From:	travel-info-request@ucdavis.edu on behalf of A&FS Accounts Payable Mailbox <afs-apmail@ou.ad3.ucdavis.edu>
Sent:	Thursday, December 08, 2016 4:49 PM
To:	travel-info@ucdavis.edu
Subject:	CTS Processing Updates

Hello Travelers!

As many of you know, we have had some delays lately with the importing of recent CTS transactions. We are very close to resolving the issue and should have most imported and ready for reports next week. We apologize for any inconvenience this delay may have caused.

With that said, we are happy to announce that the final wave of AggieTravel will be complete this weekend. Which means that going forward *all* new CTS expenses will be cleared in AggieTravel, not MyTravel. For expenses that have already imported into MyTravel, but are for a future trip, we are now allowing CTS expenses to be cleared using the Corporate Card Pre Payment report type. This will allow you to clear the expense with a future date, which was not previously permitted. Please only include CTS expenses on such a report. You can review Decision Support 332 report to see which expenses need to be cleared.

And lastly, we would like to share a few guidelines / tips that have come up in the last week:

Corp Card Imports:
Corporate card expenses will begin importing into AggieTravel based on the date your profile becomes active. For our most recent rollout, this was November 24th. For users in our next release, this is December 10th.

CTS Expenses (AggieTravel):
Many users have already noticed a new feature of AggieTravel, which is a special imported itinerary from our booking service, BCD Travel. This imported itinerary allows you to match an itinerary with an expense, greatly speeding up the entry of the expense. Although it appears in the Imported Expenses section, it is <u>NOT</u> the CTS expense and must not be cleared as an expense by itself. It is just the itinerary. It can be identified by a small icon of a plane. Once the CTS (or Corp Card) expense imports, it will match with the itinerary and you can put them on a report. If you put the itinerary on a report by itself, it will default to an Out of Pocket expense, which is incorrect.

CTS Imports (MyTravel):
CTS charges that have imported into MyTravel must be reconciled in MyTravel. All future CTS charges will import into AggieTravel. Use the report type "Corp Card Pre-Payment" to clear CTS expenses before the trip in MyTravel.

Out of Pocket Expenses:
Once you are active in AggieTravel, all out of pocket expenses must be processed in AggieTravel. If a trip or event spanned your go-live date, this means you will to have to split your expense reports between systems.

Duplicates:
Until your account is inactivated in MyTravel, you might encounter the same imports in both applications. Please handle duplicates as follows:
1) Corp Card expenses already cleared in AggieTravel also imported into MyTravel → Disregard. Our card program analyst will clear these on your behalf.
2) Corp Card expenses already cleared in MyTravel also imported into AggieTravel → Email the help desk at travelhelp@ucdavis.edu

3) Any duplicate CTS expense, in either application, should be reported to the help desk at travelhelp@ucdavis.edu

Error Message When Submitting Expense Reports:
If you receive an error in MyTravel regarding being an AggieTravel user, please double check the expense dates to make sure your clearing old expenses and not new ones. Also note that clearing cash advance with future dated expenses and clearing past dated corp card expenses on the same report in MyTravel will not work. Simply split into two separate reports to process.

Thank you,
Travel Help Desk

Questions? Please contact us at travelhelp@ucdavis.edu or use our online Help Form
To contact the UCDHS Travel and Entertainment Help Desk, please email mytravel@ucdmc.ucdavis.edu or call (916) 734-9168

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