Find Out About Emory Travel and Expense Reimbursement Improvements

The Emory Division of Finance will host a webinar and a live presentation this week detailing upcoming process improvements to the Emory Travel and Expense reimbursement process, which will go into effect in March. If you are responsible for submitting expense reports for yourself or others, please take advantage of these sessions.

Reservations are not required for either the webinar or the live presentation.

In addition, 10 instructor-led Expense Reporting classes will be held in March. You can sign up for the classes through the Emory Learning Management System.

The webinar and presentation dates, times, and locations are:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
<th>URL/Location</th>
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<tbody>
<tr>
<td>2/24/2011</td>
<td>2:00-4:00</td>
<td>Live Presentation</td>
<td>School of Nursing, P101</td>
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<tr>
<td>2/25/2011</td>
<td>9:30-11:00</td>
<td>Webinar</td>
<td><a href="http://emory.acrobat.com/expenses_webinar_2">http://emory.acrobat.com/expenses_webinar_2</a></td>
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**Webinar Notes:**
- Please sign in to the webinar as “guest.”
- To participate in the webinar, you must have Adobe Flash Player installed on your computer. Click the following link to install Adobe Flash Player: [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/)
- Audio for the webinars will come through your computer’s speakers. Therefore, if your computer does not have built-in speakers, you must plug speakers into your computer. Also, do not forget to turn on your computer’s audio.

**Benefits of the improvements**

Benefits of the improved Emory Travel and Expense reimbursement process include:
- Improvements to workflow procedures, which will enhance the approval and payment process. *(University only)*
- Better imaging capabilities, which will allow you to link receipts to expense entries easily.
- Improved on-screen messaging, which will notify you automatically of important actions you need to take as you complete your expense reports.

**Note:** These improvements apply to the Emory Travel and Expense reimbursement process only. The Payment Request process has not changed.