

# Travel Request Form

Email completed form to [wsutravelform@wichita.edu](mailto:wsutravelform@wichita.edu)

Email Receipt(s) & Supporting Documentation to [receipt@ca1.chromeriver.com](mailto: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 in Chrome River's Wallet?

Yes  No

Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

Pre-Approval Request: Enter estimated amounts in the corresponding column for the expected payment method in the Comments below if neither method will be used.  
 Expense Report Request: Enter actual amounts spent in the corresponding column 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: