

Travel Expense Management: Travel Advance

Start here:

A request for Travel Advance is created in Chrome River.

Expense Owner

Sends request for Travel Advance to delegate

or

Enters Expense Report requesting the Travel Advance and attach the approved Pre-Approval and manual Promissory Note.

Approves/
Submit Expense Report

Expense Owner is paid a travel advance.

Delegate (if assigned)

Completes Expense Report to request the Travel Advance

Submit Expense Report to Expense Owner

Accounts Receivable Manager

Verifies that traveler has entered all required data to include a copy of the Pre-Approval and Promissory Note and that there are no delinquent outstanding balances for this traveler.

Approves or Rejects Travel Advance Request.

This is the final approval.

