



This form may be used to request pre-travel payments in the case where a traveler does not have a campus credit card and uses Concur Travel and Expense (CTE). Please fill out form in its entirety and provide necessary support documents. Travel must be approved in Concur (CTE) before payment will occur and incomplete forms will delay process.

TRAVELER & TRIP INFORMATION

Employee Student Volunteer

Traveler Name: _____

Concur Request ID: _____

Contact/Preparer & Ext.: _____

Purpose of Trip: _____

TYPE OF EXPENSE

For direct payment to off-campus vendor, please attach payee invoice/appropriate registration documents to accompany payment.

Registration (Complete Payee Information section) Miscellaneous Direct Payment _____ (Complete Payee Information section)

Lodging CC Authorization (room rate/taxes) (Complete Hotel Information Section)

PAYEE INFORMATION

Payee Name: _____ Payment Amount: _____

Mail Check to Off-Campus Payee
Provide envelope addressed to payee, 2nd copy of invoice/registration form, and provide remit to address:

Address, City, State, ZIP: _____

HOTEL INFORMATION

Hotel/Lodging Name: _____

Hotel Address: _____

Contact Phone Number: _____

Reservation Number(s): _____

STATE CHARTFIELD

Account	Fund	Dept. ID	Program (Optional)	Class (Optional)	Amount

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For AP Office Use Only: Request ID# _____ Vendor ID _____ Voucher ID _____
CC Pmt _____ Date _____