TravelWayne Combined 101 & 201 Hands On Session for Athletics

September 19, 2012

What is TravelWayne?

- TravelWayne (Concur) automates the travel request, reservation booking, expense report and approval process for Wayne State employee travel

- This solution also introduces several improvements in the overall process:
    - New streamlined travel policy – issued April 1, 2012
    - New travel agency – Conlin Travel
    - New travel card – JPMorgan Chase MasterCard (Chase MasterCard)
    - Direct deposit for expense reimbursement
    - New monthly mileage form

Today's agenda to include

- Process overview – how does it work
- What are the roles in TravelWayne (Concur)
- What should be processed in this system
- New Travel Policy
- Functions and features of the system
- Profile updates required
- Creating a travel request for:
  a. Yourself
  b. Cost segment estimates
- Submitting travel request for approval:
  a. For yourself
  b. Add a step before the listed approver
  c. Notification of approval

Today's agenda to include (cont.)

- Booking a trip for yourself
- Creating an expense report for:
  a. For yourself
  b. Detailed expense line entry
  c. Itemizing the Hotel Folio
  d. Allocating Expenses
  e. E-Receipts and attaching other receipts
  f. Submitting for approval
  g. Approve and forward process
  h. Notification of approval
- Reviewing and approving expense reports

Concur roles

- **Traveler**
  - All active employees with active positions
  - All employees with the exception of the following employee classes:
    - CB - COBRA Self-Pay
    - CH - Hourly Workers' Compensation
    - CO - Workers' Compensation/Salaried
    - ER - Early Retirees
    - SU - Substitute Teacher
    - TR - Public School Teacher
    - XB - Retirees
    - XD - Long Term Disability
    - XH - Housing Employer Benefits Cost
    - XO - Non Paid but Benefited
    - XU - Conversion Generated E-Class
    - XX - Terminated

- **Approvers**
  - Travel Requests should be approved by the traveler's supervisor
  - Expense Reports are approved by the BAO

- **Delegate(s)**
  - Able to create a travel request and expense report for the traveler
  - An individual can be added as a delegate with a start and end date to accommodate vacations
  - The primary delegate can be added to the user profile spreadsheet

- **Assistant**
  - Able to book a trip for the traveler
  - The assistant(s) must be entered on the user profile page and cannot be added via the user profile spreadsheet

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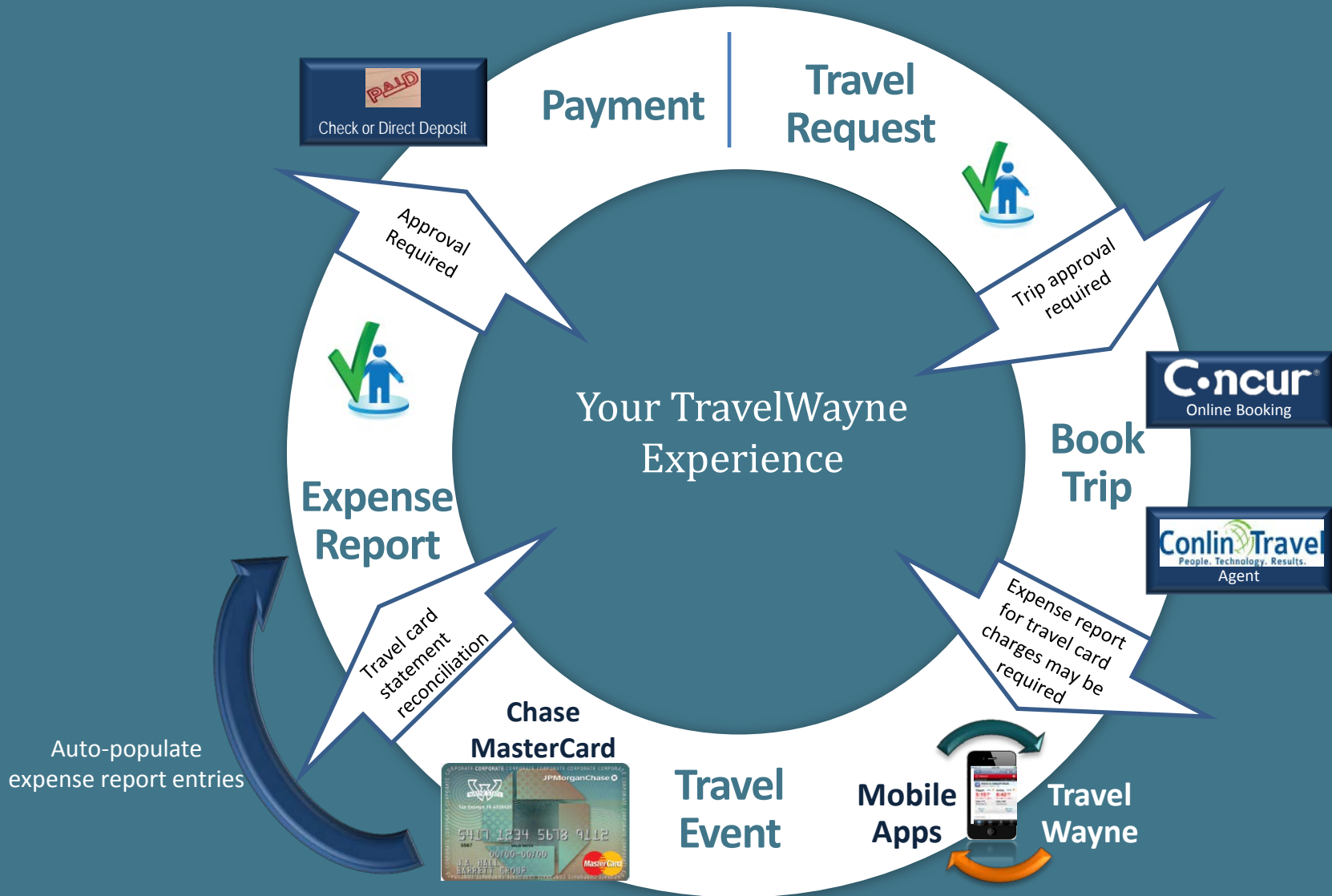
Phase 1: What's now / what's next

