

## ECE Travel Checklist

- ✚ Complete [ECE Travel Worksheet](#)
- ✚ Vendor ID must be obtained – all travelers requesting reimbursement
- ✚ CONCUR setup – all travelers (Faculty, Staff, Students, and Guests) must be setup prior to travel arrangements
- ✚ CONCUR delegates- ECE designated staff has been setup under your CONCUR profile as Request & Expense delegates



All travel that is related to University business, programs, or activities, whether paid by the University or not, must be approved in advance (i.e., prior to departure,) by all required approvers (i.e., Supervisor, and Certifying Signature) on a Travel Request. **Do not pay any travel expense prior to having an approved travel request**

### **Travel Request must include the following information:**

- ✚ Identifying information for traveler and department contact.
- ✚ Trip purpose and university benefit, which must involve teaching, research, and/or community service.
- ✚ Attach conference announcement or provide link to conference website, if applicable.
- ✚ Classification of traveler (employee, prospective employee, student, or university guest).  
City/state/country of departure and destination.
- ✚ Travel dates (departure and return).
- ✚ The rental car company and hotel to be used. Indicate if the traveler will be staying in a private residence.
- ✚ **(Employee travelers)**, indicate whether any travel days will be spent primarily on non-business activities and, if so, the dates of non-business activity. Employees may not be reimbursed for travel expenses that occur on days spent primarily on non-business activity, except for allowable transportation expenses to return home.
- ✚ Employee travelers must also indicate if any of their salary is paid from a federal grant and/or if they are a principle investigator (PI) on a federal grant. If so, the Travel Request must be approved by the Office of Contracts and Grants (OCG) to ensure compliance with federal requirements.
- ✚ Estimated amount of travel expenses to be paid or reimbursed by the university, along with the university cost center(s) and account(s) to be charged.
- ✚ If the traveler expects to be reimbursed for travel expenses from someone other than the university (e.g., conference host), this must be indicated on the Travel Request, and the name of the third party must be given. Also, the percentage or dollar amount paid by the third party should be indicated, if known. Supporting documentation (i.e., letter from host) should be attached to the Travel Request.

### **Foreign Travel**

- ✚ For foreign travel, the traveler must submit a specific statement for the appropriate vice president's approval prior to the trip, which describes the need for the trip and the benefit or expected benefit for the university. This statement may be included on the Travel Request or as an attachment if more space is needed.
  - ✚ All employees/students (regardless of funds) used who travel to destinations outside the United States must complete the Export Controls and Travel Embargo Form and receive approval from the Office of Contracts and Grants, if required, before leaving on the trip.
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