CONCUR TRAVEL REQUEST CHECKLIST

☐ Log into Concur (www.concursolutions.com) Go to “Requests”, “New Request”

☐ Request Name Format: “Destination, Travel Dates”
  - Example: Savannah, GA 8/9-11/19

☐ Purpose of Trip: the name of event you are attending

☐ Add segments to request:
  - Airfare, Rental Car, Lodging, Per Diem, MISC, & Registration
    - (MISC expenses: Mileage, Ground transportation, etc.)
  - Use Cost Comparison Calculator (Rental Car vs. Personal Car Mileage)
  - Airfare MUST be booked in Concur & use rates in Concur for request
  - Hotel must be booked in Concur, unless booking conference hotel
  - Per diem is based on travel destination. Visit GSA.GOV for rates
  - Registration must be paid out of pocket

☐ If personal time is added to travel you MUST have the following documentation:
  - Airfare cost comparison print outs from Concur (the first page of each search)
    - First comparison should show airfare for business days only
    - Second comparison should show airfare with personal days added
  - A signed and approved personal travel approval form

☐ If traveler decides to modify travel in any way to save the university money:
  - Back up comparisons are required to show the cost savings
  - Written approval from Chair/Director

☐ Make sure travel request is fully approved before booking expenses

☐ Add Ashlee Clark to the approval flow first, depending on your department
  (Check the CHSS website for list of departments)

☐ Make sure to use correct speed chart number, if not your home department’s
  add the appropriate approver to the approval flow

☐ We do NOT need a travel request if you are not requesting reimbursement for
  travel expenses. To request permission to leave campus, fill out the paper
  travel request form

☐ If you cancel your trip, please let Ashlee know. We are not notified when a trip
  is canceled

☐ Refer to the CHSS Travel website for more information