What's now

- All employee travel
  - Including Athlete's individual travel activities
- Students that act as employees and that are not part of group travels
- Monthly mileage will be processed in TravelWayne

What's next

- In progress travels
  - Travel started with AAA and the TAER form prior to your Go Live date will be finalized with the TAER process
- Department travel cards
- Group/Team travel
- Guest & Student travel
- These expenses are being targeted for spring 2013

Travel policy & new websites

TravelWayne

Travel Policy for: Wayne State University - Windows Internet Explorer

https://concursolutions.com/twPopup/travel_rules_popup.asp

Travel Policy for: Wayne State University

Close

Travel Policy Group: Default Travel Class (Wayne State University)

Flight
- The Least Cost Logical Airfare is the least cost fare that is: cheapest on plane only, any carrier, fewest stops, within company default time window, using airports preferred by the user
- Air Fare is greater than the least cost logical airfare plus 150 dollars - Log For Reports

Flight - Class of Service
- Cabin classes allowed: First class, Business class when Flight distance is greater than 1 M - Log For Reports
- Cabin classes allowed: First class, Business class when Marketing airline is in Amtrak - Log For Reports

Car
- Car size exceeds company preferred size of Intermediate Car - Log For Reports
- Car vendor is not preferred - Log For Reports

Hotel
- Rate description contains any of text 'non-refundable,nonrefundable,advance purchase,deposit' - Show, but Do Not Allow
- Hotel Rate is greater than the lowest rate at the hotel plus 25 dollars - Log For Reports
- Hotel Rate is greater than the location rate or $200 - Log For Reports

When you book a trip, Conlin Travel (Wayne State University) will generate an itinerary.
If any company travel policies are violated, we forward that information to the person responsible for approving your travel; otherwise the trip will be automatically approved.

