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**Concur** is an online travel booking tool of CalTravelStore available to District employees for business travel at economical rates. This includes airfare, hotel and car rental. This is an alternative to using personal credits cards for these type of expenses.

In order to use Concur, employees must apply to be a user and agree to the conditions set forth below:

* Travel booked through Concur is exclusively for authorized District business. No personal travel.
* Employees will be responsible for reimbursing the District for any unauthorized bookings. Unauthorized bookings may result in the termination of privileges and/or disciplinary action.
* A Concur Travel Authorization Form (CTA) must be completed and signed prior to booking travel through Concur.
* CTA Forms must be submitted to the Business Office within 3 days after booking. The information on the form is needed to properly account for the expenses when the District receives the invoice from the vendor. The employee will not receive an individual invoice and should not claim the travel booked through Concur on an Expense Claim Form.
* Hotels should be booked at the lowest possible rate. Special rates offered by conference organizers should be considered before booking with Concur.
* User ID and password information shall be used solely by the employee and shall not be shared.

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| **APPLICATION** | | | | |
| Name as shown on Driver’s License or Passport:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | First: | Click or tap here to enter text. | Middle: | Click or tap here to enter text. | Last: | Click or tap here to enter text. | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Title: | Click or tap here to enter text. | | Employee ID: | Click or tap here to enter text. | | Campus & Dept. | | Click or tap here to enter text. | Phone # & ext. | Click or tap here to enter text. | | Email address: | | Click or tap here to enter text. | | |   *I certify that I have read the conditions above and I understand that failure to abide by them is cause for disciplinary action, which may include termination.* | | | | |
| Signature: |  | Date: |  | |
|  |  |  | |  |

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| --- | --- | --- | --- |
| **Approvals** | | | |
| Business Director: |  | Date: |  |
| Purchasing Director: |  | Date: |  |

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| --- | --- | --- | --- | --- | --- |
| ***Purchasing Department Use Only*** | *Date user set up:* | |  | *By:* |  |
| *Comments:* |  | | | |