

TIPS

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

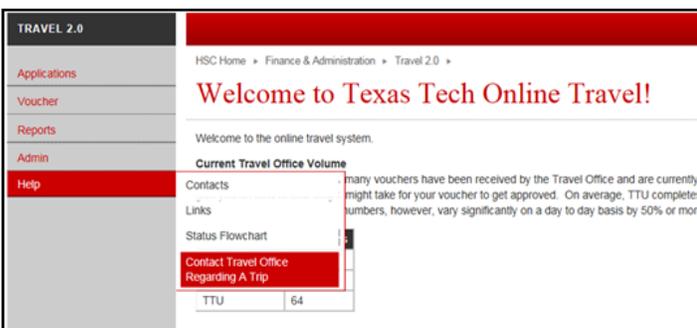


New Trip Communication Feature in the Travel System

Messages

A new **Messages** feature has been added to the Travel System that allows you to contact the Travel Office regarding a specific trip. The new feature also allows you to access all communication related to a specific trip.

To access the **Messages** feature, click on **Help** located in the left navigation menu on the Travel System Home Page and then click on **Contact Travel Office Regarding a Trip**. This link is also available under **Applications** and **Voucher**.



Messages to/from the Travel Office

Below is a list of trips where you are the traveler, preparer, supervisor, or appear on the CC list for messages related to trips occurring within the last 12 months. If you do not see the trip you are looking for in the list, simply type the Travel ID in the box.

Travel ID:

Travel ID	Traveler	Destination	Last Comment	Comment By	When
1500011	Terry L Dalton	Las Vegas, NV	Testing the new Message application in Travel 2 system	Terry Dalton	2014-09-16T14:51:01 (-05:00)

Messages For Trip

This page displays a list of messages/comments for the associated trip. When you add a comment, emails are automatically sent to the Travel Office, the traveler, the preparer, and any other person that has participated in the discussion. Also, any other individual can be added to the conversation by adding their email address to the CC list. You can remove the individual from the list by clicking the red **x** to the right of their email address.

NOTE: These comments are public. As with all other travel information, they are accessible by any employee with an eRaider. **Please do not include any personal or security-sensitive information.**

Messages to/from the Travel Office

This page displays a list of trips where you are the traveler, preparer, supervisor, or appear on the CC list for messages related to trips within the past 12 months. The trips are listed by Travel ID and include the Traveler, Destination, Last Comment, Comment By, and When. If you do not see the trip you are looking for in the list, type the Travel ID in the box and click on **View Messages**. To access the Messages for a trip, click on the red Travel ID for that specific trip.

Messages For Trip 1500011

Below is a list of messages/comments for this trip. When you make a comment, emails are automatically sent to the Travel Office, the traveler, the preparer, and any other person that has participated in the discussion below. Also, any other individual can be added to the conversation by adding their email address to the CC list.

NOTE: These comments are public. As with all other travel information, they are accessible by any employee with an eRaider. Please do not include any personal or security-sensitive information.

Terry Dalton 9/16/2014 2:51:01 PM Comment 1

Testing the new Message application in Travel 2 system

CC List

travel@ttuhsc.edu

terry.dalton@ttuhsc.edu **x**

For more information, contact the Travel Office at travel@ttuhsc.edu