

# *Greetings*

Academic Affairs Fiscal Contacts Group



# Travel & Entertainment Info Session



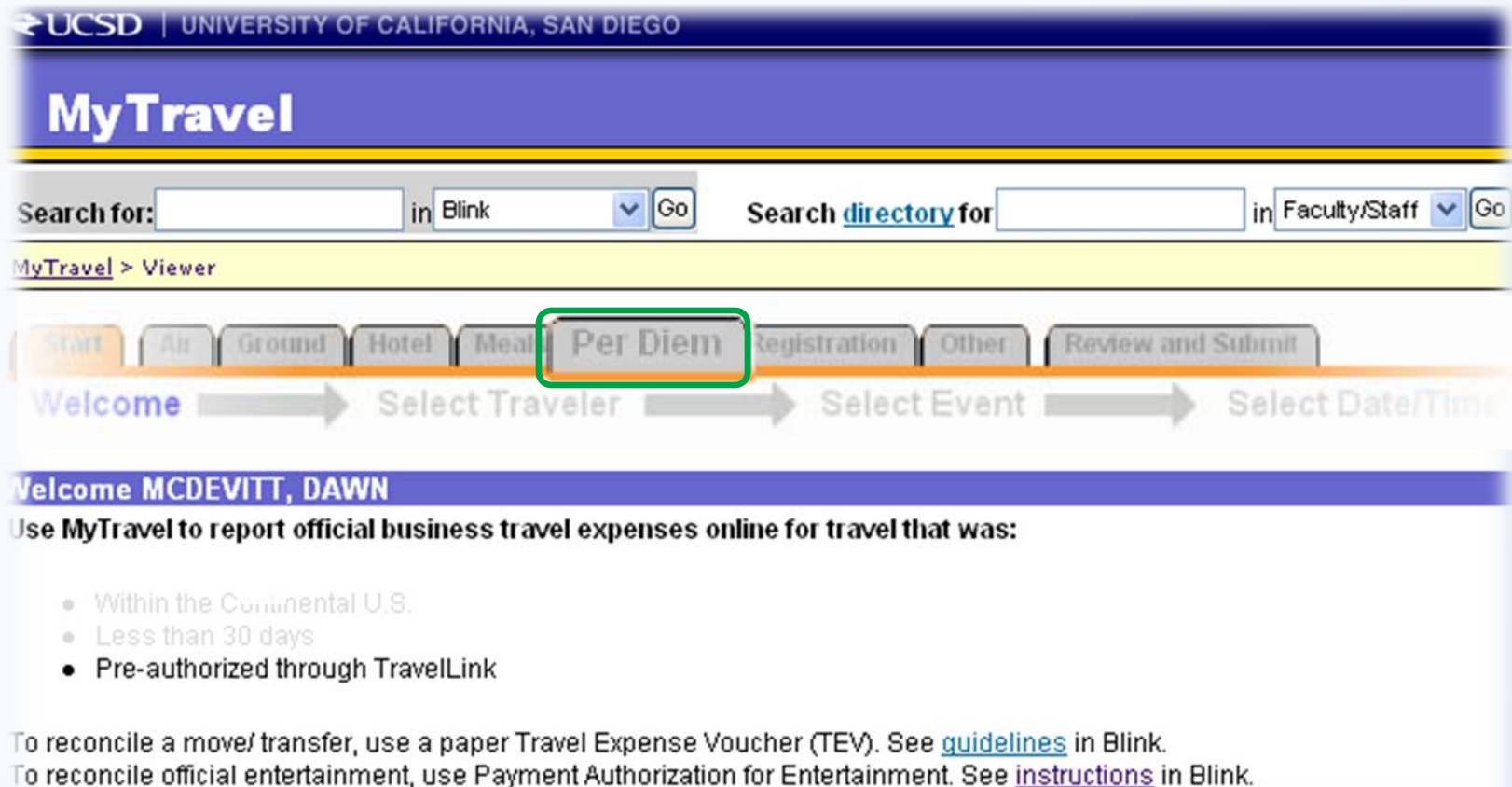
Kelsey Moon, Travel Specialist  
Dawn McDevitt, Assistant Director  
Faye McCullough, Director

