



Office of Procurement Services

Travel Management Services

Return to Travel Summer Webinar Series

July 1, 2021

Travel Management Services and the VPCFO Training team are excited to announce the Return to Travel summer webinar series! These bite-sized training offerings focus on booking travel, expense management, and approver responsibilities to help staff get up to speed as the university resumes more regular travel activity. Join your travel guides, Juliet Roberts and Patty Cole, for an informative end-to-end travel tour of IU!

Registration is now open!

Each topic will be recorded and offered twice between July and August. Click the link below to view all sessions on the VPCFO Training calendar, or select a title in this email to view the dates and times for that topic. **All times are listed in EST.**

[View the VPCFO Training Calendar](#)

- [The Language of Chrome River](#)
- [All About Per Diem](#)
- [Trip Pre-Approvals: Know Before you Go](#)
- [Booking Trips with Personal Funds](#)
- [Booking Trips Online with Egencia](#)
- [Reimbursement Round-Trip](#)
- [Nonemployee Travel 101](#)
- [Prepaid Travel Reconciliation](#)
- [Renting a Car at IU](#)

Juliet Roberts
VPCFO Training





Patty Cole
Travel Management
Services

Approver Webinars

In August, we will offer two topics geared at the Travel Approver audience.

- [Travel Document Approver 101](#)
- [Smooth Operations: Approver Setup](#)

Please reach out to the VPCFO Training team at estc@iu.edu with questions.

Indiana University
107 S. Indiana Ave
Bloomington, IN 47405