What is it?

• The next generation of travel and entertainment expense reporting for UC Davis!
• Cloud Software hosted by Concur Technologies
Why do we need it?

• MyTravel is outdated and insufficient
• AggieTravel is:
  • User friendly!
  • Very accessible!
  • Scalable!
  • Has new features!
Rollout Plan

- Jul, 2016: Super User Training
- Aug, 2016: Transition Training at Divisions
- Sep, 2016: Production Available
- Oct, 2016:
  - Wave 1: FRM
  - Wave 2: OCP, Law, IET, Library, Athletics, UNEX
- Nov, 2016:
  - Wave 3: Medicine, Nursing, UCDMC
  - Wave 4: Agriculture, ANR
- Dec, 2016:
  - Final Wave: All Remaining Units
- 2017: Retire MyTravel
Your To Do List

• Watch for a notice about your division’s activation date
• Assign all outstanding imported expenses in MyTravel reports
• Complete all outstanding reports in MyTravel
Upon Activation

- Imported expenses will go into AggieTravel
- No new expenses can be added in MyTravel
- Decision Support reports will be different
- Stay tuned for more info…
Initial Set-Up

- Data in MyTravel will NOT automatically go into AggieTravel
- Update your AggieTravel Profile
- Update your billing ID
- Reset your delegates
- Re-enter non-employee travelers
Today’s Overview

- AggieTravel system walk-thru
- Travel Request
- Travel Expense Report
- Receipt Management
- Submitting/Recalling Reports
AggieTravel Mobile App

- Capture receipts on the go
- Enter expenses as you go
- Submit/Approve Reports
- Not as expansive as the desktop version
Online Resources

- travel.ucdavis.edu
- Help & Tutorials
  - One Time Changes
  - Personal Car
  - Delegate Set-up
  - Cash Advance
  - T&E Card Prepayment
  - Expense Types
  - Favorite Attendees
  - And much more!
Need Help?

www.travel.ucdavis.edu

Email: travelhelp@ucdavis.edu

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