

TRAVELER INFORMATION SHEET FOR CONCUR

All Blocks Must Be Completed

Social Security Number:		DOB	
First Name (as appears on Pay Record):			
Middle Initial: (Required)			
Last Name:			
Email Address:			
Email Address of Contact in Host Office, if Invitational Traveler:			
Residence Mailing Address:			
City:			
State:			
Zip Code:			
Residence Phone Number:			
CHRIS ID:			
Duty Station Address			
Duty Station City and State			
Duty Station Zip Code			
Duty Station Phone Number			
<u>BANKING INFORMATION REQUIRED</u>			
Bank Name:			
Bank Routing Number			
Account Number:			
Checking or Savings Account:			

Please submit form through the Supplier Portal in VIAS at <https://orfsc.oro.doe.gov/invoices/logon.asp> under **Supplier Maintenance** or fax to 865-574-5374. Email encrypted to Supplier@oro.doe.gov.

Comments or Additional Information:

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, solicitation of the information on this form, to include your Social Security Number is mandatory and authorized by 42 U.S.C. 7101 *et seq.*; 50 U.S.C. 2401 *et seq.*; 5 U.S.C. 301; 5 U.S.C. Chapter 57; Policy and Procedures Manual for Guidance of Federal Agencies, Titles 3 and 4; Federal Travel Regulations; Federal Property Management Regulations 101-41; and U.S. Department of Energy (DOE) Order 1500.21, Travel Policy and Procedures. The purpose for collecting this information is for the use of DOE in documenting official domestic and foreign travel and relocation expenditures and to support reimbursement of allowable expenses. The requested information is maintained in DOE Systems of Record NO. 26, *Official Travel Records*, which includes the following routine use disclosures: (1) U.S. Treasury for payment of claim; (2) U.S. Government Accounting Office for audit and verification of accuracy and legality of disbursements; (3) Internal Revenue Service for notification regarding taxable reimbursements; (4) general Services Administration for audit of transportation services; and (5) DOE contractors in performance of their contracts, and their officers and employees who have a need for the information in the performance of their duties. Failure to provide this information may delay or preclude authorization.