

UITS Chrome River Travel Procedures

Effective July 1, 2018

- As of 7/11/18, the Chrome River Travel & Expense system will be used for processing all travel reimbursements. Please see this link for detailed information related to Chrome River.
<https://www.indiana.edu/~travel/>.
- Travel Authorizations have been discontinued as of 7/1/18. However, it remains the responsibility of the UITS traveler to inform their supervisor of all travel plans and receive approval before traveling. **Indiana University reserves the right to deny reimbursement of unauthorized travel expenses.**
- Indiana University Travel Management policies and procedures apply to all UITS personnel who travel. It is the responsibility of all UITS travelers to know and follow IU travel policies, including the accurate entry of all Chrome River reimbursement requests. Please see this link for policy information:
<https://www.indiana.edu/~travel/policies/policies.shtml>.
- **Important notes for UITS travelers:**
 - The UITS Finance Office requests that UITS travelers submit a Chrome River expense report containing all trip expenses within 30 days following the related travel. The Chrome River expense report is the equivalent of a reimbursement request. Chrome River expense reports submitted 60-119 days after travel will require written justification explaining the late submission and will likely incur income tax withholdings. **Per IU policy, requests for reimbursements submitted 120 or more days after travel occurred will not be reimbursed.**
 - Chrome River Travel expense reports should be limited to one trip per submission. The Chrome River expense report should be given a title that contains the traveler name, trip destination, and trip dates associated with the travel that is being reimbursed. For example, "John Bodle – Denver, CO – 6/1/18 to 6/7/18"
 - Receipts submitted for reimbursement must confirm that traveler paid the expense. Itineraries and similar that do not contain proof of payment are invalid.
 - Travel dates must be entered accurately, including personal days taken within the business travel dates.
 - Mileage reimbursements in Chrome River should be calculated from the physical starting point to the destination. For example, if you are leaving directly from your home then your home address would be your physical starting point. If you are leaving from the CIB building then 2709 E. 10th St., Bloomington, IN 47408 would be your starting point.
 - The Chrome River Per Diem Wizard will help you calculate proper per diem for your trip. Please note, per diem is paid at 75% of the daily allowance for both first and last days of travel regardless of start or return times. Trips lasting less than 12 hours are not eligible for per diem.
 - Per diem must be reduced to account for complimentary meals provided at conferences, events, etc. Within the Per Diem Wizard, please account for all complimentary meals provided during your trip.
 - Commercial airfare reimbursement is limited to the cost of economy coach class roundtrip airfare for domestic travel. Business class airfare may be purchased for international travel with a single flight time of over 8 hours.
 - Rental vehicles should be Economy size unless business need dictates otherwise. Exception: free upgrades due to club membership, non-availability of Economy size vehicles, etc.
 - All rental car drivers must be an IU Approved Driver due to insurance coverage requirements. If unsure if a person is an approved driver, please contact the UITS Finance Office to confirm.
 - Traveler should decline rental car insurance and extras. These expenses, if incurred, will not be reimbursed. Exception: GPS, if necessary, can be included and will be reimbursed.
 - Special restrictions may apply to travel that will be reimbursed on grant accounts. Please e-mail uitsfin@iu.edu to determine allowable travel expenses.

For additional information about UITS Travel please visit, <https://uits.iu.edu/finance/travel>.

Thank you for your help in ensuring we maintain compliance with IU and UITS Travel policies. If you have any questions, please direct them to uitstrav@indiana.edu.