The New School

Application for Online Access to Travel, Travel & Expense Reimbursement Processing

If you are a New School employee and routinely submit expense reports, make purchases on behalf of The New School or travel for the New School, you should complete this application to gain access to Concur online expense processing. Once completed and confirmed, you will be provided login information via email with access to processing all Travel requests and Expenses reports online. A training review of the Travel & Expense Online Processing is also available. All business travel should be booked online through The New School Concur/Omega World Travel online webpage. All business expense reimbursement requests should be processed through Concur.

Employee Information

First Name* Middle Name* Last Name*

Home Division Business Address

Business Phone Business Email Address

Employee N Number Title

**Please note: Legal name as listed on Government issued I.D. This will be the name that your travel documents are issued under.*

FOAP Information - Please list all FOAP's that you are permitted to charge to.

Home Division	Fund	Organization	Program

If you require additional space for FOAP's, please use the back of this form.

Permission to book for Guest Travelers Yes No

Employee Signature _____

Approver Name for Travel Requests _____

Approver Signature _____

Is Approver for Travel Requests the same for Approver of Expense Reports YES NO

If different please provide name of Approver for Expense Reports _____

Approver Signature for Expense Reimbursement Report s_____

(*If additional approvals are required for your Travel and Expense Reimbursement processing, please complete below. You can add additional approvers on an ad-hoc basis during the approval process. Please note: All approver names must be on or added to the Signature Authorization list for your Division.)*

Additional Approver _____

Approver Signature _____

Additional Approver _____

Approver Signature _____

Return all forms to:

Gay Florio
Travel & Expense Service Manager
Phone: 212-229-5660 X 3658 Email: floriog@newschool.edu