Close

Done   Internet | Protected Mode: On   90%

- The University Travel Policy is represented in the configuration of the system – please visit Travel.Wayne.edu for the most current information on the system and link to Conlin Travel Hub

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Concur mobile apps provide

Concur

TripIt Pro

...broad coverage for your travel needs

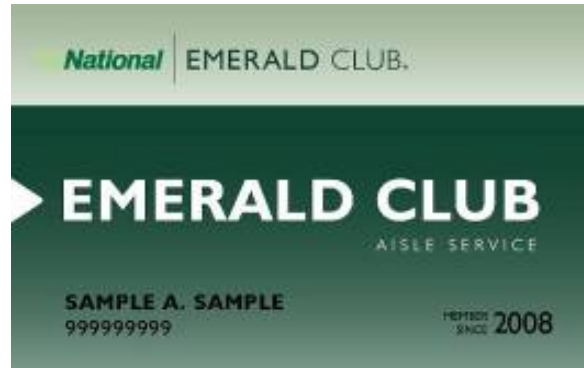# TripIt Pro mobile app

**TripIt
Pro**

**Travel
Wayne**

- Master itinerary
- Calendar integration
- Flight alerts
- TripIt Groups

- Points tracker
- Airfare monitoring
- Alternate flights
- Inner Circle

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Use the perks of National's Emerald Club card

Renting from National using an Emerald Club card number is as easy as:

1. Pick your favorite car from their lot

2. Show your drivers license on the way out

3. You are on your way!

WSU-negotiated prices for National and Enterprise rentals are available via the online booking tool or Conlin Travel agent

Travel card charges auto populate!

Expense Report

1. Use the WSU travel card for your charges	**2. Travel card charges auto populate your expense report – minimizing data entry**	**3. WSU pays Chase for "approved" charges – easing your personal cash flow**

Expense report – receipts

Stop the receipt runaround

- email

- mobile photo

- scan and upload

Expense report - receipts

Receipts on the go
smartphone photo

Take a picture of your receipt on your smartphone via the <u>Concur mobile application</u>

Expense report - receipts

Or eliminate paper with

E-receipts:

- Save time

- Improve accuracy

Elect to receive e-receipts within your user profile

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Expense report - receipts

- Concur e-receipt partners (representative list)

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WAYNE STATE
TravelWayne

Payment | Travel Request

Check or Direct Deposit

Trip approval required

Concur
Online Booking

Your TravelWayne Experience

Book Trip

Conlin Travel
People. Technology. Results.
Agent

Expense Report

Auto-populate expense report entries

Chase MasterCard

Travel Event

Mobile Apps

Travel Wayne

Travel Request - estimated expense

Note: the RED bar in a field indicates it is *required*

Cost estimate segments

Travel Request 2236

Click here to add cost estimates

Trip Title (Short Description): Fusion Conference - Travel Admin

| Travel Request Header | **Segments** | Approval Flow | Audit Trail |

Add Segment
Click icon to create segment

Air Fare   Rail Fare   Car Rental   Lodging   Dining (Meals)   Miscellaneous

Dining - Meals

WSU Travel Policy specifies a daily fixed meal allowance

The allowance is based on the GSA *per diem, Meals & Incidentals* (MIE) rate for the **specific travel location / destination**

Outbound	Brkfst	Lunch	Dinner
Depart before 2:00p.m.		X	X
Depart after 2:00, before 8:00p.m.			X
Inbound			
Arrive before 12:00 / noon	X		
Arrive between noon & 6:00p.m.	X	X	
Arrive after 6:00p.m.	X	X	X

Travel request segment - airfare

- Please be sure to review the selections available – begin typing the locations or 3 – digit short name for the airport if known

Travel request segment - hotel

- As with other segments, provide the level of data required for your travel approver to know enough details of the trip to access for approval
- Departments may require more than just the expense segment amount
- Don't forget to hit "save" as you move to the next segment

Travel request segment - meal

Travel Request 33CA
Trip Title (Short Description): Attend Educational Conference

Attachments ▾ | Print / Email ▾ | Delete Travel Request | **Submit Travel Request**

Status: Not Submitted
Amount: $1,025.00

| Travel Request Header | **Segments** | Approval Flow | Audit Trail |

Add Segment
Click icon to create segment

Dining   Amount : 200.00   USD ▾   Save | Cancel

Start   Date: 05/24/2012 At: ▾
Detail:

End   Date: 05/27/2012 At: ▾

Comment:

- Your meal estimate should follow the policy guidelines (See GSA Tables for per diems)

- Departments may require more details in the comments section if a meal will be a group event or business meal

- Don't forget to hit "save" as you move to the next segment

Travel request segment - summary

		PDF	E-Mail	Print	Close

Booking Business Travel

Request ID : **33CA**
Minimum Departure Date : **05/24/2012**
Approval Status : **Not Submitted**

List of Travel Request Exceptions

Message
You indicated you are attending a conference; return to the request header and attach the conference invitation.
You indicated you are attending a conference; return to the request header and attach the conference invitation.
You indicated you are attending a conference; return to the request header and attach the conference invitation.
You indicated you are attending a conference; return to the request header and attach the conference invitation.

