



Expense Types!

AggieTravel has a few new [expense types](#)!

For Travel card holders who use their card for a cash advance, the process of reconciling just got a little easier.

AggieTravel now has a section of expense types devoted to reconciling Travel card cash advances. In addition, our Relocation expense types have expanded, and we can now use our Travel card to purchase **Professional Memberships!**

[Visit our website for more details.](#)

Travel Discounts for Personal Use

Did you know AggieTravel can be used not just for business travel, but personal travel as well? The University of California has contracts with a number of travel vendors, some of which offer discounted rates. UC Davis employees have the freedom to book personal trips with those negotiated rates. Employees who want to capitalize on those discounts can book travel through Aggie Travel, just as you would for a work trip. Just remember to pay with your own credit card!



Entertainment Contracts

When coordinating an event, some suppliers will ask for a signature on their agreement form, such as a room or equipment rental contract. Remember, individual departments are not delegated the authority to sign on behalf of the UC. Any service that requires a signature must go through Procurement and Contracting Services. Though the invoice can be paid using a Travel card, the signature of a contract or agreement is only performed by

Procurement and Contracting Services.

When submitting the AggieTravel report, please include a copy of the contract, signed by Procurement and Contracting Services, with your other receipts. You can also reference the approved Quali PO or Agreement # in the comments, in lieu of printing and attaching.

When in doubt of how to purchase an item related to travel or entertainment, visit the [How Do I Buy](#) page!

Delicious Partnership

Our very own University Catering is part of our Central Travel System (CTS). Using the campus CTS billing option has proven to be an efficient way to book airfare reservations and host guests at our local hotels. The same convenience is now part of University Catering. When a University Catering order is placed, the charges for that order will appear in AggieTravel. This makes the whole process simple for everyone! Just import the expense and itemize it into the appropriate expense type(s).



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[UC Davis Campus Travel & Entertainment Help Desk](#)

[UC Davis Health Travel & Entertainment Help Desk](#)