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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.

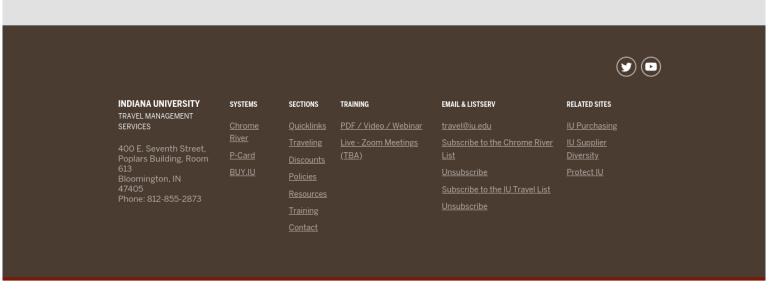
Click here to visit the training page.

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 <u>Indiana BMV Real ID resource page</u> to learn how to meet this requirement before the deadline.

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