Employee Name : **Train1, Train1**
Email Address : travelwayne@wayne.edu
Default Manager Name : **Train0, Train0**
Default Manager Email : travelwayne@wayne.edu
Country : **UNITED STATES**
Org Unit 2-Dept ID : **Accounting**

Sender Name : **Train1, Train1**
Email Address : travelwayne@wayne.edu
Default Manager Name : **Train0, Train0**
Default Manager Email : travelwayne@wayne.edu
Country : **UNITED STATES**

- Using the Print/Email Tab – generate a summary for your review online

Travel request segment - summary

	Segments

Air Ticket
Foreign Amount : $425.00
05/24/2012 Detroit Wayne County Arpt (US) – McCarran Intl (US)

05/27/2012 McCarran Intl (US) – Detroit Wayne County Arpt (US)
Allocations :   100.00% ($200.00) Payroll-Accounting

Dining
Foreign Amount : $200.00
05/24/2012   05/27/2012
Allocations :   100.00% ($600.00) Payroll-Accounting

Hotel Reservation
Foreign Amount : $600.00
05/24/2012 Las Vegas (US) 05/27/2012
Allocations :   100.00% ($425.00) Payroll-Accounting

Air Ticket
Foreign Amount : $425.00
05/27/2012 McCarran Intl (US) – Detroit Wayne County Arpt (US)

05/24/2012 Detroit Wayne County Arpt (US) – McCarran Intl (US)
Allocations :   100.00% ($425.00) Payroll-Accounting

	Expenses			
Transaction Date	Expense Type	Business purpose	Foreign Amount	Amount
05/24/2012	Airfare		$425.00	$425.00
05/24/2012	Lodging		$600.00	$600.00
05/24/2012	Fixed Meals		$200.00	$200.00

Printed on 05/21/2012 6:11 PM

- Using the Print/Email Tab – generate a summary for your review online before submission

Travel Request – Submission

- Review the Travel Request Status screen for possible Exceptions (need to attach Conference agenda)

Travel Request

Travel Request – Approvers review

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Travel Request – Approvers review

Travel Request 226M

Trip Title (Short Description): Presenter

| Attachments ▼ | Print / Email ▼ | Send Back Travel Request | **Approve** | Approve & Forward |

