

**UNIVERSITY OF ALASKA SOUTHEAST SITKA
CONCUR Pre-Travel Checklist**

Traveler: _____ Travel Dates: _____ to _____

Traveler's Signature: _____ Fund/Org: _____

Travel Reason: *(Lead time justification **required** if request is turned into your travel delegate less than 21 days prior to dept date)*

The following checklist, with back-up documentation, must be completed by the traveler, and submitted for supervisor review and approval as well as the Campus Director's approval, prior to creating a travel request in SAP CONCUR.

<input type="checkbox"/>	<p>Business ONLY Airfare Itinerary</p> <p>Attach requested travel itinerary; include date and ticket cost (must reflect most direct & efficient route/travel). <i>Notes:</i></p>
<input type="checkbox"/>	<p>Business AND Personal Airfare Itinerary</p> <p>If including personal travel, attach requested travel itinerary; include date and ticket cost. <i>Notes:</i></p>
<input type="checkbox"/>	<p>Hotel Reservations</p> <p>Attach an estimate of the hotel costs; include date and per night cost for all hotels. <i>Notes:</i></p>
<input type="checkbox"/>	<p>Registration / Conference / Workshop / Meeting</p> <p>Attach the appropriate documentation; i.e. agenda, email confirmation, etc. <i>Notes:</i></p>
<input type="checkbox"/>	<p>Car Rental</p> <p>Attach an estimate of the car rental cost with business justification explaining car rental need. <i>Notes:</i></p>
<input type="checkbox"/>	<p>Travel Advance</p> <p>Travel advances are strongly discouraged but can be requested if absolutely necessary. (The UA corporate travel card should be used for lodging, meals, transportation and incidentals).</p>

Supervisor Signature _____ Date _____ Campus Director Signature _____ Date _____ Estimated Amount _____

Following approvals, submit your Pre-Travel Checklist and all supporting documents in paper form or by email to your assigned travel delegate.