



# VCU

## Procurement Services

### **I Want to Travel**

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#### **Christopherson Business Travel**

VCU faculty and staff are ***required*** to book air and rail tickets for official business using University funds through Christopherson Business Travel.

#### **Chrome River**

University employees manage travel pre-approvals and request expense reimbursements through this automated reimbursement system.

### **Traveler Responsibilities**

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Individuals traveling on behalf of the University must exercise good judgment with respect to incurring travel expenses and are expected to spend the University's funds prudently.

Travel expenses must:

- ✓ be for official University business
- ✓ be reasonable, necessary and sustain the test of public review
- ✓ comply with university, sponsor and departmental policies and guidelines
- ✓ be Pre-Approved in Chrome River if expenses are \$500 or more
- ✓ be submitted for reimbursement within 30 days of return with appropriate documentation

VCU assumes no obligation to pay or reimburse for expenses that are:

- ✗ not in compliance with policy and guidelines
- ✗ for personal comfort, convenience, or taste
- ✗ not pre-approved

### **Helpful Hints**

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#### **1. Personal Travel combined with Business Travel**

Travelers must obtain the cost for the business travel portion only through Christopherson Business Travel at the time of booking. This documentation must be submitted with the Chrome River expense report. VCU must never pay any portion of personal travel.

#### **2. Rental Car Contracts with Hertz, Enterprise Rent-A-Car and National Car Rental**

VCU utilizes a VASCUPP contract to provide nationwide vehicle rentals through Hertz, Enterprise Rent-A-Car and National Car Rental brands. VCU is exempt from paying state taxes associated with the rentals which originate within the state of Virginia. Hertz, Enterprise Rent-A-Car and National Car Rental damage waiver fees are in the local and national daily rental rates.

#### **3. International Travel**

All travel outside the 48 contiguous states is considered international travel and due diligence must be taken to ensure compliance with Export Controls, Visas, Passports, Insurance, and Immunization requirements. <http://internationaltravel.vcu.edu/>

This information is not meant to be a comprehensive list. For more information:  
Visit <https://procurement.vcu.edu/i-want-to/travel/> or contact us at [travel@vcu.edu](mailto:travel@vcu.edu)