# Agenda

- **MyTravel Expansion**
- **MyEntertainment Preview**
- **Connexus Updates**
- **Q&A**

## Expanded MyTravel allows claims for

- locations outside the Continental US
- long-term travel



The screenshot shows the MyTravel website interface. At the top, there is a navigation bar with the UCSD logo and the text "UNIVERSITY OF CALIFORNIA, SAN DIEGO". Below this is a large blue header with the text "MyTravel". Underneath the header, there are two search boxes: "Search for:" followed by an input field and a dropdown menu set to "Blink", and "Search [directory](#) for" followed by an input field and a dropdown menu set to "Faculty/Staff". Below the search boxes is a yellow banner with the text "MyTravel > Viewer". Underneath the banner is a horizontal navigation bar with several buttons: "Start", "Air", "Ground", "Hotel", "Meal", "Per Diem", "Registration", "Other", and "Review and Submit". The "Per Diem" button is highlighted with a green box. Below the navigation bar is a flow diagram with four steps: "Welcome" (with a blue arrow), "Select Traveler" (with a grey arrow), "Select Event" (with a grey arrow), and "Select Date/Time" (with a grey arrow). Below the flow diagram is a blue banner with the text "Welcome MCDEVITT, DAWN". Underneath the banner is a section titled "Use MyTravel to report official business travel expenses online for travel that was:" followed by a bulleted list of conditions. At the bottom of the page, there are two paragraphs of text providing additional information.

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# MyTravel

Search for:  in Blink  Search [directory](#) for  in Faculty/Staff

MyTravel > Viewer

Start Air Ground Hotel Meal **Per Diem** Registration Other Review and Submit

Welcome → Select Traveler → Select Event → Select Date/Time

Welcome MCDEVITT, DAWN

Use MyTravel to report official business travel expenses online for travel that was:

- Within the Continental U.S.
- Less than 30 days
- Pre-authorized through TravelLink

To reconcile a move/ transfer, use a paper Travel Expense Voucher (TEV). See [guidelines](#) in Blink.  
To reconcile official entertainment, use Payment Authorization for Entertainment. See [instructions](#) in Blink.

# MyTravel asks a new question and allows for each situation



## Event Information

Note: Traveler has a Travel Card. All options for Travel card are enabled.

Where did this trip take place? (Please check all that apply)

- Continental U.S. (CONUS)
  Non Continental U.S. (OCONUS)
  Foreign



For OCONUS travel, or Foreign travel, that also includes days traveling in a CONUS destination: You will use the Per Diem tab and for the CONUS portion claim actual expenses only (up to the [maximum allowable for meals](#)). If the CONUS portion of travel is less than one day, use the per diem rate of the OCONUS or Foreign destination.



Select the start and end time for accurate reporting. Round off the actual start and end time for travel to the nearest time listed in the drop down menu. Date changes do not affect the preauthorized trip dates or due date for expense reporting.

Travel Started: 01/01/2009 [calendar icon] 6:00 AM [dropdown]  
 Travel Ended: 01/14/2009 [calendar icon] 7:00 PM [dropdown]

Travel Contact: [MCDEVITT, DAWN](#)  
 Report Expenses by: 02/04/2009

Business Purpose / General Event Notes

TEST

# MyTravel's new Per Diem tab (oCONUS example)

[Start](#) | [Air](#) | [Ground](#) | [Hotel](#) | [Meals](#) | **Per Diem** | [Registration](#) | [Other](#) | [Review and Submit](#)

Traveler: [MCDEVITT, DAWN](#)    Event Number: 00558377    Description: TEST, 01/01/09






- You can click "Add another location" near the bottom of the page, if there were multiple locations.
- You can enter data in the white fields. Grey fields display results but you cannot enter data in grey fields.

