Travel-related procard purchases when Traveler = Purchaser

1. Traveler pays for travel-related expense on his/her procard (pre-approval report required).
   - Funds encumbered in Banner

2. Expense feeds into traveler’s Chrome River eWallet.

3. Traveler/delegate creates travel expense report.

4. Traveler selects procard purchase from eWallet and marks as appropriate travel expense type (e.g., air travel, hotel, etc.).
   - Report is submitted in compliance with procard expense submission deadlines.
   - Expense charged to FOAP and funds disencumbered.

Travel-related procard purchases when Traveler ≠ Purchaser

1. Employee other than the traveler pays for travel-related expense on his/her procard.
   - Expense charged to FOAP

2. Expense feeds into procard owner’s Chrome River eWallet.

3. Procard owner creates non-travel expense report.

4. Procard owner selects purchase from eWallet and marks as appropriate travel expense type (e.g., air travel, hotel, etc.) with traveler info in description.
   - Non-travel report is submitted in compliance with procard expense submission deadlines.
   - Funds encumbered in Banner

5. Traveler creates travel expense report.

6. Traveler delegate enters as new expense under pre-paid expense type with appropriate sub-category (include purchaser name in description).

7. Travel report is submitted within 90 days of travel.
   - Funds disencumbered, but expense not charged to FOAP.

Traveler’s approved pre-approval report reflects anticipated expense that will be paid with procard.

Funds encumbered in Banner