TRAVEL CHECKLIST

- ☐ **PLANNING**

    - ☐ BUSINESS PURPOSE OF TRAVEL
    - ☐ DESTINATION
    - ☐ DATES OF TRAVEL
    - ☐ TRANSPORTATION /AIR/CAR/EST. TOTAL
    - ☐ 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
    - ☐ REVIEWED COVID19 FLYING RESTRICTIONS PER CDC
    - ☐ 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 (OUTSIDE OR IN CONCUR**)

- ☐ **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

- ☐ **CLOSING THE CONCUR REQUEST**