

# COLORADO SCHOOL OF MINES

## Request to Create an Expense Report in Chrome River

Please attach this worksheet to your TDX ticket

Basic Travel Information		
<b>Traveler Name &amp; CWID</b>		
Was a Pre-Approval created?		
<b>Type</b>	<b>Details</b>	
<b>If there is no pre-approval complete the table below</b>		
Was this individual or group travel?		
Group Travel- How many?		
Travel Destination		
Travel Purpose		
Travel Date: Start Date		
Travel Date: End Date**		
Index to be charged		
Travel Expenses		
Expense Type	Amount Spent, Index & Details	One Card or Reimbursement
Airfare		
Lodging/Hotel		
Registration Fees		
Parking		
Rental Car		
Rental Car Fuel		
Ground Transportation		
<b>All meals (if not please note which to exclude) mileage amount if under 100 RT or addresses if over)</b>		
Mileage		
Per Diem		
<b>Please include details, amounts and dates if applicable for any other expenses you incurred</b>		
Other (Specify)		
Other (Specify)		

\*Remember to include all applicable receipts when emailing in this form or upload them directly to your Chrome River account.

\*\*Final Expense reports should be initiated within 15 days of your return, if they are not completed within 60 days your reimbursement will be reported as taxable income.

\*\*\*Group Travel is defined as any trip where an individual traveler will be leading their co-travelers. Typically this means they are also paying for most of the expenses on behalf of the group. Examples would be a faculty member taking students on a trip related to their studies, or leading a group of students traveling together for a competition or challenge. If you are traveling with another Mines community member for the same project but not as their leader this does not need to be defined as group travel