***Delete this section:***

*Brief description of daily activity (1 - 5 words max). See examples below.*

*Concur Travel Request*

* *Attach the daily itinerary*
* *Attach documentation for each business-related day: conference website snapshot with dates and locations, meeting invitations, etc. If the trip is for research, put more details into the daily itinerary.*
	+ *You do not need to include travel information like flight reservations*

*Concur Expense Report*

* *Attach the daily itinerary*
* *Attach documentation for each business-related day: conference program summary with dates and locations that details all meals provided, meeting invitations, etc. If the trip is for research, put details into the daily itinerary.*
	+ *You only need the full conference program if there is no summary that details provided meals.*
* *Attach travel information including flight details, taxis, ride shares, and flight cost comparisons when required.*

*-------------------------------------------------------------------------------------------------------------------------------------------------*

|  |  |
| --- | --- |
| **Date** | **Activity** |
| Day 1 (Ex. Monday, December 1, 2024) | Travel |
| Day 2 | Travel |
| Day 3 | Conference Day |
| Day 4 | Committee Meeting |
| Day 5 | Research Interviews / Writing Group Day |
| Day 6 | Personal Day |
| Day 7 | Travel |