

Non-employee Travel

1. Submit WCNR Pre-Trip Request:

- A WCNR pre-trip request is submitted on the traveler's behalf by an employee/administrator in the WCNR Request System.
 - Ideally, the request would have a completed **TEM Customer Form** attached. If the form is attached, the process moves to the next step.
 - The TEM AR Customer Form can be found on [Travel Services website](#).
- If a TEM Customer Form is not attached, a member of the WCNR Business Services Finance team will contact the request submitter, asking them to complete the form.
 - We cannot proceed without the completed form, so this step depends on the response time for the form to be returned.
- Depending on the volume of requests in the WCNR Request queue, it may take 2-7 business days for a member of the WCNR Business Services Finance team to begin processing the request.

2. Submit TEM Customer Form for Processing:

- Once the form is returned, a WCNR Business Services Finance team member will submit the TEM form to BFS_TEM_Customer@Mail.Colostate.edu for processing.
 - The typical processing time is 2-7 business days.
 - WCNR Business Services Finance may or may not be notified by Business & Financial Services (BFS) once the processing is complete.
 - The WCNR Business Services Finance team has no control over this step and must wait for BFS to complete their process before moving forward.

3. Create New Traveler Profile in KFS:

- Once BFS creates the TEM Profile, a WCNR Business Services Finance team member will create a New Traveler Profile for the individual in KFS.
- This step takes just a few minutes.

4. Submit Travel Authorization (TA):

- The WCNR Business Services Finance team will process the WCNR pre-trip request and submit a Travel Authorization (TA) in KFS.
- This typically takes 5-10 minutes.
- The KFS TA document number will be noted in the WCNR Request system for reference.

5. Approval of the TA:

- The TA will be routed for approval to the appropriate travel approvers (typically the Department Head or PI) and the Fiscal Officer.
 - The approval time can vary greatly, depending on whether the approvers are in the office and actively checking their KFS action lists. On average, this step may take 2-7 business days.
 - If a fast turnaround is required, the WCNR Business Services Finance team can contact the approvers with the KFS document number and request expedited approval.

6. Book Travel:

- Once the TA is fully approved, travel arrangements (flights, lodging, shuttles, etc.) can be booked.
 - For candidates, the administrator may request that these bookings be made using an office event card. This requires additional WCNR requests and communication with the administrator to complete the bookings.

All the above steps should be completed well in advance to allow sufficient time for the process, and to ensure the availability of flights and accommodations. Please note, employees/travelers should not make any plans or book travel until the TA is fully approved (Step 5).