

**From:** [Jill Heath](#)  
**To:** [pcbodist@coyote.csusm.edu](mailto:pcbodist@coyote.csusm.edu)  
**Subject:** [Pcbodist] Travel Staff Updates and General Reminders  
**Date:** Thursday, August 11, 2022 1:50:11 PM  
**Attachments:** [image001.png](#)  
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[ATT00001.txt](#)

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## Partners in Campus Business Operations

### Travel Staff Updates and General Reminders

#### **Sent On behalf of: CSUSM Travel Office**

Hello PCBO Community,

We hope you had a great summer and are looking forward to the Fall semester! Please see below for updates and reminders.

#### **Travel Office Staff Updates**

- Angela Sanchez is back from maternity leave. Welcome back, Angela!
- Brianna Madson has accepted a position in Facilities Development and Management as a Work Control Analyst. We will miss her very much, but happy she won't be going too far.
- Garrett Hollenbeck is our new, part-time Travel Program Analyst! He is a CSUSM CoBA alum and is now enrolled in our Specialized MBA program. Garrett was our Travel and VPFAS student assistant for the 21/22 Fiscal Year, and we are happy to have him on our staff!
- **Please continue to send all inquiries to [traveloffice@csusm.edu](mailto:traveloffice@csusm.edu) as this will go to all Travel Office staff, and we will be able to assist you more quickly.**

#### **Adobe Sign Travel Expense Reports**

Accounts Payable assists the Travel Office by entering Adobe Sign claims for payment. To ensure that AP knows what to enter, and that documentation is correct, please make sure you are completing the

following when submitting Adobe Sign travel expense reports:

- Ensure that the travel expense **Excel** form is the *first page* in the submission
- Check the box to select the correct business unit

OR  OR   
CSUSM      FOUNDATION      CORP

- Check the box to select the correct submission type

Travel Request     Supplemental Claim (Airfare)     Final Claim

- Ensure that the Chartfield string is correct and fully filled out

(11) Acct	Fund	Dept	Program	Class	Project	Amount

### **Direct Deposit**

As always, we highly encourage all travelers to sign up for direct deposit for reimbursements. Direct deposit allows for quicker repayment, less paper, and avoids checks being lost in the mail. Please use [this workflow](#) and select "Direct Deposit Employee." *\*\*This is different than Direct Deposit for Payroll.*

### **Relocation Training**

For Academic Affairs especially, relocation season is coming up! Please take a look at our [Relocation](#) page that includes our new quick guide, which can be given to new hires.



We are offering virtual Relocation Training on Tuesday, August 23 at 2 pm. We hope to see you there! <https://csusm.zoom.us/j/81667288897>

### **Helpful Guides**

Please instruct all travelers or travel-prep staff to take a look at our [Training and Resources](#) page as well as our [FAQs](#) page.

Enjoy the rest of your summer, and we wish you a happy Fall semester.

Thank you,  
CSUSM Travel Office