

Subject: Travel Reimbursement Training Materials Now Online


From: Internal Training Services

To: Participants of 24 Nov Session + All Staff

Date: 29 November 2017

Dear Colleagues,

Thank you to those who attended the **Travel & Expense Reimbursement Session** last Friday. The presentation deck and FAQ are now available for download:

 [Intranet > Finance > Staff Training Materials]

Covered topics:

- Common delays in travel cost approval
- Which fields trigger finance rejections
- Overview of audit-flagged edge cases
- Preview of 2018 claim form updates

You do not need to have attended the session to review the slides.

Kind regards,

Henrik Loos

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