

### FACULTY AND STAFF



# **THURSDAY SEPTEMBER 19TH**

### TRAVEL EDUCATION SESSIONS

WISCONSIN.EDU/TRAVEL/TRAVEL-VENDOR-FAIR/



# TRAVEL EDUCATION SESSIONS

#### UNION ALUMNI FIRESIDE LOUNGE

- 9:00AM UW AND FOX WORLD TRAVEL: SERVICES OVERVIEW
- 10:00AM BOOKING FOR SOMEONE ELSE LEARN FOX'S NEW TOOLS
- 11:00AM CONCUR OVERVIEW TIPS, TRICKS AND MYTHS
- 12:00PM TRAVEL POLICY OVERVIEW AND Q&A
- 1:00PM EXPENSE REPORTS 101
- 2:00PM WHAT'S COMING WITH ATP, TRAVEL AND EXPENSE
- 3:00PM OPEN Q&A WITH UW TRAVEL TEAM



Get a stamp at each vendor and you will be entered to win airfare tickets for yourself or department for your next University travel event!

\*Any vendor giveaways such as airfare or rental car vouchers are not to be used for personal use CHOICE