

DEPARTMENT FACT SHEET

Entity Name: _____

Main Address: _____
City, State & Zip: _____
Website URL: _____

Travel Administrator/Travel Coordinator Contact(s)

Name: _____
Job Title: _____
Phone Number: _____
Email Address: _____

Manager Contact(s)

Name _____
Job Title _____
Phone Number _____
Email Address _____

Accounting/Fiscal Services Contact(s)

Name _____
Job Title _____
Phone Number _____
Email Address _____

Accounting/Billing Descriptions: If applicable, i.e., project, bill or cost code, department number, etc.

Other Travel Requirements: If applicable, i.e., travel policy, trip customization, pre-trip approval, etc. Please note if you are using any other Concur products (Request, Expense, etc).