**Travel duration is 13.75 days. This event took place outside of the continental United States. Per Diem rates can be used.** Per diem is a daily amount to cover meal and lodging expenses for business travel outside the continental US or longer than 29 days.

## Location 1

Location

 [Non Continental U.S. \(oCONUS\) Search](#)

	Meals	Lodging	Total
Per Diem Amount 	<input type="text"/>	<input type="text"/>	
multiplied by Number of days in this location	13.75	13.75	
= Per Diem Subtotal			
Extended Stay Adjustment 			
Adjustment of Per Diem due to meals and lodging provided without charge 			
- Number of breakfasts			
<b>Location 1 Per Diem Total</b>			
Location 1 Exception to Per Diem Total	<input type="text"/>	<input type="text"/>	
<b>Location 1 Total</b>			

Location 1 Notes

Add another location

  
 Search Rates

# MyTravel's new Per Diem Rate Search



Location	Meals	Lodging	Total	Start Date	End Date
<a href="#">AFGHANISTAN, KABUL</a>	25.00	0.00	25.00	01/01	12/31
<a href="#">AFGHANISTAN, MILITARY BASES IN KABUL</a>	25.00	0.00	25.00	01/01	12/31
<a href="#">AFGHANISTAN, MILITARY BASES NOT IN KABUL</a>	15.00	0.00	15.00	01/01	12/31
<a href="#">AFGHANISTAN, [OTHER]</a>	15.00	0.00	15.00	01/01	12/31
<a href="#">ALASKA, ADAK</a>	79.00	120.00	199.00	01/01	12/31
<a href="#">ALASKA, ANCHORAGE [INCL NAV RES]</a>	97.00	181.00	278.00	05/01	09/15
<a href="#">ALASKA, ANCHORAGE [INCL NAV RES]</a>	89.00	99.00	188.00	09/16	04/30
<a href="#">ALASKA, BARROW</a>	95.00	159.00	254.00	01/01	12/31
<a href="#">ALASKA, BETHEL</a>	87.00	139.00	226.00	01/01	12/31
<a href="#">ALASKA, BETTLES</a>	62.00	135.00	197.00	01/01	12/31
<a href="#">ALASKA, CLEAR AB</a>	82.00	90.00	172.00	01/01	12/31
<a href="#">ALASKA, COLDFOOT</a>	70.00	165.00	235.00	01/01	12/31
<a href="#">ALASKA, COPPER CENTER</a>	84.00	125.00	209.00	05/01	09/30
<a href="#">ALASKA, COPPER CENTER</a>	81.00	95.00	176.00	10/01	04/30
<a href="#">ALASKA, CORDOVA</a>	78.00	95.00	173.00	05/01	09/30
<a href="#">ALASKA, CORDOVA</a>	77.00	85.00	162.00	10/01	04/30
<a href="#">ALASKA, CRAIG</a>	80.00	236.00	316.00	05/16	09/30
<a href="#">ALASKA, CRAIG</a>	71.00	151.00	222.00	10/01	05/15
<a href="#">ALASKA, DELTA JUNCTION</a>	80.00	135.00	215.00	01/01	12/31
<a href="#">ALASKA, DENALI NATIONAL PARK</a>	80.00	135.00	215.00	06/01	08/31
<a href="#">ALASKA, DENALI NATIONAL PARK</a>	74.00	79.00	153.00	09/01	05/31
<a href="#">ALASKA, DILLINGHAM</a>	83.00	185.00	268.00	04/15	10/15
<a href="#">ALASKA, DILLINGHAM</a>	82.00	169.00	251.00	10/16	04/14
<a href="#">ALASKA, DUTCH HARBOR-UNALASKA</a>	86.00	121.00	207.00	01/01	12/31

# MyTravel's new Per Diem tab

(Foreign example, Add another location button)

**Start** | **Air** | **Ground** | **Hotel** | **Meals** | **Per Diem** | **Registration** | **Other** | **Review and Submit**

Traveler: MCDEVITT, DAWN    Event Number: 00558377    Description: TEST, 01/01/09



- You can click "Add another location" near the bottom of the page, if there were multiple locations.
- You can enter data in the white fields. Grey fields display results but you cannot enter data in grey fields.

