

## BYU - College of Life Sciences

### TRAVEL SCENARIOS GUIDE

The chart below is a resource to help you know what you may need for some common travel scenarios.  
For specific policy questions, please visit <https://purchasing.byu.edu/travel> or contact the BYU Purchasing & Travel Office at 801-422-3872.

Common Travel Scenarios	Pre-Approval in Chrome River	Risk Management Approval	Book with Purchasing & Travel	Utilize BYU Purchasing Card	Student Travel Reimbursement Form	Expense Report in Chrome River
Student is using/driving their personal vehicle (any distance)	X	X	X	X	X	X
Student is traveling more than 300 miles without faculty	X	X	X	X	X	X
Student is driving 10+ hours within 24 hour period	X	X	X	X	X	X
Student's work/school/driving time exceeds 14 hours/day	X	X	X	X	X	X
Student needs a travel reimbursement	X	X	X	X	X	X
Faculty and student group travel for multiple days (domestic and international)	X	X	X	X	X	X
Faculty individual travel for multiple days (domestic and international)	X		X	X		X
Webinars or virtual conferences (no travel)				X		X
Faculty and student group travel where there is no overnight stay and no commercial transportation (local area)				X		X
Faculty individual travel for less than a day (local area)				X		X

- A University purchasing card should be used to minimize student's out-of-pocket expenses. Students should contact the BYU Purchasing & Travel Office when booking airfare, lodging, and rental cars; they are required to provide the Pre-Approval number and your name (employee who the Pre-Approval is under) for charging those expenses. If traveling with you, you may use your p-card to pay for group meals and ground transportation, but you may not provide students with cash
- If your student(s) will be traveling for research, conferences, or fieldtrips without you, submit a Pre-Approval as "Student Reimbursement/Travel" to be approved before the trip. A separate Pre-Approval must be completed for each student; Chrome River allows you to duplicate a completed Pre-Approval when multiple people are traveling as a group
- If your student(s) will be traveling for research, conferences, or fieldtrips with you, submit a Pre-Approval as "Group Travel" to be approved before the trip. A list of student traveling with you must be attached to the Pre-Approval or entered in the Business Purpose
- If a student incurs travel expenses for which they need to be reimbursed, they must fill out the "Student Travel Reimbursement Form". Receipts are required for travel expenses that are over \$50. Credit card statements cannot be accepted as receipts