

Domestic Travel System NEW RELEASE – January 2011

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)
- 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.
- Option to select "Direct Deposit" as a payment option in the TER