Travel duration is 13.75 days. This event took place outside of the continental United States. Per Diem rates can be used. Per diem is a daily amount to cover meal and lodging expenses for business travel outside the continental US or longer than 29 days.

## Location 1

Location [Foreign Search](#)

Per Diem Amount 

multiplied by Number of days in this location

= Per Diem Subtotal

Meals	Lodging	Total
-------	---------	-------

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="13.75"/>	<input type="text" value="13.75"/>	<input type="text"/>

Extended Stay Adjustment 

**Location 1 Per Diem Total**

**Location 1 Exception to Per Diem Total**

**Location 1 Total**

**Location 1 Notes**

Add another location

# MyTravel's new Per Diem tab



Location 1 was actually 7 days of a total trip lasting 13.75 days,  
 Location 2 automatically displays remainder of trip duration

## Location 1

Location

AUSTRALIA, Melbourne

[Foreign Search](#)

Per Diem Amount

multiplied by Number of days in this location

= Per Diem Subtotal

	Meals	Lodging	Total
	\$105.00	\$135.00	
	7.00	7.00	
	\$735.00	\$945.00	\$1,680.00
<b>Location 1 Per Diem Total</b>	\$735.00	\$945.00	\$1,680.00
<b>Location 1 Exception to Per Diem Total</b>			
<b>Location 1 Total</b>	\$735.00	\$945.00	\$1,680.00

## Location 2

Location

[Foreign Search](#)

Per Diem Amount

multiplied by Number of days in this location

= Per Diem Subtotal


	Meals	Lodging	Total
	6.75	6.75	



# MyTravel's new Per Diem tab (Adjustment of Per Diem)

[Start](#)
[Air](#)
[Ground](#)
[Hotel](#)
[Meals](#)
[Per Diem](#)
[Registration](#)
[Other](#)
[Review and Submit](#)

Traveler: [MCDEVITT, DAWN](#)
 Event Number: 00558377
 Description: TEST, 01/01/09

-  You can click "Add another location" near the bottom of the page, if there were multiple locations.
- You can enter data in the white fields. Grey fields display results but you cannot enter data in grey fields.

**Travel duration is 13.75 days. This event took place outside of the continental United States. Per Diem rates can be used.** Per diem is a daily amount to cover meal and lodging expenses for business travel outside the continental US or longer than 29 days.

## Location 1

Location

[Foreign Search](#)

Per Diem Amount 

Per Diem Amount 

multiplied by Number of days in this location

= Per Diem Subtotal

Extended Stay Adjustment 

	Meals	Lodging	Total
	<b>Meals</b>	<b>Lodging</b>	<b>Total</b>
		13.75	13.75

### Adjustment of Per Diem due to meals and lodging provided without charge

- Number of breakfasts provided without charge @ 15%
- Number of lunches provided without charge @ 25%
- Number of dinners provided without charge @ 40%
- Number of nights of lodging provided without charge @100%

<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>		<input type="text"/>

Location 1 Per Diem Total

[Add another location](#)

# MyTravel's status



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## MyTravel

Search for:  in  Blink  Search [directory](#) for  in Faculty/Staff

MyTravel > Viewer

**Start** | Air | Ground | Hotel | Meals | Registration | Other | Review and Submit

Welcome → Select Event → Select Date/Time

Travel for: **MORSE, TIMOTHY B**

Select only an event for travel within the continental U.S. that was less than 30 days. Use a TEV for other travel situations.

