Ottice Hony



Travel Talks

Wednesday 1/21/25



Travel Talks

Today's Agenda

Travel Talks First Anniversary!!

Budget Errors

Office Hours

This presentation will be recorded for future viewing

Travel Talks to continue Monthly. Go to the Travel Talks website to stay informed!



We've Come a Long Way



First Anniversary of Travel Talks

Topics we've covered:

- Travel Card and getting one
- Creating Expense Reports
- Common Errors on Expense Reports and how to fix them
- My Wallet
- V Anthony Travel/Concur and Booking (with Crystal Timmerman & Terri Hall)
- International Travel Terra Dotta (with Melissa Lee)

11 sessions since 1/19/2024!

What topics would you like to see next?



Approve Button is *Grayed Out*!

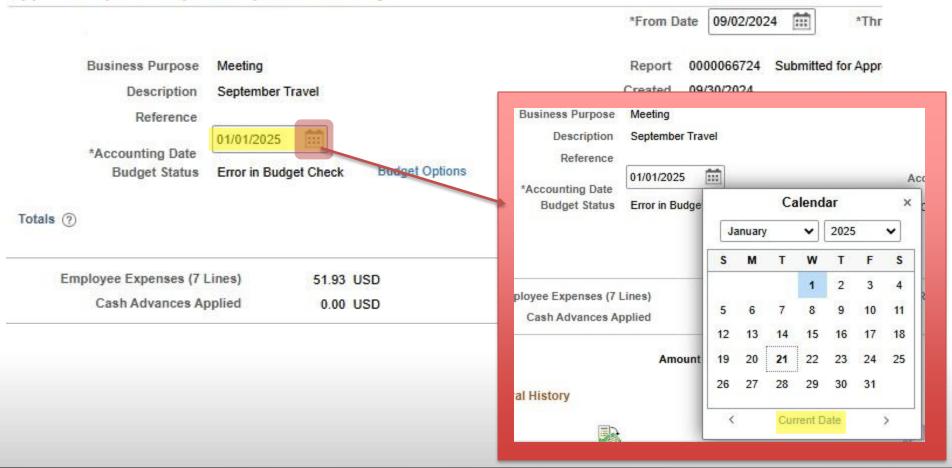
Approve Button getting you down? Here's why!

- Accounting Date
 - Fix: change Accounting Date to today's date
 - Budget Check will be needed
- Error in the Budget
 - "No Budget Exists"
 - The Accounting Details information doesn't match what's in the system
 - Fix: retype speedtype and tab across the lines
 - "Exceeds Budget Tolerance"
 - Funds have been depleted from that speedtype
 - Fix: reallocate funds to the speedtype OR change the speedtype on the report
 - "Budget Date out of Bounds"
 - Grant speedtype is out of date
 - Fix: change to grant for current year



Accounting Date

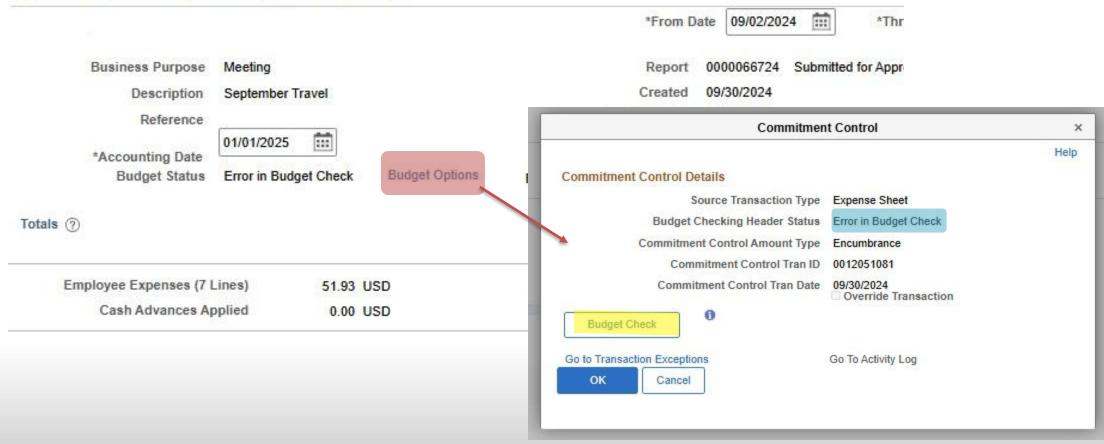
Approve Expense Report - Expense Summary





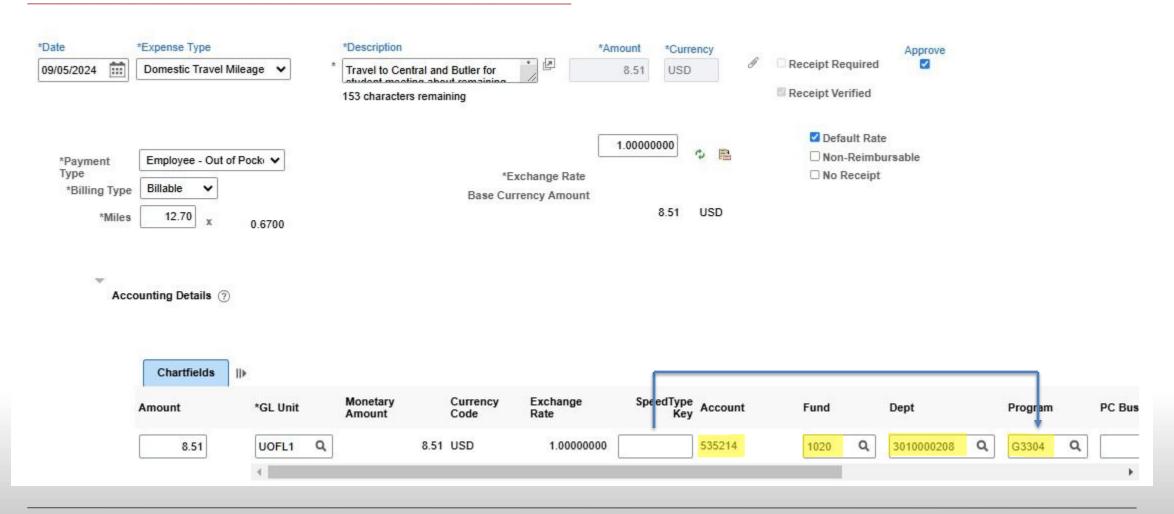
Budget Check

Approve Expense Report - Expense Summary





No Budget Exists







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