

Travel Office Notice – 10/6/08

Online Travel System User:

An updated version of the Travel System is now available for download and installation. This updated version is titled Travel System 4.3.

This new version adds itemization of business meals and entertainment expenses to the Alternate Payment portion of the printed reimbursement form.

It is not required that all users convert to Travel System 4.3 immediately. Both versions (4.2 and 4.3) will be supported and operational through Friday, October 31, 2008. On Saturday November 1, 2008, all users must be using Travel System 4.3 to be compatible. Version 4.2 will no longer be operational on this date.

OSU Medical Center users will have this software downloaded to their computer by October 31. If you are an OSU Medical Center user and Travel System 4.3 is not on your computer by October 31, you should call your MedCenter help desk at 3-3861.

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 4.2, you will once again require IT support for this version. Travel System 4.3 can be accessed from the Travel Office website at: <http://busops.osu.edu/travel>.

NOTE: The Travel Office recommends that installation of version 4.3 occur before the November 1, 2008 deadline in order to ensure access to meet your area's travel needs.

OSU PCard/Travel Program
614-292-9290
pcard@prs.us.ohio-state.edu