Event ID	Start Date	End Date	Description	Travel Contact	Due Date	Status
<a href="#">00478021</a>	09/25/2007	10/01/2007	Tim's test db2 MyTravel 10/07	<a href="#">Sumler, Felicia R.</a>	10/22/2007	<a href="#">Incomplete</a>

[Previous](#)

- See a [demo](#) for how to complete this process.



- Traveler certification: MyTravel sends a reminder after 7 days, or you can log in, proceed to the last page and click “I agree” to send one
- Changes to a MyTravel claim: Ok before it is approved (after traveler has certified). Only if the total costs are changed will the traveler need to recertify.
- Approval: Is handled via MyApprovals.
- Receipts: Keep on file in the department as office of record

# MyTravel query

- [Air Travel](#)
- [Automobiles](#)
- [Cash & Travel Card](#)
- [Claiming Expenses](#)
- [Entertainment](#)
- [Forms](#)
- [Meals & Lodging](#)
- [Moves & Transfers](#)
- [Online Processing](#)
- [Registration](#)
- [Training/Demos](#)
- [Travel Booking](#)
- [Visitors & Visas](#)

#### Departments

[Travel](#)

[Index](#)

[Blink Home](#) > [Travel](#)

## Travel



### New to Travel?

- [Overview](#)
- [Tutorials and Demos](#)
- [Guidance for Claiming Expenses](#)
- [Approval Process](#)
- [Sign Up](#) for E-mail Updates

### Travel Administrators

- [Approve Travel](#)
- [Approver's Checklist](#)
- [Search Travel Queries](#)

### Questions?

- [Travel Contacts](#)
- [Travel FAQ](#)

### Before Travel

- [Apply for a Travel Card](#)
- [Preauthorize Travel and Expenses](#)
- [Book Travel](#)
  - [Setting Up a Connexus](#)
  - [Traveler Profile](#)
  - [Connexus FAQ](#)

### After Travel

- [Report Travel Expenses](#) for:
  - Continental U.S. travel
  - Long-term travel
  - Alaska, Hawaii, and U.S. possessions travel
  - Foreign travel
- For special circumstances, use either:
  - Online [TEF](#)
  - Paper [TEV](#) (Excel)

### How would you organize the Travel page?

We're redesigning Blink and need your input. Use our handy [online tool](#) to show us how you'd arrange... You can now use MyTravel for more click types. TL

### MyTravel to the rescue!

## MyTravel or TEF

MyTravel is used for 85% of all travel expense claims  
Travelers are reimbursed within 2 days (average)

