



DIVISION OF GLOBAL AFFAIRS

MAKING INTERNATIONALIZATION MATTER

SUPPLEMENTARY TRAVEL FORM FOR DGA EMPLOYEES

To: All Faculty and Staff in the Division of Global Affairs
From: Lance R. Askildson, Vice-Provost & Chief International Officer
Re: New Internal DGA Procedure for Documenting Employee Travel
Effective Date: May 1, 2017

Description: The Division of Global Affairs (DGA) has instituted a new internal procedure for all DGA faculty and staff who wish to submit travel requests for domestic or international travel. Effective May 1, all fulltime DGA employees must complete the form fields below and attach this completed PDF document to their Concur Travel Requests. This form is intended to provide additional detail and documentation to support the business purpose of university sponsored travel. All DGA employees will be asked to provide a tentative itinerary of planned activities for each day of their proposed travel period and a detailed description of the business purpose for the trip. While travel plans will likely change before or during your trip, it is important to provide an accurate and compelling account of your intended activities during your travel at the time you submit your travel request.

Directions: Complete the form below by entering the requested information into the fields in this fillable PDF document. Once complete, you should save the document with a new file name that follows the following format: “DGA Supplementary Travel Form for [Insert Your Name Here].” Next, login to Concur and begin your Travel Request. Once you have completed the necessary fields in Concur, select the “Attachments” button in the upper-right corner of the screen. Follow the prompts to attach your DGA Supplementary Travel Form to your Concur Travel Request and then submit your completed request with the attached document for approval.

YOUR NAME:

YOUR TITLE:

DESTINATION:

TRAVEL DATES:

BUSINESS PURPOSE: *Please provide a detailed description of the business purpose for your proposed travel by describing what you intend to accomplish during this trip in the box below.*

BENEFIT TO KSU: *Please specifically address how your travel benefits Kennesaw State University and advances the KSU Mission and/or KSU Strategic Plan. These documents are available on the KSU website at <http://www.kennesaw.edu/about.php>*

TRAVEL ITINERARY: *Please provide a tentative itinerary outlining your planned activities during each day of your proposed travel. The itinerary should provide a general description for the activities, meetings or events in which you intend to participate each day.*