

# NACDD Travel

## infographic

step-by-step guide to planning your next trip



### 1 Budget Review

The travel requestor (staff and consultants) must review their approved budget and justification to determine the following: available travel funds, finance codes and meeting purpose.

### 2 Traveler Requestor

Prior to submitting a travel request, the travel requestor will have the following information: travelers' name, meeting dates, meeting location (city and state), brief meeting purpose, and finance codes.

### 3 Submit Request

Please complete the excel travel request form and submit to [travelinfo@chronicdisease.org](mailto:travelinfo@chronicdisease.org). There is an instruction worksheet tab if you have any questions about completion of the form. The form is located on the consultant webpage.

### 4 Approval/Denial

Travel is approved or denied by the Finance Department via email. Notification is communicated by either Charles Williams (primary) or Schwanna Lakine (secondary). Please allow 2 business days for notification.



### 8 Review Itinerary

All travelers must critically review their itineraries when emailed by NACDD travel agents. Check the accuracy of travel dates and times, departure/arrival cities, traveler's name and contact information. Traveler must approve itinerary before the final ticket is purchased.

### 7 Travel Agent

All travelers will contact NACDD's travel agent once travel has been approved and provide the following information: name as it appears on driver's license, date of birth, cell phone number, dates of travel, departure/arrival airports, and approximate departure/arrival times.

### 6 Email Travelers

The NACDD travel requestor will advise travelers to contact NACDD's travel agent to book travel. Travel must be booked at least 2 weeks prior to meeting date. Airfare exceeding \$800 requires approval, which may result in 1 additional day before ticket is purchased.

### 5 Travel Approved

Charles Williams will notify the travel requestor and the NACDD travel agent of the approved travel.



### 9 Changes to List of Travelers

If a change is needed to the list of approved travelers, the travel requestor must submit another travel request and communicate the necessary change (i.e. additional person to include and person to be removed). Repeat steps 4 through 8.

### 10 Safe Travels!

The meeting has occurred.



\*Travel requestor will provide all travelers with the NACDD travel policy and reimbursement form which will include finance codes and other relevant information.