



Travel Management Services



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Department Updates

Travel guidance related to COVID-19 has been released.

[Click here to review the new guidance.](#)

Coming soon: Pre-Approval in Chrome River

In late August, Pre-Approval functionality will be added to Chrome River. Once launched, the Pre-Approval report in Chrome River will be required for all university-sponsored travel. [Review the FAQs](#) to learn more.

To prepare staff for this new functionality, the VPCFO Training & Communications team will host webinars designed for both Traveler/Arrangers and Approver audiences. [Click here to view a list of date and register for a session.](#)

COVID-19 Mandatory Domestic Travel Guidance

Starting **June 1, 2020**, new mandatory travel guidance was implemented in response to the COVID-19 pandemic. The guidance for travel within the United States is in addition to existing IU travel policies; they supersede existing policies only where there is a specific conflict.

Visit the [COVID-19 Resource Center](#) to review the most up-to-date guidance

Visit the new and improved Training page!

The training page has been reorganized to better support our travelers. Resources are now grouped in four categories:

- Roles & Permissions: Obtain roles and permissions needed to book travel.
- Before the Trip: Tasks to complete before your trip.
- After the Trip: Reconciling travel after your trip.
- Supplemental Resources: Analytics, FAQs, and more.

Click here to [visit the training page.](#)

Will your license fly on October 1, 2021?

Beginning Oct. 1, 2021 a Real ID-compliant driver's license, permit or identification card will be required to board commercial flights.

Visit the [Indiana BMV Real ID resource page](#) to learn how to meet this requirement before the deadline.

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