



College of Education Travel Process

As a way to ensure consistency in travel procedures and submission of travel documents, the College of Education processes all travel pre-approvals and expense reports for faculty and staff. This includes processing of all mileage requests. This process helps ensure the quickest possible turnaround time on payments and ensures that we are aware and following all university guidelines.

Chrome River Delegate Access:

In order to process preapprovals and expense reports at the college-level, each faculty and staff must add Erika Sutton as a Delegate:

SHSU.edu → My SAM → Employees → Chrome River → Account Settings → Delegate Setting → Add New Delegate → Erika Sutton

How to Submit Travel Pre-approval:

Go to [Operations - College of Education - Sam Houston State University \(shsu.edu\)](https://shsu.edu/operations-college-of-education) and click on *Pre-approval Request*. Fill out and submit form. Once we receive, we will complete pre-approval and reach out to you with any questions or needed information.

- Pre-approval report should be completed and approved at least 30 days prior to travel, regardless of the cost to the university.
- Pre-approval report must be completed and approved before travel for overnight in-state, out-of-state, and foreign travel for SHSU employees and student travelers. An approved pre-approval reports encumbers the funds if the budget is available.
- Only after all approvals are obtained, can hotels and flights can be booked. You will receive an email notifying you of your final approval.
- It is preferred that faculty use the ghost card for travel, instead of a travel card. Please check with your department for department requirements.

Expense Report:

- Reimbursement forms can be found at: [Operations - College of Education - Sam Houston State University \(shsu.edu\)](https://shsu.edu/operations-college-of-education), under *Travel* → Reimbursement Request. Once we receive this form, we will process your expense report.
- Expense reports must be submitted for out-of-pocket costs and travel card transactions no later than 30 days of the travel end-date. It is highly recommended that travelers submit expense report within first 5 working days.
- Itemized food receipts are required for non per-diem transactions (if you put a meal on a travel card). Per diem will only be granted if you use your personal card for *all* meal transactions.
- If required receipt is not available, you must complete and attach the *missing receipt/documentation/problem resolution* form to the expense report. [Missing+Receipt.Doc.Problem+Resolution.pdf \(shsu.edu\)](https://shsu.edu/missing-receipt-doc-problem-resolution)

Non-overnight / Mileage Reimbursement:

- Food reimbursement is *not* allowed; do not use your travel card for food as this will need to be returned by the employee.
- Mileage form can be found at: [Operations - College of Education - Sam Houston State University \(shsu.edu\)](https://shsu.edu/operations-college-of-education), under *Travel* → Mileage Log. You will be able to submit your mileage request here through an online form.

- Community mileage (mileage from home to SHSU) will be deducted for each trip unless the trip occurs on the weekend.
- Mileage reimbursements should be submitted at least monthly. Do not wait until the end of the semester/year to submit mileage as there may not be budget available.

Foreign Travel:

Procedures, policies, and other information to foreign travel can be found at [Foreign Travel | Travel \(shsu.edu\)](https://www.shsu.edu/Foreign_Travel_Travel).

Countries on non-approved travel list include: Cuba, North Korea, Iran, Sudan, Syria, Crimea Region, Donetsk Region, Luhansk, and Sevastopol Region. Travel pre-approvals must be submitted at least 45-60 days before travel dates, due to extensive review and approvals for foreign travel.

Note that the following documents are required for foreign travel,

- *Waiver of liability release and emergency medical treatment form*
 - no advisory
 - with advisory
- Emergency medical treatment form(s)
- Itinerary while in the foreign country
- Emergency contacts
- List of students (roster) if applicable

Reminders:

- Airfare must be booked using Concur: www.shsu.edu → MySAM → Employees → Concur Booking Tool
- Travel card cannot be used for registration. You may use a personal card (for reimbursement) or department P-Card (check with your department).
- Travel card cannot be used for fuel in your personal vehicle. Mileage if reimbursed at the GSA per-diem rate. [Per Diem Rates | GSA](#)
- Airfare should be paid with the ghost card unless you are seeking reimbursement.

