



Additional Travel Information Required
Attach to Concur Travel Requests
(Excludes Mileage-Only Requests)

Travel Funding Source

1. Indicate the funding source for travel:

- Department budget and/or College budget
- Other University Funding, i.e., CTL, President's Office, Student Affairs
- CPO – Cash Posting Order - Funding from the Chancellor's Office
- UEI Account
- Other

Employee Travel

1. Indicate level of participation:

- Presenter (Y/N)
If yes, include agenda or confirmation email when agenda is not available
- Event Coordinator/Volunteer
- Participant
- Other

2. Indicate how the department/university will benefit from the employee's participation in the requested travel expense (i.e., share best practices, resources):

3. Indicate how the employee was selected to travel, i.e., annual allotted funds, by committee, a rotating basis, position requirement (accreditation, assessment, certification, licensing):
If externally funded (Non Department/College), please provide funding sponsor.

Upon return, please have employees provide a presentation on key takeaways from their participation with the appropriate leadership in their area - *if applicable*