

## Domestic Travel Request Process

### Traveler creates and submits Travel Request

- Air / train / car estimates
- Lodging estimates based on published GSA per diem rate
- M&IE estimate based on published GSA per diem rate
- Any other estimated cost- Registration, local transportation, parking, etc.
- Attaches Agenda / documentation relevant to the meeting / conference



### Cost Center Approver / User Added Approver reviews Travel Request

- Approves the Travel Request, or Sends back to traveler if additional information or changes are needed.
- Adds additional approver for review, if needed.



### Traveler receives notification of Travel Request approval

- Makes travel arrangements via Concur, or contact PPPL contracted travel agency



### Travel Office reviews Travel Request

- Approves the Travel Request, or Sends back to traveler if additional information or changes are needed.
- Adds additional approver for review, if needed.



Traveler  
embarks on the  
domestic trip

# Domestic vs Foreign Travel Request



## Foreign Travel Request Process

