

From: [Jill Heath](#)
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Candidate Expense Training + Travel Reminders
Date: Wednesday, March 16, 2022 4:06:56 PM
Attachments: [ATT00001.txt](#)



Partners in Campus Business Operations

Candidate Expense Training + Travel Reminders

Sent On behalf of: CSUSM Travel Office

Dear PCBO Community,

Due to the heavy recruitment period on campus, the Travel Office will be offering training on the candidate expense and reimbursement process. Please join us on Wednesday, March 23rd at 10-11 am via [zoom](#). We will have plenty of time for Q+A as well! We have also created a [Candidate Travel](#) webpage as well as a [Candidate Quick Guide](#).

For all other travel inquiries, we have many helpful guides on our [Training and Resources](#) page, as well as a long list of [FAQs](#). Please refer to these for answers to simple questions.

If you have a question that requires specific attention, please continue to use our [Booking Tool](#) to schedule a 15-minute consultation with a Travel Office Staff.

Lastly, if you would like the Travel Office to host a training or Q+A session with your department, please contact traveloffice@csusm.edu.

Thank you!
CSUSM Travel Office