

Central Office: Concur Travel Request Checklist

This form will be helpful to provide estimated expenses to the STS to request conference attendance/travel approval. This checklist does not need to be uploaded to Concur.

Attach/provide your STS with the following information:

- Freeze Form is no longer required - *please select a Freeze Justification in the report header within your Concur request. If "Other" is chosen, a brief justification MUST be provided in the "Purpose" field.*
- Deputy Superintendent of Instruction's Justification Questions for offices under Division of Instruction
- Conference flyer stating the date, location & conference fee
- Three (3) estimates for airfare, hotel and car rental (if the expenses are covered by District) - *Screenshot or printout of the estimates are acceptable*
- Map showing total mileage if requesting mileage reimbursement

Traveler Information

Today's Date:

First Name:

MI:

Last Name:

Request Name (Name of event):

Trip Activity Type:

☐ Conference – CLASSIFIED

☐ Conference – CERTIFICATED

☐ Contractor Audits

☐ Field Trip – Chaperones

☐ Legislative

☐ Peer Review

☐ Plant Inspection

☐ Recruitment

☐ Other Travel

☐ Training/Prof Dev – CLASSIFIED

☐ Training/Prof Dev – CERTIFICATED

Travel Start Date:

Travel End Date:

Travel Destination: ☐ Local (within 45 miles)

☐ In State

☐ International

☐ Out of State

Main Destination City:

Main Destination Country/Region:

Purpose (Reason for your attendance):

48 characters limit

Additional Comments:

Employee ID #:

Cost Center:

Travel Expense Information

☐ Conference Fee or ☐ Seminar/Course Fee \$

Vendor Name/Name of Conference:

☐ Self-Paid ☐ District Prepaid

☐ Air Ticket: \$

☐ Self-Paid ☐ District Prepaid

Departure Location:

Return Location:

Airline:

Departure Time:

Return Time:

Airline:

☐ Baggage Fees: \$

☐ Self-Paid ☐ District Prepaid

☐ Hotel: \$

☐ Self-Paid ☐ District Prepaid

Check-In Date:

Check-Out Date:

Location of the Hotel (City/State):

Is the hotel expense less than \$300? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*District has a limit of \$300/night policy including taxes & fees</i>			
If NO, select why:			
<input type="checkbox"/> 2 more employees in 1 room		<input type="checkbox"/> Event located on hotel site <input type="checkbox"/> Health/Safety concerns	
<input type="checkbox"/> Hotel rate is higher for area		<input type="checkbox"/> Limited Hotel Inventory	
<input type="checkbox"/> Other (State your reason):			
<input type="checkbox"/> Parking: \$		Location (City/State): Vendor Name:	
<input type="checkbox"/> Taxi: \$		Vendor Name:	
<i>Including Lyft and Uber</i>			
<input type="checkbox"/> Train: \$		Vendor Name: <input type="checkbox"/> Self-Paid <input type="checkbox"/> District Prepaid	
<input type="checkbox"/> Car Rental: \$		<input type="checkbox"/> Self-Paid <input type="checkbox"/> District Prepaid <i>* In most cases, the Car Rental company will require your ID to match the credit card on file.</i>	
Vendor Name:			
Pick-up City:		Drop-off City:	
Pick-Up Date:		Drop-off Date:	
Pick-Up Time:		Drop-off Time:	
<input type="checkbox"/> Fuel expense for the Car Rental? <input type="checkbox"/> No <input type="checkbox"/> Yes: \$			
<input type="checkbox"/> Personal Car Mileage (Travel Mileage):		miles <i>*Attach a map showing the mileage</i>	
<input type="checkbox"/> Per Diem <i>Half-day: departing to trip after noon /returning from trip before noon</i> <i>Full-day: departing to trip before noon / returning from trip after noon</i>			
Total # day of trip:		Total # of full days: Total # of half days:	
Total # of meals provided (lunch, dinner):			
<input type="checkbox"/> Sub Teacher Costs: # of days:		Dates: to	
<input type="checkbox"/> Miscellaneous: \$		Specify/Explain:	
<input type="checkbox"/> If you know the expense budget line, please provide it here:			
Cost Center:		Fund:	Functional Area: Expense Total:

***Site Travel Specialists please make sure all forms are uploaded to Concur when submitting the travel requests**