

GG Student Travel Checklist - Employee

GG Student Travel Request Form

- Complete **THIS** 'GG Student Travel Request' with help from PI
- Download, Fill out, rename, and save (last name Travel Request – trip name – trip date)
- Email form to PI & Travel Coordinator (gg-travel-forms@utah.edu)

Register for a Conference

- Pay for the conference or use the department travel coordinator's T Card
- If using the T Card, on your laptop, start conference registration
- Bring laptop to Travel Coordinator to complete payment
- Email receipt to Travel Coordinator

Concur Travel Request (first time department travelers)

- Bring laptop, Driver's License and/or Passport to Travel Coordinator
- Have expense estimates for flight, hotel, and/or car rental available
- **With** Travel Coordinator create a new travel request in Concur

Book a Flight

- On own, collect flight options from internet or Concur (Delta, Southwest & United are preferred)
- If traveling with others, coordinate flight plans
- Book flight through the created Travel Request in Concur
- International travel needs to be done through Christopherson Business Travel
- Complete International Travel Insurance forms when email is sent - also found **HERE**

Reserve a Hotel and/or Car

- On own, search and collect hotel/car options
- If traveling with others, coordinate hotel plans
- Book hotel/car on own **OR** through Concur
- If sharing a room, do one of the following upon checkout:
 - . Have one person pay for everyone (preferably a grad employee)
 - . Have the hotel split payment and everyone pays for their own (not all hotels do this)

Reimbursement - Complete within **2 weeks** of travel ending

- Each receipt needs its own page
 - . Receipts should include 1) company name 2) date 3) itemized list 3) payment type
- Upload receipts into Concur via the website under 'Expense' tab
- Allocate expenses (Using chartfields found on GG Student Travel Request)
- If you paid for a shared room, and payments are coming from different funding sources, get the other occupant's activity/project numbers
- Itemize Hotel Expenses
- Adjust & Complete Per Diem (Travel Allowance in Concur)

First Time Department Travelers...DO NOT SUBMIT!

- Email Travel Coordinator for review (gg-travel-gg@utah.edu)
- If everything is correct, Travel Coordinator will submit expenses