [mileage reimbursement](#) amounts and [per diem](#).
 - You can submit for another employee or one form for multiple employees traveling together that will have the same costs.
 - This is not to be used for non-employee or student travel – contact oslfm@indiana.edu to start that process.
- After submitting the form, the finance office will submit a Chrome River Trip Authorization form on your behalf. The TA is reviewed by the fiscal officer or delegate for approval.
- Once the TA is approved you will receive an email notification that your Travel Request FireForm has changed to CR Expense Report state. Your request will stay in this state until after your trip.
- You can now book your trip either through Egencia, a Designated Travel Agency (DTA), or pay out of pocket and book through your preferred method.
 - A p-card can be used for conference registrations but cannot be used for any other travel expenses. All other travel expenses must go through Egencia or be paid for out of pocket.
 - Conferences typically offer hotel room discount pricing, which is not reflected in Egencia or a DTA. Booking through the conference in this case is preferred. If paying out of pocket is a barrier, please contact the oslfm@indiana.edu office to discuss options.
 - You must sign-up for direct deposit in order to be reimbursed for out of pocket expenses. Even if it is the same bank account as your payroll direct deposit, you still must set-up a travel reimbursement direct deposit. Instructions can be found [here](#).
- During your trip, keep any receipt for airline, hotel, or rental car not reserved through Egencia. Itemized receipts showing what was purchased, the date charged, and the last 4 digits of the credit card charged are required. Keep any receipts for taxi/Uber/Lyft, luggage charges, parking charges, or any other purchases made during the trip not including food. You do not need to provide receipts for meals as per diem covers all meal costs.
- When you return from your trip, please email all receipts to oslfm@indiana.edu. The finance office will process your Chrome River expense report and reimbursements.
- Your Travel Request FireForm will be updated to complete.