

Non-Employee Travel Guide

How to Create a Non-Employee Travel

Chrome River Travel and Expense is a comprehensive, automated travel and expense system. This system automates the approval process for the travel pre-approvals (authorizations), travel expense and direct pay payments. A Non-Employee is unable to access Chrome River and will need to be added to the system in order for travel to be created.

Information in this document:


Vendor Maintenance Form

Local Lodging and Airfare Process

Reconciliation and Reimbursement

Vendor Maintenance Form

- Before you create a Pre-Approval for a Non-Employee/Student travel you must complete the Vendor Maintenance Form to add the Non-Employee/Student to our people file.
- Information needed for form
 - Non-Employees full name
 - Mailing Address
 - City/State/Zip Code
 - Phone Number
 - Email Address
 - Department Name responsible for processing the travel
 - Person who will be entering the travel into the system on behalf of the traveler
- Once the Non-Employee/Student information section has been completed email it to newvendor@uncw.edu



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This form is for adding new people/payees to Chrome River. Once processed the payee will be added to the system within 24 hours.

Please complete the section for the type of payee to be added.

Employee:

Name: _____ Banner ID: _____
Campus Box: _____ Department: _____

Non-Employee/Student Traveler:

Name: _____
Street Address: _____
City/State: _____ Zip: _____
Phone: _____
Email: _____
Department responsible for travel: _____
Person responsible for entering travel: _____

Vendor:

Payee Name: _____
Payment Street Address: _____
City/State: _____ Zip: _____
Phone: _____ Fax: _____
Email (optional): _____
W9 Requested: Yes/No

You may locate the link to the Vendor Maintenance Form at the bottom the Chrome River Welcome Page.

- Once the Vendor Maintenance Form has been completed and emailed to the appropriate email address the Vendor Setup process will begin.
- The Non-Employee will be entered into Banner, assigned an 850 number, and Accounts Payable address will be created for reimbursements.
- The Non-Employee/Student profile will be created in Chrome River.
- The Delegate will receive an email to confirm that the Non-Employee/Student setup has been completed.



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C O N T A C T

For Travel & Expense reimbursement and Check Request processing assistance, please contact

Accounts Payable Check Request Support	(910) 962-3159	Email Us
Travel Reimbursements Support	(910) 962-3149	Email Us
Visa Travel Card Support	(910) 962-7086	Email Us
Vendor Set Up	(910) 962-3067	Email Us
Chrome River Supervisor	(910) 962-4217	Email Us

Travel Agency & Rental Car Contact Information for Direct Bill

Enterprise College Road Location	(910) 397-9110	Enterprise Online Booking Tool
Maupin Travel	(800) 786-2738	Maupin Online Booking Tool
Fellowship Travel International	(800) 235-9384	Fellowship Online Booking Tool

N O T I C E S

CHROME RIVER UPDATES:

If an user is planning on creating an Approval Delegate, please create at the end of your day before leaving or on the date you will be actually please contact the Travel Office.

REMINDER: Emailing Receipts to Your Account

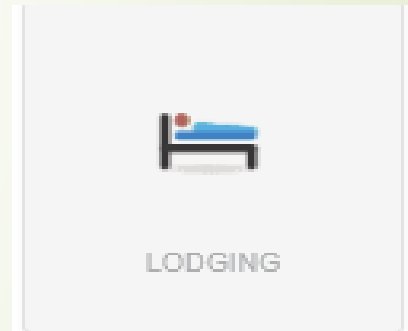
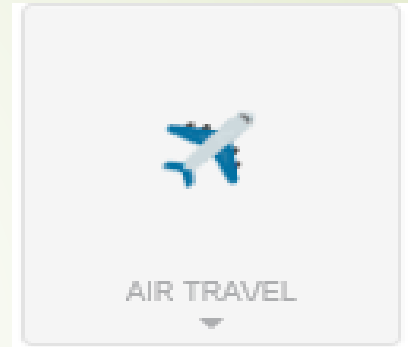
You have an option to email any receipt to receipt@chromefile.com. Please make sure to send the email from the email account that is registered in your account. The receipt will then be available within your Receipt Gallery.

H E L P

Full HELP is available throughout the application in the Chrome River Help Center.


- [Travel Policies](#)
- [Documentation Standards](#)
- [Vendor Setup and Maintenance Forms](#)
- [Travel Card Maintenance and Cancellation Form](#)
- [Travel Card Application](#)

- A delegate may pre-pay for a Non-Employees airfare and lodging expenses.
- Maupin Travel Agency can be used to pre-pay for airfare.
- Local Lodging can be pre-paid by choosing a local hotel from the Travel website.



How to Process Maupin Airfare

- Airfare will be billed directly to the university when Maupin Travel Agency is used.
- Select the Maupin Online Booking Tool from the Chrome River Welcome Page
- Login to the Travel Site (Please contact the Travel Office to receive your username and password if this is your first time using the Booking Tool) or you may call the toll free number to talk with a representative.
- Once you have chosen the purposed itinerary that you would like to purchase, create your Pre-Approval and upload the itinerary to the report. Make a note in the Comment Section on which itinerary you would like to have purchased.



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N O T I C E S

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- Create and Submit Pre-Approval
 - Include on Pre-Approval
 - Travel Agency
 - Paid by Travel Office
 - Departure and Return Date
 - The Pre-Approval will route to the Travel Office for approval. Once the Travel Office has provided Maupin Travel Agency with the chosen itinerary and authorization for payment they will approve the pre-approval.
 - The travel agency will email the itinerary and receipt for the flight purchased to the Delegate unless the travelers email was given to the agency.



How to Process Pre-Paid Lodging

- Pre-Paid Lodging will be billed directly to the university.
- Department contacts hotel to make arrangements for guest staying at hotel
- Create and Submit a Pre-Approval
 - Include on Pre-Approval
 - Hotel Name
 - Paid by Travel Office
 - Total Cost for room and tax
 - Dates of reservation
- The Pre-Approval will route to the Travel Office for approval. Once the Travel Office has provided the hotel with the authorization for payment they will approve the pre-approval.
- When the guest checks out of the hotel, the portfolio/receipt will be emailed to the delegate of the traveler.
- Upload portfolio/receipt onto the lodging line item of the Expense Report



Non-Employee reconciliation and reimbursement

- Maupin and Local lodging charges will be found in the Non-Employees eWallet once the charges have posted.
- An Expense Report will need to be created under the Non-Employee in order to reconcile the Bank of America charges. All charges should be reconciled by the 20th of each month.
- An Expense Report will need to be created in order to reimburse a Non-Employee for expenses they incurred that the University has agreed to pay. You may complete one expense report for reimbursement and also reconcile bank charges if completing before the reconciliation due date.
- All expenses require supporting documentation to be uploaded into Chrome River expense reports.