

## TRAVEL CHECKLIST

### PLANNING

- BUSINESS PURPOSE OF TRAVEL
- DESTINATION
- DATES OF TRAVEL
- TRANSPORTATION /AIR/CAR/EST. TOTAL
  - How are you getting there?
  - How are you getting to the airport from home and back?
  - How are you getting to the hotel from the airport and back?
- LODGING/EST. TOTAL
- MEALS – PER DIEM/ACTUAL RECIEPTS/EST. TOTAL
- OTHER EXPENSES/AMOUNTS
- ID/PASSPORT VALID AND NOT EXPIRING – REAL ID READY
- TSA RULES AND SAFETY GUIDELINES REVIEWED
- CONCUR PROFILE SETTINGS CURRENT AND ACCURATE

### PRE-TRIP APPROVAL IN CONCUR

- CREATE A REQUEST WITH ESTIMATED EXPENSES
- SUBMIT THE REQUEST TO THE AUTOMATED APPROVAL WORKFLOW
- MONITOR REQUEST UNTIL APPROVED. FOLLOW UP WITH APPROVERS IF NECCESARY.
- REVIEW APPROVED REQUEST FOR NOTES FROM APPROVERS

### BOOK TRAVEL ITINERARIES (IN CONCUR OR DIRECT WITH AIRLINE, OTHER 3<sup>RD</sup> PARTY BOOKING SITE)

### CREATE EXPENSE REPORT FROM THE APPROVED REQUEST

### PREPARE FOR TRAVEL

- PACKING LIST
- PLAN ON GETTING TO THE AIRPORT EARLY
- DOWNLOAD SAP CONCUR MOBILE APP TO CAPTURE EXPENSES
  - LOG INTO APP, TEST CAPTURING A RECEIPT IF NECCESARY
- DOWNLOAD TRIPIT APP TO VIEW TRAVEL ITINERARIES AND DAY TO DAY SCHEDULE
  - SHARE TRIPIT ITINERARY WITH EMERGENCY CONTACTS IF NECCESARY

### CONDUCTING TRAVEL

- CAPTURE EXPENSES WITH THE SAP CONCUR MOBILE APP (REASONABLE AND NECESSARY)
- EACH NIGHT, ADD CAPTURED EXPENSES TO THE EXPENSE REPORT. ADD JUSTIFICATION AS NEEDED
- RETURNING TO HOME/HQ - PLAN ON GETTING TO THE AIRPORT EARLY

### EXPENSE REPORTING

- COMPLETE ADDING ALL CAPTURED EXPENSES TO THE EXPENSE REPORT
- REVIEW EXPENSE REPORT FOR ACCURACY
- ADD ANY JUSTIFICATION FOR EXPENSES OR OTHER DOCUMENTATION TO THE REPORT
- SUBMIT THE REPORT TO THE AUTOMATED APPROVAL WORKFLOW