

Charge Request Instructions

Fill form:

1. **BUSINESS UNIT:** Choose the business unit of the chartfield the expense should be charged to.
2. **TYPE OF CHARGE:** Choose which type of travel expense is requested:
 - a. A car rental (requires the driver/traveler to sign the disclaimer in the Car Rental section of the form)
 - b. Uniglobe air travel (a quote or receipt must be attached, with dollar amount)
 - c. Local hotel (for guests)
3. **TRAVELER INFORMATION:**
 - a. Choose whether the traveler is an employee or student and search the traveler's name.
 - b. Enter the travel dates and location.
 - c. Confirm whether you are using personal days.
 - d. Choose your type of travel (In-state, Out-of-state, or International)
 - e. Fill in the business purpose of the travel.
 - f. Enter the traveler's contact information.
4. **VENDOR INFORMATION:**
 - a. **VENDOR NAME:** Enter the name of the vendor (Uniglobe, Enterprise, Certified, or the name of the local hotel).
 - b. **VENDOR CONTACT:** The name of the person at the vendor company that you spoke with.
5. **QUOTED COST:** Enter the total cost quoted, including tax. **A copy of the quote must be attached.**
6. **FUNDING TYPES:** Confirm if the trip is grant funded and/or utilizing Provost Funding.
7. **APPROVALS:**
 - a. Add the number of reviewers and approvers needed.
 - i. One chartfield approver is required. Additional approvers and reviewers can be added based on the department's requirements.
 - b. Enter the chartfield to be charged.
 - i. If there's more than one chartfield to be used, select "Add Another Row"
8. **SIGNATURE OF REQUESTOR:** If renting a vehicle the driver must sign.
 - a. For non-employee travelers renting a car, you must obtain a signed copy of the "Guest Driving Certification" document. Download the form and send to the traveler to sign. After you submit this form, it will be routed back to you to attach the signed copy when you receive it from the guest.
9. **DEPT HEAD SIGNATURE:** The department head must sign the form.
 - a. If the department head is not an approved signer for the chartfield being used, the form must then be forwarded to an approver of the chartfield.
 - b. International travel must have a Travel Authorization Form attached with the President's, Provost's (for Provost department), and Safety & Risk's signatures.
10. You will automatically get a copy of the request once it has been signed by Payment Services.