GG Student Travel Checklist - Employee

GG Student Travel Request Form
- Complete **THIS** 'GG Student Travel Request' with help from PI (required: activity/project #)
- 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 on own 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 (if new to Concur or don't travel often, do with Travel Coordinator)
- Create a new Travel Request in Concur
- Include the correct activity/project # you received from your PI
- Submit
- International Travel Requests need to be completed at least 3 weeks prior to trip

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 1) from Travel Request in Concur 2) outside of Concur with own credit card
- 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 outside of Concur with own credit card
- 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)
- From already created Travel Request, create an Expense Report
- Add/Upload receipts
- Allocate expenses (if different from what's on the Travel Request or if splitting between two or more activity/project #s)
- If you paid for a shared room, and payments are coming from different funding sources, get the other occupant's activity/project #s
- Itemize Hotel Expenses
- Adjust & Complete Per Diem

If new to Concur or don't travel often… DO NOT SUBMIT!

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