

Instructions or TraveRequesForm

The Travel Request Fornis used to submit travel requ**fest**either an authorization or a reimbursement and it will be entered into Chrome Riberthe travel staffThese instrutions will assist you in completing the form correctly. When you have finishbeet form, download

Travel Expense Reports (formally Travel Reimbursemen)tswill be filled out within 5 business days after the trip hasbeen completed

- 1. Select the box next ER
- 2. Enter traveler's Name and myWSU ID
- 3. Enter the Busines Purpose of the tripand list he name of the event you wton (ACT Conference, TRIO Training, etc).
- 4. Funding Information: You musngaj Etlist2]TJ 0 Tc 6