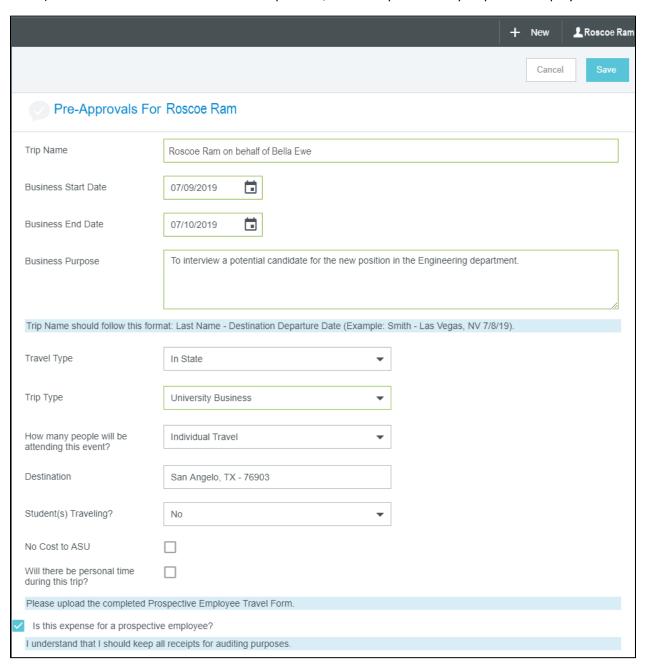
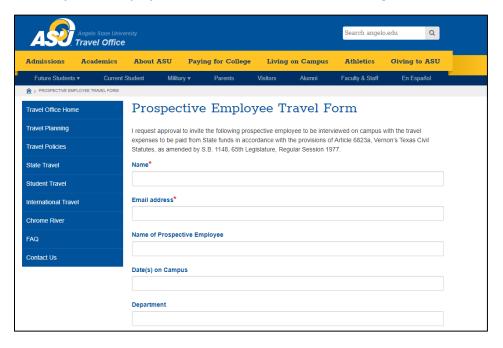
Prospective Employee Reimbursement Process

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?"



- 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:



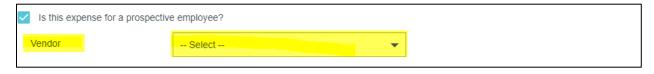
- 5.) Fill out other estimated expenses the prospective employee will need to be reimbursed for.
- ***If hotel is to be paid by purchase order, this will still follow the current process with the Purchasing office and will need to be left out of Chrome River.
- ***If you are planning to pay for their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