

Mental Health Matters: A Better You, A Better ADMH



Travel – Hotel Reservations & Concur Travel Card

Click the question. It will take you to the answer page.

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Mental Health Matters: A Better You, A Better ADMH**Q. Is per diem allowed for travel for this conference?**

A. Per diem will not be allowed for one-day travelers since a meal will be provided. For individuals required to attend both days, per diem is an option; however, please be advised that the per diem may not be enough to cover all expenses. All policies and procedures related to ADMH Travel must be adhered to. If you have any questions, please speak to your supervisor.

Q. Do I need a travel card for this conference? What if I plan to stay overnight?

A. Travelers who plan to stay overnight are encouraged to use Concur. If you use Concur, yes, you will need a [travel Card](#), specifically to book hotel accommodations and input all other items related to travel for the conference. **Hotel Parking fees are applicable. The total is \$7.70 for parking per night for the Hotel Capstone. Please keep this in mind for your pre-approval.**

Please be advised that you **must** complete the Concur training as well as fill out related forms to receive a travel card. All policies and procedures related to ADMH Travel must be adhered to. If you have not completed Concur training, please plan to do so ASAP when the announcements are sent out. If you have any questions, please speak to your supervisor.

Mental Health Matters: A Better You, A Better ADMH**Q. How soon can I sign up for the Concur Training?**

A. The Concur training is provided by the Comptroller's Office, and dates will be sent through ADMH to all employees. You will need to be on the lookout for Concur Training announcements and sign up for the training as soon as it is offered. You will also need to communicate with your supervisor regarding the need for you to attend the Concur training.

Q. What happens after I complete the Concur Training?

A. You will need to complete the [Travel Card Application](#) and the [Concur Informational Form](#). Next, you will submit the completed and signed documents to [Lorinda Moon](#) in ADMH Finance. Both documents can be found in the [travel section](#) of the ADMH Intranet.

Q. If we are traveling longer distances, where can we stay overnight?

A. Employees within a reasonable travel distance from their home or base are expected to return to their home or base. For example, Mobile and Decatur Regional staff, and staff who are required to attend both days, may book a hotel room. Per the Comptroller's Fiscal Policies, for travel-related expenses, your base is defined as a city or town.

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- A [hotel block price](#) is available **until midnight, May 25, 2026**, with the **Hotel Capstone** at a rate of **\$139** per night. [Click here for booking.](#)
- **Hotel Parking fees are applicable. The total is \$7.70 for parking per night for the Hotel Capstone. Please keep this in mind for your pre-approval.**
- The hotel block at the conference rate is only available through the hotel conference registration, so you must book outside of [Concur](#).
- You are allowed to use your travel card to book the hotel. You will still need to enter your Request and Expense using [Concur](#).

Additional Hotel Room Details for [ADMH Staff](#)

- Choose your date of arrival by clicking on “check-in” and departure in “check-out”; select “search”
- Select the room type you prefer by clicking on “Show Rooms” and it will drop down your available options
- Select “Book Now” for the room that fits your needs
- Complete your reservation by entering all requested information and click “Continue”; you will receive a confirmation number upon completion.
 - NOTE -- Only the dates above and room types contracted are available at the contracted rate -- rooms requested outside of your block dates or different room types are based on availability and at the prevailing rate.