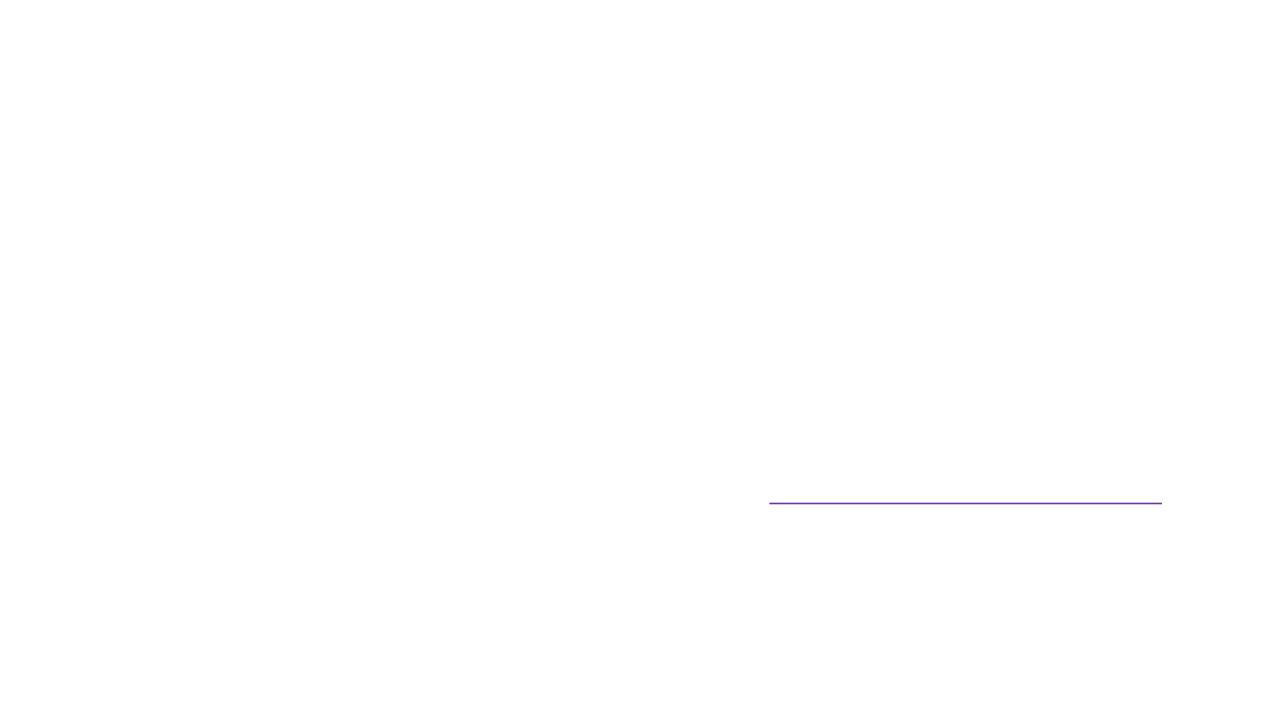


Travel Updates



% Christopherson partnered with Short's Travel Management

STM Ground Inc - STM Driven 1203 W. Ridgeway Avenue Waterloo, IA 50701

Direct: 319-433-0851

Cell: 773-766-8123

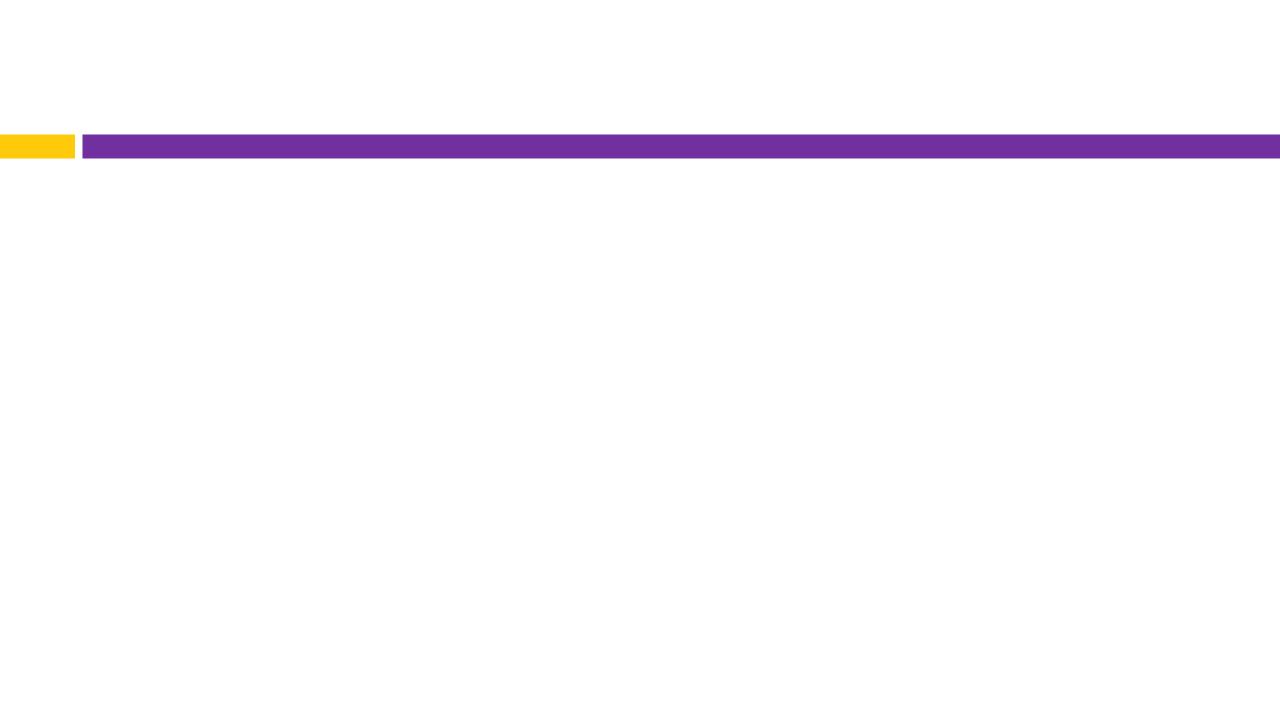
Fax: 319-234-2490

E-mail: Nick Gyllin: ngyllin@stmdriven.com

- Access Concur through CBT's AirPortal link
- MR Feed (integration)
 - Employees, including employed graduate students will have profiles created via HR Feed
 - % HR status = Active
 - Eliminates the manual process for creating profiles
- Configuration and Testing
- Online booking tool will be available when all testing is completed

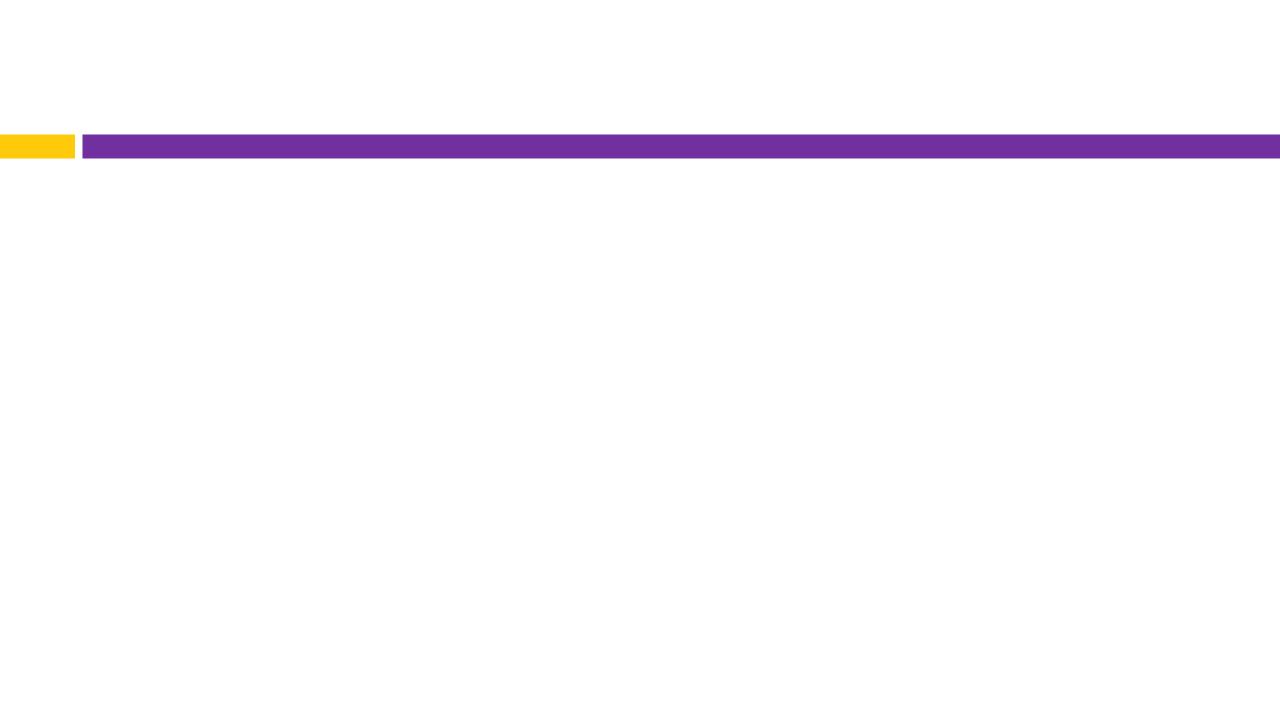






- % Christopherson will conduct virtual trainings of the online booking tool.
- 15%. The training schedule will be listed on the AP & Travel website under TRAVEL.
- Participants should register via LSU Training and Event Registration to select a training date.

Thursday, Jan 7	10:00 -11:00am CT	
Monday, Jan 11	1:30 - 2:30pm CT	
Wednesday, Jan 13	10:00 – 11:00am CT	
Wednesday, Jan 20	1:30 – 2:30 pm CT	
Thursday, Jan 21	1:30 – 2:30 pm CT	
Tuesday, Jan 26	10:00 – 11:00am CT	



Travel Restrictions/Approvals

Domestic Travel

- Business travel is limited and subject to additional approvals
- Domestic travel request requires approvals via TEMP1 form (Request for Domestic Travel during COVID-19 Outbreak)

International Travel

Business travel is prohibited

Travel

THE LANT JRAVEL HEDDATES

TEMP I, NEQUESTI O TRAVEL DURING COVID-19 OUTBREAK

TRAVEL IN JEY LEANLINESS AND SAFETY MEASURES

NEW TRAVEL AGENCY

Christopherson Rusiness Travel (CRT)

Christopherson Fees

CBT Online Booking System

CBT Training Schedule

CBT Tuto