For those situations that cannot be claimed in MyTravel

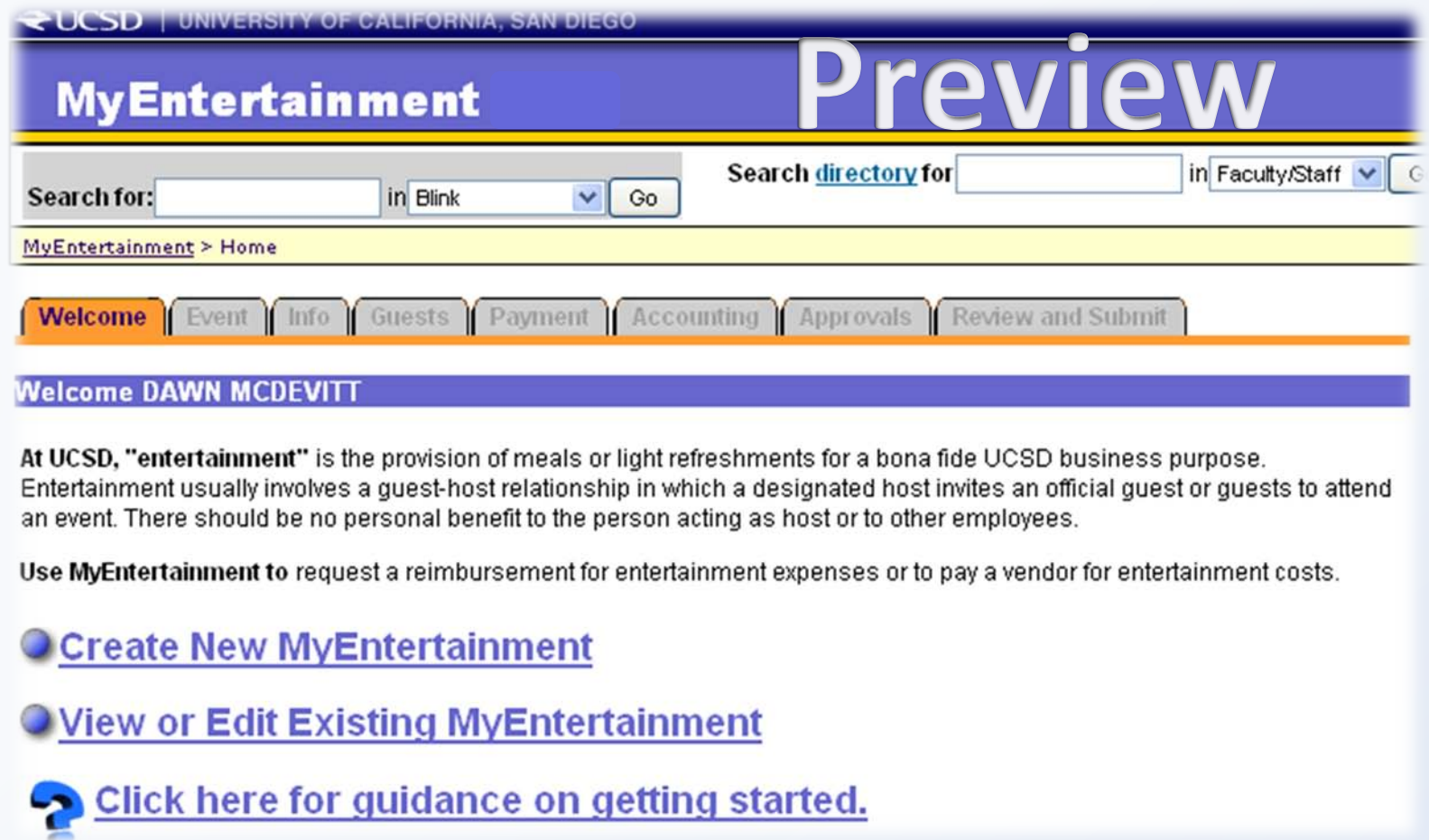
TEF (Travel Expense Form) replaces TEV

- Travel related to a move/ transfer or employee candidate interview
- Group travel
- Official business entertainment while on travel

For an entertainment claim (with no travel) there is a new dedicated Web application being developed...

# MyEntertainment to allow claims for

- standard, and special, entertainment
- business meetings, other activities



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# MyEntertainment Preview

Search for:  in   Search [directory](#) for  in

[MyEntertainment](#) > Home

[Welcome](#) [Event](#) [Info](#) [Guests](#) [Payment](#) [Accounting](#) [Approvals](#) [Review and Submit](#)

Welcome DAWN MCDEVITT

At UCSD, "entertainment" is the provision of meals or light refreshments for a bona fide UCSD business purpose. Entertainment usually involves a guest-host relationship in which a designated host invites an official guest or guests to attend an event. There should be no personal benefit to the person acting as host or to other employees.

Use **MyEntertainment** to request a reimbursement for entertainment expenses or to pay a vendor for entertainment costs.

