



# Instructions for Travel Request Form

The Travel Request Form is used to submit travel requests either an authorization or a reimbursement and it will be entered into Chrome River by the travel staff. These instructions will assist you in completing the form correctly. When you have finished the form, download

Travel Expense Reports (formally Travel Reimbursements) will be filled out within 5 business days after the trip has been completed

1. Select the box next to **ER**
2. Enter traveler's Name and myWSU ID
3. Enter the Business Purpose of the trip and list the name of the event you went to (ACT Conference, TRIO Training, etc).
4. Funding Information: You must select one of the following options: 1. Student Activity Fee, 2. Student Activity Fee, 3. Student Activity Fee, 4. Student Activity Fee, 5. Student Activity Fee, 6. Student Activity Fee