



Information Announcement

Travel Training BSC Agencies May and June 2016

April 22, 2016

Beginning May 5, 2016 the BSC will host a series of webinars to provide customer agencies with step-by-step guidance on how to complete critical travel and expense transactions.

Agencies can search and register for a WebEx through the Statewide Learning Management System (SLMS) at <https://nyslearn.ny.gov/>.

Below is a listing of course descriptions. The dates, times, and SLMS registration information is on the 2nd page of this announcement.

BSC Travel Course List	Course Description
Travel 101 – Rules and Regulations (2 hour WebEx)	This WebEx will cover travel rules, regulations and guidelines including: responsibilities; official travel status; prior approvals; required documentation; per diem reimbursement rates; when and how the rental car calculator should be used; required receipts; and appropriate uses of the State travel card. This WebEx has a minimum class participation requirement; if that minimum is not reached, the class will be cancelled and participants will be instructed to register for a future WebEx.
Travel Training for SFS Supervisors (1.5 hour WebEx)	This WebEx will help supervisors understand their responsibility for approving employee expense reports in SFS. Supervisors will learn what to look for when reviewing expense reports, and when it is appropriate to approve/deny/reject an expense report. This WebEx has a minimum class participation requirement; if that minimum is not reached, the class will be cancelled and participants will be instructed to register for a future WebEx.
Live SFS EE1, 9.2 (2 hour WebEx)	This Webinar will demonstrate how to create an expense report live in the SFS EE1, 9.2 environment. This class will provide an understanding of BSC best practices and standardized processes including: completing the general information area correctly; attaching receipts and travel documentation; allocating travel card transactions to an expense report; correctly specifying expense types for travel card

	<p>transactions; when to use “Return to State” appropriately; and how to detail multiple legs of a single trip.</p> <p>This WebEx has a minimum class participation requirement; if that minimum is not reached, the class will be cancelled and participants will be instructed to register for a future WebEx.</p>
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SLMS Registration Information:

Travel Module	SLMS Class Code	Date	Time
Travel 101	OGS-BSC-Trav101- 050516WebEx	5/5/16	10am – 12pm
	OGS-BSC-Trav101- 052416WebEx	5/24/16	1pm – 3pm
	OGS-BSC-Trav101- 060716WebEx	6/7/16	10am – 12pm
	OGS-BSC-Trav101- 063016WebEx	6/30/16	1pm – 3pm
Travel for Supervisors	OGS-BSC-TravSFSSup 051816WebEx	5/18/16	1:30pm – 3pm
	OGS-BSC-TravSFSSup 061516WebEx	6/15/16	1:30pm – 3pm
Live SFS EE1, 9.2	OGS-BSC Trav EE1 051116WebEx	5/11/16	10am – 12pm
	OGS-BSC Trav EE1 052616WebEx	5/26/16	1pm – 3pm
	OGS-BSC Trav EE1 060916WebEx	6/9/16	10am – 12pm
	OGS-BSC Trav EE1 062216WebEx	6/22/16	1pm – 3pm

If you have any questions regarding this announcement, please contact the BSC at ogstravel.unit@ogs.ny.gov or (518) 457-4272.