

Higashi, Adrienne

From: owner-travel-admin@slac.stanford.edu on behalf of Travel Office [travel@slac.stanford.edu]
Sent: Wednesday, December 15, 2010 5:05 PM
To: travel-admin
Cc: Deatherage, David
Subject: New release: Domestic Travel System

Please note that there will be a new release of the Domestic Travel System today at 6pm. Some of the updates included in this release are:

- Fields to enter personal travel days (if there's any).
- Fix to the "Incidentals" checkbox (when unchecked, incidentals will not be added to TER).
- Fixes to broken links or url.
- ✓ - Option to select check distribution method and other comments (i.e. pickup, mail to address, other instructions) **MAIL CHECK TO ADRIENNE HIGASHI, MS 95**
- Reminder to get re-authorization if amount claimed on TER exceeds 25% of originally approved budget in Travel Authorization. This avoids a delay in reimbursement.
- Conference travel does not add "Travel Office" as an approver. This avoids a delay in the travel approval process.

Best,

MELISSA LIM

Travel Reimbursement Manager

Questions and feedback: travel@slac.stanford.edu

This email is a direct communication from the Travel Reimbursement Office to administrators in the Travel-Admin mailing list. To unsubscribe, please email majordomo@slac.stanford.edu <<mailto:majordomo@slac.stanford.edu>> and type "unsubscribe travel-admin" in your email body. To subscribe, please email majordomo@slac.stanford.edu <<mailto:majordomo@slac.stanford.edu>> and type "subscribe travel-admin" in your email body. To subscribe or unsubscribe someone else or another email address, please add the <email address> to the end of the earlier commands, in your email body. Example: "subscribe travel-admin <email address>".
