

AggieTravel Digest

UC DAVIS
Supply Chain
Management

**PURCHASE
WITH PURPOSE**

UC Davis Supplier Showcase 2018

Thursday, October 25
10:30 AM - 1:30 PM
Activities and Recreation Center (ARC)

Meet preferred UC Davis suppliers that provide a wealth of goods and services at competitive prices, while emphasizing environmentally sustainable practices and packaging.

Meet our
Suppliers

Lightning
Talks

Hands-on
Demos

Door Prizes/
Giveaways

For more
information, visit
[supplychain.
ucdavis.edu](http://supplychain.ucdavis.edu)

Join us for the 2018 UC Davis Supplier Showcase! This year's focus is all about sustainable purchases and packaging.

Visit over 25 suppliers and see what products are new and exciting!

Sit in on one of the many lightening talks that are sure to grab your attention!

[Read more...](#)

Upcoming Travel & Entertainment Training

Supply Chain Management offers Travel and Entertainment training in a variety of options. In addition to helpful information on the website, you can find online training modules through the campus [Learning Management System](#) and you can enroll in in-person training classes too.

Online Training

Online training modules are great for self-paced learning. Sessions typically take less than thirty minutes to complete.

- [AggieTravel Approvals](#)
- [Foreign Travel Overview](#)
- [Travel Overview](#)

Keep an eye out for more topics as the library of online training expands!

Visit the [Supply Chain Management website](#) for more information.

In-Person Training

- [AggieTravel: An Introduction](#)
- [AggieTravel: A Refresher](#)
- [AggieTravel: Foreign Travel Overview](#)
- [AggieTravel: Travel and Entertainment Overview](#)

AirBnB

The Airbnb punch-out has been added to the [Connexus portal](#) (under *Book Online*). Once a user links their UC email address to their Airbnb account, business bookings will automatically queue to iJet and include UC travel insurance. Detailed information can be found under the *Why Connexus – Lodging* section.

Access the Connexus portal from the Company Notes section of AggieTravel.

COMPANY NOTES

TAXATION of late expense reports (>60 days)

Please see our updated information on how the U trip/event end date. This will be effective January,

[Register your trip with UC Away](#)

All airfare purchased through AggieTravel is auton you don't purchase airfare through AggieTravel, pl

[Connexus Travel Portal](#) arranger delegation and

Add and maintain travel arrangers. Also reference

UC Davis Non-Employee application

Setup and maintain non-employee profiles for gue

AB 1887 - Restricted Travel Law

Assembly Bill 1887 is now active and being enforc

Free A-List with Southwest Airlines



We've been offered a great perk, just in time for holiday travel! Southwest Airlines is offering UC Davis employees A-List status for every flight taken between now and November 30th. Even better, travelers who book at least two round trip flights between now and then will have their A-List status extended through the end of 2019.

A-List perks include priority boarding and check-in, and free same day changes. All you have to do is go online and [register](#) for the promo, using your UC Davis email. UC Davis travelers must book their Southwest flights through [AggieTravel](#), which does allow booking for personal trips. You need to have a [Southwest Rapid Rewards](#) account number, and you must include that number in each reservation.

As always, if you have any questions, feel free to reach out to travelhelp@ucdavis.edu.

Avoid Facing Taxes on Expense Reports

Over the next few months, you'll see repeated reminders about a new policy regarding taxable late expense reports. We want to make sure everyone is aware of the policy, in order to avoid being taxed on their expenses.

Starting January 1, 2019, all travel expense reports with an original submission date more than 60 days after a trip end date will be reported as taxable wage income to the employee, subject to tax. [Read more...](#)



REMINDER: Paid a Travel Expense for Someone Else?

It's no secret that [policy G-28](#) says we should only purchase travel for ourselves. However, we realize there are times when purchasing a meal, or other small expense for a co-traveler is unavoidable. For this reason, we have changed the AggieTravel report header to help accommodate the required exception approval for these situations.

On every report header you'll see the question, "**Expenses for other travelers or spouse/partner?**" and you'll have the option to choose "Yes" or "No" from a drop down menu. If reimbursable expenses for another employee, guest, or a spouse/partner are included on the report, choose "yes" and in the comments provide an explanation of why the expense is on your report. The report will automatically route for exceptional approval.

Requesting the exception to policy on the report header eliminates the need to request an official exception to policy from travelhelp@ucdavis.edu for paying for another person's travel expenses.

Be absolutely sure to include a comment on the expense, explaining the justification for the exception. Reports without a comment justification may be returned for correction.

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

UC Davis Campus Travel &
Entertainment Help Desk

UC Davis Health Travel &
Entertainment Help Desk