- [Create New MyEntertainment](#)
- [View or Edit Existing MyEntertainment](#)
- [Click here for guidance on getting started.](#)

# MyEntertainment

provides categories  
with examples

Document Reference Number: GA00000051

What is the nature of this Event? Please select the business nature for the event from one of the seven categories:

**HOSTING Guests, Functions**

- Donor, donor cultivation
- Prospective academic or administrative appointee
- Reception by invitation
- Recruiting graduate student, student athlete, scholar

**MEETING Employees, Other Participants**

- Administrative
- Employee(s), planning, staff, work groups
- Employee(s) and other attendees(s)
- Grand rounds (Medical Center)
- Faculty, staff, student
- Formal training sessions, conferences (not on travel status)
- Professional association, scholarly society, organization

**ATTENDING Community Events, Fundraising**

- Fund raising events (including purchase of tables)
- Tickets to sporting, theatrical, musical event

**EXTENDING Hospitality**

- Open house
- Reception, open invitation to general public community
- Visitors

**PROVIDING Work, Program Related Meals - Employees, Others**

- Employee on-the-job meals
- Volunteers and research subjects (meals and snacks)

**SPONSORING Student Events, Occasions**

- Athletic team, training, game related (at home, no travel)
- Continuing education, self-supporting programs
- Gatherings, awards banquets, or meeting students (only)
- Orientation, commencement

# Meeting example


[Welcome](#) | [Event](#) | [Info](#) | [Guests](#) | [Payment](#) | [Accounting](#) | [Approvals](#) | [Review and Sign](#)

Document Reference Number: GA00000051

Event Date  

Event Location

(If on campus: name of building; If off campus: name of venue;)

 If a meeting can be scheduled during regular working hours, reimbursement for the meal is not allowable.

**Business Purpose for Meeting**


- Administrative
- Employee(s), planning, staff, work groups
- Employee(s) and other attendees(s)
- Grand rounds (Medical Center)
- Faculty, staff, student
- Formal training sessions, conferences (not on travel status)
- Professional association, scholarly society, organization

What is the Event Description? (ie what took place, any extra info you want to add)

To search for a host enter at least three characters of their name.

Host Name Search (Last Name, First Name)

Host

Name	Title	Department
 MORSE, TIMOTHY B	Programmer Analyst	SYSTEMS: ITAG/PORTAL SERVICES

# Host search



Document Reference Number: GA00000051

Please provide the following information before continuing.


- This event is ineligible for reimbursement dues to the frequency of the meals. (link to policy).
- This event is ineligible for reimbursement dues to the frequency of the light refreshments. (link to policy).

How many guests attended the event?

How would you describe the group? (Name of committee, team, or group)

Has same group already received a meal within a one month period (or greater than 12 times this year)?  Yes  No

Has same group received light refreshments more than one other time this month (or greater than 24 times this year)?  Yes  No

 **A guest list is required** for this event that includes participant names, their titles, and occupation or business association in order to establish the business relationship to UCSD of the participants.

You can enter the guest list in the text box below and/or [click here to attach a guest list file](#)

Guest List

Please choose a guest list file to upload to MyEntertainment.

Guest List File:

Policy guidance:  
Frequency alert



Options:  
Attach a guest list file or type in text box



# Example: User has multiple EN templates, options for approval routing (This example is special entertainment)

[Welcome](#) | [Event](#) | [Info](#) | [Guests](#) | [Payment](#) | [Accounting](#) | [Approvals](#) | [Review and Submit](#)

Document Reference Number: GA00000052



Based on the event information you have provided, people with the following roles must approve this payment request before it will be processed

## Host Approval

- [Host approval for entertainment is required](#) for all standard and exceptional entertainment and meetings

Host:

SANDERS, ELLEN

Is host direct supervisor of approving authority?  Yes  No

If host is not direct supervisor, does approval authority indirectly report to host?  Yes  No

## Department and Fund Manager Approval

- [Department approval for entertainment is required](#) for all standard and exceptional entertainment
- [Fund manager approval is required](#) for the use of fund 56438A

EN1 **Department Approver:**  
 McCullough, Faye E.  
 Sumler, Felicia R.