Status: Submitted & Pending Approval

Amount: $1,600.00

| Travel Request Header | Segments | Approval Flow | **Audit Trail** |

Travel Request Level

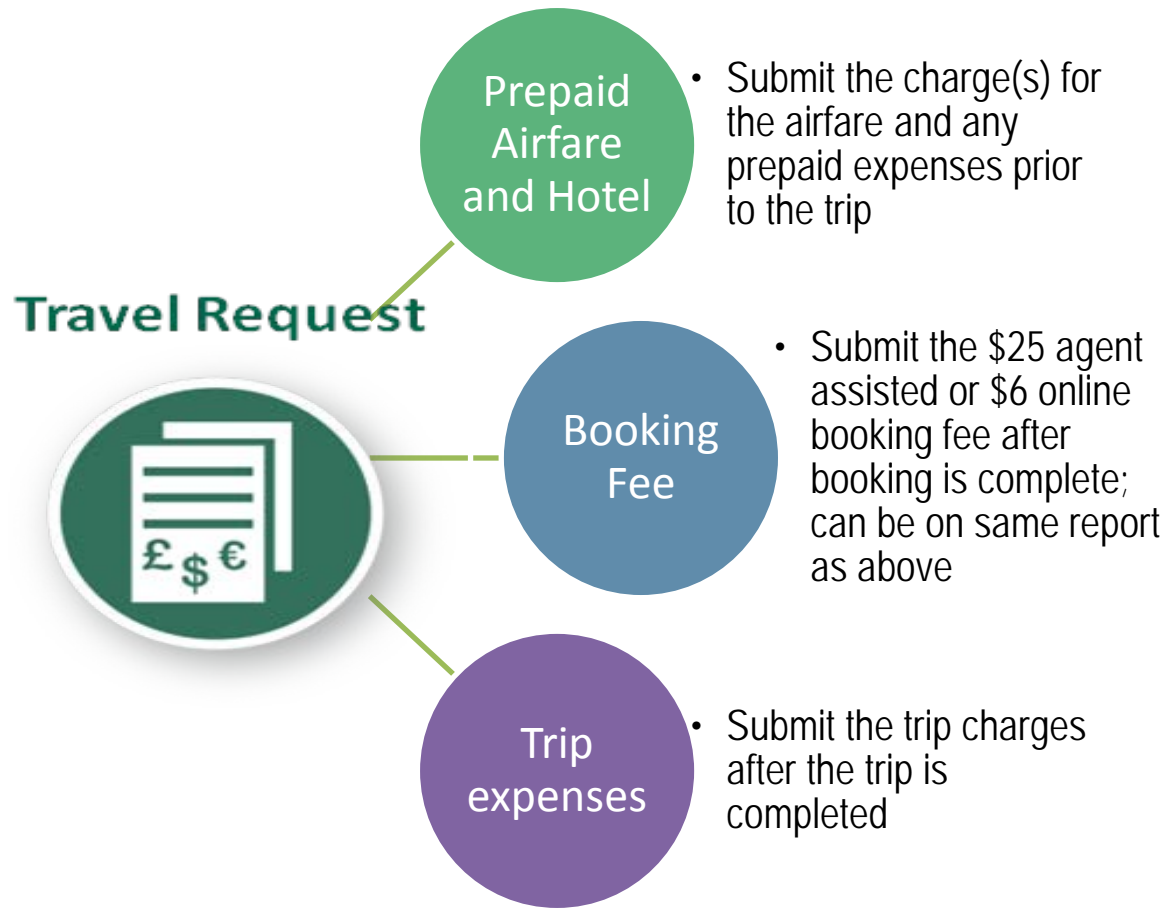| Date/Time	Updated By	Action	Description
05/22/2012 8:45 AM	Train1,Train1	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
05/22/2012 8:45 AM	Train1,Train1	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval Comment:
05/22/2012 8:46 AM	Train1,Train1	Travel Request Recall	Status changed from Submitted & Pending Approval to Sent Back to Employee Comment:
05/22/2012 8:54 AM	Train1,Train1	Workflow Step Added	Added a workflow step with approver : Train10,Train10
05/22/2012 8:54 AM	Train1,Train1	Workflow Step Removed	Removed a user-added workflow step with approver :
05/22/2012 9:02 AM	Train1,Train1	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
05/22/2012 9:02 AM	Train1,Train1	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval Comment:
05/22/2012 3:36 PM	Train1,Train1	Travel Request Recall	Status changed from Submitted & Pending Approval to Sent Back to Employee Comment:

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Submit for approval – add an approver

Approver selection for "add a step"

Travel Request

Travel Request – Approvers review

Travel Request – Approvers review

Travel Request 226M
Trip Title (Short Description): Presenter

| Cancel | Save | Attachments ▾ | Print / Email ▾ | Send Back Travel Request | **Approve** | Approve & Forward |

Status: Submitted & Pending Approval
Amount: $1,600.00

| **Travel Request Header** | Segments | Approval Flow | Audit Trail |

Previous Comment
Entered By Train1 Train1: This is only a test

View all

Destination
Denver

Travel Type
Out of State Travel ▾

Trip Title (Short Description)
Presenter

Business Purpose
Presenter at a seminar/symposium

Date of Departure
05/05/2012

Date of Return
05/09/2012

Index?
(161471) General Disbursements

Trip Detailed Description
Presenter at the annual test of the Concur syste

Student Travel Award?
No

☐ Guest?

☐ Student?

