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.

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.

Please complete the excel travel request form and submit to 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.

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.

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.

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.

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.

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