

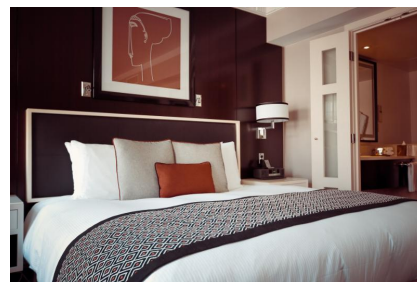
Deleted CTS Imports



Please be extra careful when working with expenses in AggieTravel. Recently some users have accidentally deleted Central Travel System (CTS) imports from AggieTravel. When this happens, you are not able to reconcile the charges and have to contact the help desk to re-import the CTS expenses. Taking that extra minute to carefully check your report on the front end will save you time on the back end! Note, expenses will still be visible in Decision Support 421, even if deleted from AggieTravel.

Travel Within 40 Miles

Let's say you have to work offsite or attend a conference for a few days. That may not mean you can expense a hotel stay. University policy only allows reimbursement for an overnight stay if the traveler is at least **forty miles** from their headquarter location or home, whichever is closer. Make sure you check out the distance before your next offsite work trip. And remember, you can't claim meals if you don't have an overnight stay! You can read the entire policy where this is covered [here](#), page 25.



DS421 - Clear 'Em Out!



There's no reason to wait until travel is completed before you reconcile CTS expenses.

Departments can review Decision Support 421 and clear the imported expenses monthly. This is always a wise decision, as it ensures timely and accurate reconciliation of expenses that already hit the department ledger.

Bank Wire information

UC Davis welcomes travelers from all over the world! Many times our travelers from outside of the US need to be reimbursed with a foreign wire transfer. When you complete the bank wire application, it is critical that the home address you enter for the traveler matches what is on file with their bank. More information on these

payments can be found [here](#).



Campus Catering



From large upscale black tie events to informal coffee and bagels, look no further than [University Catering](#) right here on our Davis campus! With a focus on our relationship with campus partners such as [Aggie Raised](#), [UC Davis Honey](#), [Student Farm](#) produce, and our campus-grown & produced [olive oil](#), University Catering is committed to providing a professional and high quality food experience that can be tailored to your needs. We are also committed to creating learning opportunities for our students. With dozens of student employees, University Catering provides a safe, one-of-a-kind learning environment that teaches strong work ethics and offers a variety of learning opportunities. University Catering is also a proud partner with [Sacto Mofo](#), the Sacramento region's premier mobile food event company. With a monthly rotation of over twenty trucks on campus, we can easily find the flavor you and your guests are looking for. With all of these benefits, combined with the ease of our departmental direct billing in [AggieTravel](#) (not subject to sales tax) you will see why it's a great idea to use University Catering!

New Expense Types Coming to AggieTravel

Soon, AggieTravel will accommodate more than just travel and entertainment expense reimbursements. Before long, you'll be able to use your Travel card to pay for Professional License and Certification Fees and simply reconcile the expenses using AggieTravel. Stay tuned for more information!

[Click here to join the travel-info mailing list](#)

UC Davis Campus Travel &
Entertainment Help Desk

UC Davis Health Travel &
Entertainment Help Desk