Accompanied By:
Nobody

Comment

Travel Request 226M
Trip Title (Short Description): Presenter

| Attachments ▾ | Print / Email ▾ | Send Back Travel Request | **Approve** | Approve & Forward |

Status: Submitted & Pending Approval
Amount: $1,600.00

| Travel Request Header | **Segments** | Approval Flow | Audit Trail |

✈ **Air Ticket**   ◉ Round Trip ○ One Way   Amount : $450.00   Allocate

Outbound
From:
To:
Date:
Comment:

🍴 **Dining**   Amount : $200.00   Allocate

Start
Date:
Detail:

🛏 **Hotel Reservation**   Amount : $800.00   Allocate

Check-In
City:
Date:

Travel Request – Approvers review

Attachments ▾	Print / Email ▾	Send Back Travel Request	**Approve**	Approve & Forward	

Travel Request 226M

Trip Title (Short Description): Presenter

Status: Submitted & Pending Approval

Amount: $1,600.00

Travel Request Header	Segments	Approval Flow	**Audit Trail**

Travel Request Level

Date/Time	Updated By	Action	Description
05/22/2012 8:45 AM	Train1,Train1	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
05/22/2012 8:45 AM	Train1,Train1	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval Comment:
05/22/2012 8:46 AM	Train1,Train1	Travel Request Recall	Status changed from Submitted & Pending Approval to Sent Back to Employee Comment:
05/22/2012 8:54 AM	Train1,Train1	Workflow Step Added	Added a workflow step with approver : Train10,Train10
05/22/2012 8:54 AM	Train1,Train1	Workflow Step Removed	Removed a user-added workflow step with approver :
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05/22/2012 9:02 AM	Train1,Train1	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval Comment:
05/22/2012 3:36 PM	Train1,Train1	Travel Request Recall	Status changed from Submitted & Pending Approval to Sent Back to Employee Comment:

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Many expense reports can be tied to one travel request

Travel Request

Prepaid Airfare and Hotel
- Submit the charge(s) for the airfare and any prepaid expenses prior to the trip

Booking Fee
- Submit the $25 agent assisted or $6 online booking fee after booking is complete; can be on same report as above

Trip expenses
- Submit the trip charges after the trip is completed

Create an expense report from the approved travel request in Concur

- Choosing the correct line item, launch to the expense report using the Expense Report Icon as shown above

Expense report - header information from the approved travel request

- Complete the header screen by entering the TR # and the and any other required items - Next

Meal itinerary needed for per diem calculation

- Complete the required information for date of departure and click "Save "
- Complete the required information for date of return and click "Next"

Meal itinerary needed for per diem calculation

- Complete the required fields to generate the per diem meal expense reimbursements

Meal itinerary needed for per diem calculation

- Complete the required fields to generate the per diem meal expense reimbursements - Save

Expense report - meals

Expense report - meals

Mark the actual meal receipt as a 'personal expense' when declaring fixed meals (per diem). The traveler will need to pay JPMorgan Chase for these personal expenses – which should be offset by the per diem payment to the traveler from WSU.

Expense report – import card charges

- Select the credit card charges to be added to this expense report and click on the "import" tab

Imported card charge - Hotel

	Date ▾	Expense	Amount	Requested
Expenses			Delete Copy View ▾ «	
☐		**Adding New Expense**		
	04/10/2012	Washington, District of Columbia	$71.00	$71.00
☐	04/09/2012	**Fixed Meals** Washington, District of Columbia	$71.00	$71.00
☐	04/08/2012	**Fixed Meals** Washington, District of Columbia	$71.00	$71.00
☐	04/07/2012	**Fixed Meals** Washington, District of Columbia	$71.00	$71.00
☐	04/06/2012	**Fixed Meals** Washington, District of Columbia	$41.00	$41.00
☐	05/08/2011	**Hotel** SHERATON SUITES, Alexandria, Virginia	$209.85	$209.85

	TOTAL AMOUNT	TOTAL REQUESTED
	$1,137.85	**$1,137.85**

Imported card charge details

- Move the pointer to the expense line icons to reveal the attached card receipt data

Itemize the hotel expenses

- Enter the hotel folio details by day

Itemize the hotel expenses

- Enter the hotel folio details by day - "save itemizations"

Add a new out-of-pocket expense item

Submit expense report for approval

Final Review

User Submit

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for Wayne State University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.

2. All required receipt images have been attached to this report.

3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.

4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying Wayne State University in full for those expenses.

Accept & Submit   **Cancel**

Expense report – review & summary

Final Review ☐ ✕

User Submit

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for Wayne State University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.

2. All required receipt images have been attached to this report.

3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.

4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying Wayne State University in full for those expenses.

Reminder: Receipts Required!

According to company policy, you must provide receipts for the expenses listed below.
You may attach scanned images to individual expenses or to the report.

