



# Office of General Services Business Services Center

## Information Announcement

### New Online Travel Training

The following travel trainings are now available to all customers as self-paced trainings in the Statewide Learning Management System (SLMS) so that staff can take the training at the time most convenient for them. You can find the training here: <https://nyslearn.ny.gov>.

BSC EE1 Course List	Course Description
<b>Travel &amp; Expense 101:</b> Rules and Regulations for Travelers (SLMS Code: BSC-TravelExpens-101-Travelers)	This course 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.
<b>Travel &amp; Expense:</b> Supervisor 101 (SLMS Code: BSC-Travel-Sup-SFS-EE1-Self)	This course 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.
<b>Traveler SFS Overview:</b> Creating Expense Reports (SLMS Code: BSC-Travel-EE1-Ovrw-SelfServe)	This course is targeted for new users and users who require additional assistance with the SFS Travel & Expense Module, and will demonstrate how to create expense reports in the SFS live environment. Including: completing the general information (header) area correctly; attaching receipts and travel documentation; allocating travel card transactions to an expense report; correctly specifying expense types for travel card transactions; when to use "Return to State" appropriately; itemizing and splitting receipts; and how to detail multiple legs of a single trip.

For those with specific questions about a travel report or procedure, in conjunction with the SLMS trainings, the Business Services Center (BSC) will be offering Travel Expense labs, two days each month at the BSC. These labs are designed to assist customers when creating expense reports and reconciling Travel credit card expenses. The BSC will have staff on hand to answer policy questions and to provide hands on assistance in the SFS environment. Participants should come to the lab at the BSC with the following:

1. Traveler's SFS User ID and password
2. An expense report that the traveler has questions on (current or past due report is fine), or needs assistance completing.
3. Any back-up documentation related to the expense report such as scanned receipts related to the expense report being created

The first two labs will be held April 10<sup>th</sup> and April 24<sup>th</sup>, we will be offering three two-hour labs on each of those days. Customers will be able to sign up for a lab in SLMS, all dates and SLMS codes will be on the BSC website once they are available. The SLMS codes for the labs held in April are listed below.

<b>SLMS Class Code</b>	<b>Date</b>	<b>Time</b>
OGS-BSC Tvl&Exp Lab 41018 9AM	04/10/18	9am – 11am
OGS-BSC Tvl&Exp Lab 41018 11AM	04/10/18	11am – 1pm
OGS-BSC Tvl&Exp Lab 41018 1PM	04/10/18	1pm – 3pm
OGS-BSC Tvl&Exp Lab 42418 9AM	04/24/18	9am – 11am
OGS-BSC Tvl&Exp Lab 42418 11AM	04/24/18	11am – 1pm
OGS-BSC Tvl&Exp Lab 42418 1PM	04/24/18	1pm – 3pm

If you have any questions regarding this announcement, please contact the BSC at (518) 457-4272.