

Travel Manager 5-19-04 User Group Agenda

Proposed meeting agenda

Topic	Facilitator	Time
Introductions / Purpose of meeting	Val	5 minutes
Updates: <ul style="list-style-type: none"> • eTravel • TM 8.2 upgrade • 		5 minutes
Hot Topics: <ul style="list-style-type: none"> • Extended TDY • Presentation on consolidated travel office (use manager presentation) • Are there any errors in the EAI Interface that are common? If so, can these errors possibly be addressed at the interface with a fix? The fix can be given to the user group but also have the error/fix added the reviewer/approver checklists (John Wonacott) • Naming convention for all documents. Any documents named incorrectly should be returned the preparer and recreated with the approved naming convention. Required: Center, Funding Org, Date of travel, and travelers initials. Example: 24-XX050104KMF • Adjustments to documents need a comment in the remarks section. (If need to go back and look at the document we know why the changes were made) 	Val	25 minutes
Frequently Asked Questions		10 minutes
Questions / Issues <ul style="list-style-type: none"> • Refresher training needs • 	Val	15 minutes
Wrap up / Next Steps <ul style="list-style-type: none"> • 	Val	5 minutes