



How to Itemize CTS Imported Expenses

CTS, or Central Travel System, is the UC Davis program for direct-billing airfare, local hotel expenses, and University Catering. Billing these expenses directly to the university benefits our travelers by reducing the amount of out-of-pocket expenses incurred while on official university business and allows better service for our university guests. After the purchase is made, the CTS expense will import into AggieTravel. Airfare, lodging, and University Catering expenses will import as 'CTS Imported Expense', so the expense must be itemized to use the appropriate category.



CTS Imported Expenses import into the AggieTravel Available Expenses list and are identified by both the expense type and a mobile device icon.

It is not necessary to itemize the CTS expenses per day, rather, itemization is only required to identify the appropriate CTS expense type.

Itemize CTS Imported Expenses to:

Airfare ticket = CTS Airfare

Catering = CTS Entertainment Meal

Local hotel stay = CTS Lodging

Airfare ticketing fee = CTS Fees

Catering Supplies = CTS Other

Example - 5 nights lodging billed to the CTS account.

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	01/01/2017	CTS Imported Expense 000120161220135342 HOLIDAY	\$920.50	\$920.50
<input type="checkbox"/>	01/01/2017	CTS Lodging	\$920.50	\$920.50

Example - Airfare billed to the CTS account.

<input checked="" type="checkbox"/>	02/17/2017	CTS Imported Expense SOUTHWEST	\$139.20	\$139.20
<input type="checkbox"/>	02/17/2017	CTS Airfare	\$139.20	\$139.20

Visit www.travel.ucdavis.edu for more information.