

IF YOU ARE TRAVELING NOW - JUNE 12

OAKS Travel and Expense is available

Travel Authorizations

- Create your travel authorizations prior to your travel date.
- Remind your supervisor to approve travel authorizations by Monday, June 15. If not approved by that date they will be deleted from OAKS and will need to be recreated on or after July 1.
- Travel authorizations approved by June 15 will not be deleted.

Expense Reports

- Create your expense reports by June 12 for all completed travel.
- Remind your supervisor to approve expense reports by Monday, June 15. If not approved by that date, they will be deleted from OAKS and will need to be recreated on or after July 1.
- Expense reports approved by June 15 will not be deleted.

IF YOU ARE TRAVELING JUNE 15-30

OAKS Travel and Expense is available

Travel Authorizations

- Create your travel authorizations and obtain your supervisor's approval by June 15. If not approved, they will be deleted from OAKS and will need to be recreated on or after July 1.
- Travel authorizations approved by June 15 will not be deleted.
- For emergency travel, create your travel authorizations on or after July 1.

Expense Reports

- Create your expense reports on or after July 1.
- For emergency travel, create your on expense reports on or after July 1.

STARTING TO TRAVEL JULY 1ST AND BEYOND

OAKS Travel and Expense will be available July 1. You should take the following actions as needed.

Travel Authorizations and Expense Reports

- Create your travel authorization and expense reports for any future travel.
- Create your travel authorization and expense reports that you may have been holding prior to July 1.
- Recreate any deleted travel authorizations and expense reports.