

Travel Request Form

Email completed form to wsutravelfoffice@wichita.edu

Email Receipt(s) & Supporting Documentation to receipt@ca1.chromeriver.com

Select the corresponding box for the request: Pre-Approval (PA) Expense Report (ER)

Traveler Name: _____ Traveler myWSU ID: _____

Business Purpose: _____

Fund/Org: _____

Are you traveling with Student(s)?

Yes No

Is there personal time during this business trip?

Yes No

Have all of your receipts been loaded into Chrome River's e-Wallet?

Yes No

Destination: _____

Departure Date: (click drop-down)

Return Date: (click drop-down)

Departure Time (Military format 00:00):

Return Time (Military format 00:00):

Pre-Approval Requests: Enter estimated amounts in the corresponding column for the expected payment method or in the **Comments** below if neither method will be used.

Expense Report Requests: Enter actual amounts spent in the corresponding column or in the **Comments** below if neither method was used.

Estimated or Actual Expense	Personal Funds	Traveler's WSU Pcard
Airfare		
Baggage		
Conf. Registration/Training		
Hotel		
Vehicle Rental		
Gasoline for Vehicle Rental		
Parking		
Toll(s)		
Taxi		
Other (explain):		

Meal(s) provided & the corresponding Date(s): Example-continental breakfast at hotel 7/24/19, dinner 7/25/19

Requested Miles & Destination(s):

Comments: