



Department Fact Sheet



Entity 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 (Citibank Program Administrator)

Name:

Telephone:

Email:

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, trip customization, pre-trip approval, etc. Please note if you are using any Concur products (Request, Expense, etc).

Forward completed form to Alissa Navarro at alissa.navarro@dgs.ca.gov

Internal Use Only: DK# _____