

# Central Office: Concur Travel Request Checklist

This form will be helpful to provide estimated expenses to the STS to request conference attendance/travel approval.

## Attach/provide your STS with the following information:

- Freeze Form with justification section filled out (**signed** by Site Administrator)
- DOI Justification for offices under Division of Instruction
- Hotel justification memo/email if over \$300/night
- Conference flyer stating the date, location & conference fee
- 3 estimates for airfare, hotel and car rental (if the expenses are covered by District) -*Screenshot or printout of the estimates are acceptable*

## 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):

