

## Traveling for Research?

Here's what you need to know!

- If you expect expenses to be greater than \$4,000, you must submit a pre-approval report before you start spending
- Corporate travel cards: available to faculty and non-student staff
- Submit your expenses in a timely manner: ideally after each trip!
- Cash advances are available to non-travel card holders to help cover travel expenses upfront
- Have receipts? Upload on-the-go using CR SNAP and the Chrome River app
- Student staff can access Chrome River using their staff credential login. Need a login? Contact your supervisor or IT.
- Individual and group training is available for Chrome River. Contact Research Finance to schedule a training session.

Questions?

Contact Us:

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