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# DISTINCTION TRACK TRAVEL CHECKLIST

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## 1. PREPARING FOR TRAVEL

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- Submit an excused absence request via the Office of Student Affairs [absence request form](#) (it is recommended that you submit your excused absence request at the same time you submit your conference abstract)
- Prepare the following information as it will be required in order to submit a funding request form.
  - Abstract Acceptance Notification
  - Conference Agenda
  - Registration Information
  - Flight, Mileage, or Rental Car Information
  - Hotel Information
- Submit a travel funding request form: <https://redcap.ecu.edu/surveys/?s=WFCE8R7ATFF8WLLL>
- Once your funding request is approved, an OME staff member will confirm your pre-travel documentation and submit the pre-travel approval in Chrome River.
- You will need to approve your pre-travel request in Chrome River within 24 hours of receiving.
- Once your pre-travel request is approved in Chrome River, an OME team member will process your travel (i.e. registration, flight, hotel) using the documentation you provided in your travel funding request.
- Print conference poster (if applicable).
  - Go to: <https://lib.ecu.edu/laupus/posterprinting/request>
  - Complete the requested information and upload your poster file
  - In the Budget Officer field, enter: Jess Day-Brinkley [daybrinkleyje15@ecu.edu](mailto:daybrinkleyje15@ecu.edu)

## 2. WHILE YOU ARE AWAY

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- Keep track of all expense receipts. Which may include but are not limited to:
  - Taxi, Uber, Lyft
  - Baggage Fees
  - Final Hotel Folio
  - Parking
- Submit each of your expense receipts separately through the process outlined below:

How to Submit your Receipts:

  - You may forward electronic receipts to the email address below
  - You may take a photo of hard copy receipts and email to the address below
  - Chrome River only accepts PDF or JPG files
  - Submit each expense receipt separately
  - Ensure the receipt shows the total amount paid with a zero balance (Hotel Folio)
  - Send each receipt to [receipt@ca1.chromeriver.com](mailto:receipt@ca1.chromeriver.com) **from your ECU email address**
  - Chrome River will automatically store the receipt in your account
- Have a colleague take a photo of you presenting to share on the Brody Distinctly Twitter

## 3. UPON YOUR RETURN

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- Submit ALL travel documentation within 1 week of your return date. Failure to submit documentation within the timeframe will result in refusal of reimbursement.
- An OME representative will prepare your travel for reimbursement in Chrome River.
- Once you receive an email to approve your expense report, review your travel expense report in Chrome River for accuracy.
- Approve your travel expense report in Chrome River within 24 hours of receiving.
- Failure to review your expense report for accuracy can result in a rejected expense report.