Partners in Campus Business Operations
Travel Office Updates and Reminders

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Sent On behalf of: CSUSM Travel Office

Hello PCBO Community,

We hope you all have had a great start to the year! Please see below for updates and reminders.

Travel Office Staff Updates

- Angela Sanchez has accepted a position in Procurement as a Contracts Analyst. We are so happy for her and glad she hasn't gone too far.
- Garrett Hollenbeck is now with the Travel Office full-time.
- We have a new Travel Program Analyst, Jason Mendoza, who started with us on 3/6. We are so happy to have you, Jason.

Please continue to send all inquiries to traveloffice@csusm.edu **as this will go to all Travel Office staff, and we will be able to assist you quicker.**

Adobe Sign Workflow Autofill

We receive comments about Adobe Sign auto filling all signature lines in a workflow before submitting the form to complete. This is a browser feature, rather than Adobe Sign. IITS gave us instructions to remove this feature if it is inconvenient for you.

Delete your saved Autofill form info

To delete your addresses, payment methods, and other saved info in Chrome at the same time, follow these steps:

1. On your computer, open Chrome.
2. At the top right, click More ⋮ .
3. Click **More tools** > Clear browsing data.
4. Choose a time range, like "Last hour" or "All time".
5. Under "Advanced," choose **Autofill form data**.

This method does not delete cards stored in your Google Pay account. Learn how to remove a payment method from your Google Pay account.

Passwords aren't deleted. Learn how to manage your saved passwords.

Faculty Hiring Season – Candidate Travel

Faculty hiring season is upon us, and we look forward to supporting our candidates' travel experience with CSUSM. To ensure a successful travel reimbursement, we emphasize the importance of communicating the CSU Travel Policy, CSUSM Travel Guidelines, and the Candidate Quick Guide to candidates that travel to interview at CSUSM. We encourage you to provide the candidate with the travel policy information and direct them to the Candidate Travel webpage.

As a reminder, candidates must follow the same travel policy employees do. Travelers should ensure that the business-related expenses they incur are ***ordinary, reasonable, not extravagant, and necessary for the purpose of the trip***. If you are unsure if something is reimbursable, please email traveloffice@csusm.edu before communicating to the candidate.

Fiscal Year-End

As we start preparing for the end of the fiscal year on June 30, please keep the following dates in mind:

- **June 16, 2023** - Travel expense reports to be paid in 22/23 need to be approved and in Travel's queue by this date.
- **June 30, 2023** - Deadline for departments to submit travel accruals to Accounting via expenditure transfer form.

Direct Deposit

As always, we highly encourage all travelers to sign up for direct deposit for reimbursements. This

allows for quicker reimbursement, less paper, and avoids checks being lost in the mail. Please use [this workflow](#) and select "Direct Deposit Employee" **This is different than for Payroll.*

 Have a great rest of your semester!!
-CSUSM Travel Office