**Fund Manager:**  
 Ordonez, Leonida V.  
 Sanders, Salome

EN2 **Department Approver:**  
 Smith, Chrissy  
 Negrete, Leah

**Fund Manager:**  
 Moon, Kelsey S.  
 Smith, Lashon W.

## Vice Chancellor / Designee Approval

- Light refreshment costs per person (\$25.00=\$300.00/12 guests) exceed the [per person maximum](#) of \$17.00

**Vice Chancellor / Designee Approver:**

McCullough, Faye  
 McDevitt, Dawn

# View a previously saved MyEntertainment

## If status is Incomplete user can also Edit, or Delete

[Welcome](#) | 
 [Event](#) | 
 [Info](#) | 
 [Guests](#) | 
 [Payment](#) | 
 [Accounting](#) | 
 [Approvals](#) | 
 [Review and Submit](#)

View	Edit	Delete	Doc. Ref. Nmbr.	Status	Event Date	Event Nature	Business Purpose
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000001	Incomplete		Hosting	
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000002	Incomplete	10/18/2008	Sponsoring	Gatherings, awards banquets, or meeting students (only)
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000003	Incomplete	12/11/2007	Meeting	Employee(s), planning, staff, work groups
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000004	Incomplete	10/15/2008	Meeting	Employee(s), planning, staff, work groups
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000005	Incomplete	12/01/2008	Hosting	Donor, donor cultivation
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000006	Pending Approval by Host	11/30/2008	Hosting	Prospective academic or administrative appointee
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000007	Pending Approval by Department	11/21/2008	Hosting	Donor, donor cultivation
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000008	Incomplete	11/04/2008	Extending	Reception, open invitation to general public community
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000009	Pending Approval by Fund Manager	12/01/2008	Hosting	Donor, donor cultivation
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000010	Pending Approval by Fund Manager	12/01/2008	Extending	Visitors
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000011	Incomplete			
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000012	Pending Approval by Host	10/23/2008	Hosting	Recruiting graduate student, student athlete, scholar
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000013	Incomplete	09/12/2008	Celebrating	Appreciation, recognition, length of service
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000014	Incomplete		Attending	
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000015	Pending Approval by Fund Manager	09/10/2008	Extending	Reception, open invitation to general public community
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000016	Incomplete	02/03/2008	Meeting	Employee(s), planning, staff, work groups
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000017	Incomplete	10/01/2008	Hosting	Reception by invitation
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000018	Pending Approval by Host	10/01/2009	Celebrating	Appreciation, recognition, length of service
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	GAO0000019	Incomplete	12/03/2006	Meeting	Employee(s), planning, staff, work groups

## Low *refundable* airfares for certain domestic routes:

- American Airlines
- Virgin America

Connexus discounts:

<http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,3453,00.html>

Refundable fares:

[http://www-bfs/dis/travel/pdf/connexus\\_citypair\\_fares\\_040709.pdf](http://www-bfs/dis/travel/pdf/connexus_citypair_fares_040709.pdf)

Automatic business travel accident insurance for employees (email sender is iJet/Worldcue)

**Coming soon:** A 3<sup>rd</sup> online booking option...

UC Travel Center (UCTC) offers Connexus bookings to all UC locations via agent assistance.

UCTC's new online booking option in Connexus will be *Get There*.

# Q & A

1. Can we pay a Travel Card via online entertainment? (Dawn)
2. Hierarchy: I can't issue final approval to reconcile a trip. The approver may be out for awhile and it may be necessary for me to approve in order to get a traveler reimbursed. (Dawn)
3. How do you cancel a My Travel? (Kelsey)
4. Can you update a note on a MyTravel claim that has been certified without having the traveler recertify? (Kelsey's slides)
5. Do most people use MyTravel now, instead of a paper forms? Are there fewer mistakes now that MyTravel is used? (Kelsey's slides)
6. What are pitfalls to avoid for entertainment reimbursement requests? What tips can you provide to avoid reimbursement delays? (Dawn)

*Thank You*

Fiscal Contacts Group



Kelsey Moon, Dawn McDevitt, Faye McCullough