

Travel Office Notice – 3/3/08

Online Travel System User:

On Monday, March 10, 2008, an updated version of the Travel System will be available for download and installation. This updated version is titled Travel System 4.2.

This new version addresses the expansion of the OSU employee ID to 9 characters in late March for new employees.

It is not required that all users convert to Travel System 4.2 immediately. Both versions (4.1 and 4.2) will be supported and operational through Sunday, March 30, 2008. On Monday, March 31, 2008, all users must be using Travel System 4.2 to be compatible. Version 4.1 will no longer be operational on this date.

OSU Medical Center users must call their MedCenter help desk at 3-3861 which will facilitate the installation of Travel System 4.2 on their computers.

All other users may have the capability to download and install this upgrade without its area's IT support. If you required IT assistance for version 4.1, you will once again require IT support for this version. Travel System 4.2 can be accessed from the Travel Office website at: <http://busops.osu.edu/travel.php>.

NOTE: The Travel Office recommends that installation of version 4.2 occur before the March 31, 2008 deadline in order to ensure access to meet your area's travel needs.

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