

RADFORD UNIVERSITY

Accounting Services

Chrome River Student/Guest Reimbursement Request Form

This form must be completed and submitted to Accounting Support Services at **Box 6906** to add students and guests to Chrome River prior to processing of reimbursements.

Delegate and approver information is requested to ensure the individual's reimbursement is properly routed for approval in Chrome River. The Delegate for the student/guest should be the person who will enter the Preapproval and Expense Report into Chrome River. (For example, the Department's Administrative Assistant.) The Approver should be the person in the department who has the authority to approve travel. (For example, the Department Chair.) The Delegate and Approver cannot be the same person. Once the Preapproval and Expense Report are entered by the delegate on behalf of the student/guest, the guest will receive an email from the email address provided below. The student/guest will select the "Approve" button within the email and then "Send" the created email.

Complete the following section for Student Requests:

Student Name: _____

RU Email Address: _____

Banner ID#: _____

Delegate Name: _____

Approver Name: _____

Complete the following section for Guest Requests:

Full Legal Name: _____

Home Address: _____

Email Address: _____

Banner ID#: (if already set up) _____

Delegate Name: _____

Approver Name: _____

Required for New Vendor: A completed Substitute W-9 ([COVA W-9](#)) must be attached.

Department Contact: _____
Name Phone Number

Please contact Accounting Support Services at Extension 7613 for assistance.