



**Entity Information**

Name: \_\_\_\_\_

Main Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

**Travel Administrator/Travel Coordinator Contact**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Manager Contact**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Accounting/Reports/Reconciliation Contact**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Domain Names** (i.e., @k12.ca.gov; list all if more than one applies.)

Email Domain Name: \_\_\_\_\_

Website URL: \_\_\_\_\_

**Accounting/Billing Description** (If applicable; i.e. project code, bill code, GL code, department number, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Additional Office Locations** (If applicable; please list complete addresses, attach additional pages if necessary.)

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Forward completed form to [kenneth.wong@dgs.ca.gov](mailto:kenneth.wong@dgs.ca.gov)