	Expense	Date ▲	Amount
🟢	**Airfare** Delta Air Lines, Dallas, Texas	06/01/2012	$400.00
🟢	**Hotel** Drury Inn & Suites, Dallas, Texas	06/04/2012	$499.98

Print ▾ | Attach Receipt Images | View Receipts

Accept & Submit | Cancel

Report Totals - NACUBO

Expense Report

Report Total :	$2,504.74
Less Personal Amount :	$709.51
Amount Claimed :	$1,795.23
Amount Rejected :	$0.00

Company Disbursements

Amount Due Employee :	$390.10
Amount Due JP Morgan Mastercard :	$1,405.13
Total Paid By Company :	$1,795.23

Employee Disbursements

Amount Owed Company :	$0.00
Amount Owed Company Card JP Morgan Mastercard :	$709.51
Total Owed By Employee :	$709.51

Expense report – Approver's Review

Expense report – Approver's Review

Report header for: Meeting on Summer Session Proj

Destination	Travel Type	Trip Title (Short Description)	Business Purpose
Miami, Florida	Out of State Travel ▼	Meeting on Summer Session Proj	Planning meeting for research ▼

Date of Departure	Date of Return
06/21/2012	06/22/2012

Index	Trip Detailed Description	Student Travel Reward?	☐ Guest?
(128271) MPSS Credit Programs-Admin	Planning meeting on summer session project	No ▼	
		☐ Student?	Accompanied By:
			Terry Margolis

Report Date	Travel Request ID	Comment	Employee Name
05/04/2012	2245		Train1, Train1

Dept ID	Report Key	Report Id	Report Currency
Accounting	151	F6D9A70B32334CEFB50C	US, Dollar

		Receipts Received	Submit Date
		No ▼	05/23/2012

Approval Status	Payment Status	Address	City
Submitted & Pending Approval	Not Paid	6180 h	t

Save   **Cancel**

Final Confirmation ✕

Approver Receipts

By clicking on the 'Accept' button, I certify that:

1) the receipts have been reviewed and support the itemized expenses.

2) The expenses claimed herein are reasonable and in compliance with the WSU Travel Policy.

Accept   **Decline**

Expense report – Approver's Review

- The approver can elect to add another individual for approval purposes by using the 'Approve and Forward'
  - Exception requires additional approval
  - Split accounting across multiple schools

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Your Concur Profile is key to booking reservations

Payment | Travel Request

Your TravelWayne Experience

Book Trip

Expense Report

Travel Event

Check or Direct Deposit

Approval Required

Trip approval required

Concur Online Booking

Conlin Travel
People. Technology. Results.
Agent

Expense report for travel card charges may be required

Travel card statement reconciliation

Auto-populate expense report entries

Chase MasterCard

Mobile Apps

Travel Wayne

Update your user profile

- Change your time zone, date format, or language
- Update your personal information
- Set up a delegate
- Set up a travel assistant
- Set up credit cards
- Set up bank information
- (Recommended) Concur mobile apps registration
- (Recommended) E-Receipts activation

The Concur homepage

- The Homepage can be sorted to fit your preferences for priority viewing
- Please refer to the Homepage Job Aid for details
- Let's move to the "Profile" selection to the right on the toolbar

Your Concur profile

- This is the most important section for getting starting in TravelWayne – Your personalized profile must be updated for your specific information – please review every screen
- You will need to advise your travelers to review it closely and update as needed or you can provide them a template for data to be entered on their behalf – DON'T FORGET TO HIT SAVE

Payment

- Default user profile setting is 'Employee ACH' (direct deposit)

- When your log on is activated – update your banking information for direct deposit immediately

- A penny test will be conducted and you must verify that it completed successfully before your expense report can be submitted for payment

- Out of pocket expenses will be deposited in 3 business days after final approval

Conlin Travel - Online booking or agent-assisted

Updating your profile

When you receive your login information near your cohort start date… focus on updating your profile.

Travelers should complete their own. Arrangers also need to complete theirs for required information.

Updating your profile

Numerous links – but most will open in one long page.

Start with the "Personal Information".

Updating your profile

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you
airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name [Required]	Middle Name [Required]	Nickname	Last Name [Required]
▾	Train18			Train18

☑ No Middle Name

Name - The TSA affect:

- First and middle name run together

- No Prefix or suffix

- Legal name

- Take it seriously – TSA does

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Updating your profile

Take advantage of discounts and frequent flyer programs.

