

Prospective Employee Reimbursement Process

Pre-Approval:

- 1.) An ASU department representative starts a Pre-approval in his or her own name on behalf of the prospective employee's name.
 - a. Example: ASU Employee Name (Office Coordinator or other department representative) on behalf of John Doe (prospective employee).
- 2.) Please make sure to checkmark the question, "Is this expense for a prospective employee?"

+ New Roscoe Ram

Cancel Save

Pre-Approvals For Roscoe Ram

Trip Name	<input type="text" value="Roscoe Ram on behalf of Bella Ewe"/>
Business Start Date	<input type="text" value="07/09/2019"/>
Business End Date	<input type="text" value="07/10/2019"/>
Business Purpose	<input type="text" value="To interview a potential candidate for the new position in the Engineering department."/>

Trip Name should follow this format: Last Name - Destination Departure Date (Example: Smith - Las Vegas, NV 7/8/19).

Travel Type	<input type="text" value="In State"/>
Trip Type	<input type="text" value="University Business"/>
How many people will be attending this event?	<input type="text" value="Individual Travel"/>
Destination	<input type="text" value="San Angelo, TX - 76903"/>
Student(s) Traveling?	<input type="text" value="No"/>

No Cost to ASU

Will there be personal time during this trip?

Please upload the completed Prospective Employee Travel Form.

Is this expense for a prospective employee?

I understand that I should keep all receipts for auditing purposes.

- 3.) Complete the **Prospective Employee Travel Form** that can be found on the ASU Travel website.
 - a. <https://www.angelo.edu/content/forms/1410-prospective-employee-travel-form>
- 4.) The **Prospective Employee Travel Form** looks like the following:

The screenshot shows the ASU Travel Office website. The main heading is "Prospective Employee Travel Form". Below the heading is a paragraph: "I request approval to invite the following prospective employee to be interviewed on campus with the travel expenses to be paid from State funds in accordance with the provisions of Article 6823a, Vernon's Texas Civil Statutes, as amended by S.B. 1148, 65th Legislature, Regular Session 1977." The form contains the following fields:

- Name*
- Email address*
- Name of Prospective Employee
- Date(s) on Campus
- Department

- 5.) Fill out other estimated expenses the prospective employee will need to be reimbursed for.
 - ***If hotel is to be paid by purchase order, this will still follow the current process with the Purchasing office and will need to be left out of Chrome River.
 - ***If you are planning to pay for their airfare on the BTA, please follow the training on the airfare on BTA process.

Expense Report:

- 1.) Import Pre-approval

- 2.) Select the dropdown box that says, "Vendor". Based on the submission of the Pre-Approval, the Purchasing/Travel Office should have set up the prospective employee as a vendor upon their trip in Chrome River. If not, please contact the them to do so.

- 3.) Fill out applicable expense tiles that the prospective employee would like to be reimbursed for.
- 4.) Submit Expense Report.