

# You are Invited to a *TravelWayne* Kickoff Session!



Due to popular demand, the *TravelWayne* Kickoff Tour is being extended!

**2012 brings the introduction of many new tools and resources to make  
traveling on behalf of WSU much easier and far more convenient!**

The first quarter of the new year will see the initiation of:

- A completely re-written and concise **WSU Travel Policy**
- Implementation of a new WSU Travel Card
- A new travel agency partnership with **Conlin Travel Agency**
- Replacement of the **TAER** paper form... to be replaced by...
- **Concur Travel Solutions** - a comprehensive package to serve the entire travel experience from:
  - Travel request / authorization
  - Trip cost estimates
  - **On-line** Air / hotel / car reservations and booking
  - Post-trip expense reporting & reconciliation
  - Expense reimbursement via *direct deposit!*

Plan ahead now to attend this newly scheduled *TravelWayne Kickoff* event!

- **January 25, 10:00-11:15 a.m., Welcome Center Auditorium**
- No reservations required...!we'll see **you** there!

Email [TravelWayne@wayne.edu](mailto:TravelWayne@wayne.edu) with any questions.