Add your preferences – policy takes precedence.

Updating your profile

TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not pro
may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy po
site at WWW.TSA.GOV.

Gender [Required]   **Date of Birth (mm/dd/yyyy) [Required]**   **DHS Redress No.**   **TSA Pre✓** **Known Traveler Number**

○ Male ⊙ Female   xx/xx/xxxx

Save

Secure Flight

Gender and birth date required. Birth date encrypted.

DHS Redress Number – Program to help if your name resembles that of someone on a watch list.

TSA Precheck – great program for reduced security line recently rolled out to the public. Visit the TSA.gov website.

Updating your profile

Add an assistant to allow that person access to book travel on your behalf.

Add credit card information to be utilized for bookings.

Updating your profile

Save

Don't forget to save. Many Save buttons, pick any one.

Updating your profile

Travel Request Delegates
Travel Request Preferences
Travel Request Approvers
Favorite Attendees

Expense Settings

Expense Information
Bank Information
Expense Delegates
Expense Preferences
Expense Approvers
Favorite Attendees

Other Settings

E-Receipt Activation
System Settings
Connected Apps
Change Password
Privacy Statement
Mobile Registration
I'm Assisting...

Visit the Expense Settings to update your bank information for direct deposit reimbursement.

Your data is safe and secure!

Updating your profile

Other settings:

- E-Receipt Activation

- Mobile App Registration

- System Settings

  - Set what emails you wish to receive.

Booking Travel

Features:

- Live inventory

- Built in contracts and discounts including

  AMEX hotels

- Unused ticket display

- Southwest integration
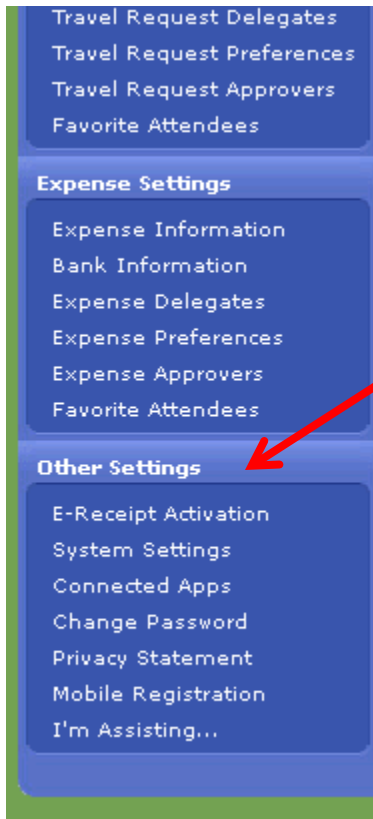
- User friendly interface and fast results

- Automated receipt push to expense

- 50+ years of experience of Conlin Travel

Booking Travel

Let's take a look!

We reviewed these main sections

- Profile updates
- Travel Request - estimated expenses
- Travel Request Approval
- Travel Booking
- Mobile Apps
- National / Emerald Club
- Expense report – header & expense segments
- Expense report review & summary
- Payments – Travel card and your reimbursement

Training opportunities

Introduction to TravelWayne – 101

- Introduction and a review of the basics of how to use TravelWayne
- 2 hours lecture-style including a brief online demo and Q&A

Hands-on Training - 201

- Register through Pipeline - by invitation only from your BAO - registration is required
- Recommended for department administrators and expert users
- 2 ½ hours - lab setting - hands-on exercises covering Travel Request, Booking & Expense

Office hours for hands-on assistance

- Open session – no agenda – bring your questions
- Lab setting

On-line Training Aids

- Quick Reference Guides & Program Details located at **Travel.Wayne.edu**

Conlin Travel Hub

- Online booking training videos, Travel information & more located at **Conlintravelhub.com/wsu**

Training is available but not required

TravelWayne support options

- Call **313-577-TRIP (8747)** for TravelWayne support options

- Visit **Travel.Wayne.edu** to view the travel policy and information to help you get started

- Visit **www.conlintravelhub.com/wsu** for a wealth of travel tips, online booking training videos and much more

- Contact your **Unit Implementation Coordinator(s)** for onsite assistance

Q & A