

The background of the slide is a photograph of an airport terminal. Silhouettes of several people are walking across a polished floor that reflects the scene. In the background, large windows offer a view of a sunset over a beach with palm trees. An airplane is visible in the sky through the windows. The overall color palette is warm, dominated by the golden and orange tones of the sunset.

# POLY TRAVEL OVERVIEW

Plan. Book. Go



CAL POLY

# POLY TRAVEL

## CONCUR TOOL



Online and mobile tool

## CONCUR TRAVEL CARD



University liability credit card  
Feeds into Concur

## CHRISTOPHERSON'S BUSINESS TRAVEL



Travel management company  
Book via Concur or phone

## TRAVEL GUIDELINES



Updated Cal Poly's travel  
guidelines

# POLY TRAVEL | Benefits

## → STREAMLINED

- Clear, defined process, consistent and same for all, regardless of fund source
- Concur guides traveler through proper steps, in order
- Approval of travel request is required before booking or expensing

## → EFFICIENT

- Automated process with email notifications that alert for needed approvals
- There are time limits on approvals
- Managers can delegate approvals and/or assign previewers

# POLY TRAVEL | Benefits

## → CONVENIENT

- Mobile app captures receipts while traveling and automatically feeds them into the tool
- Mobile app enables approver to review and approve travel and expenses anywhere

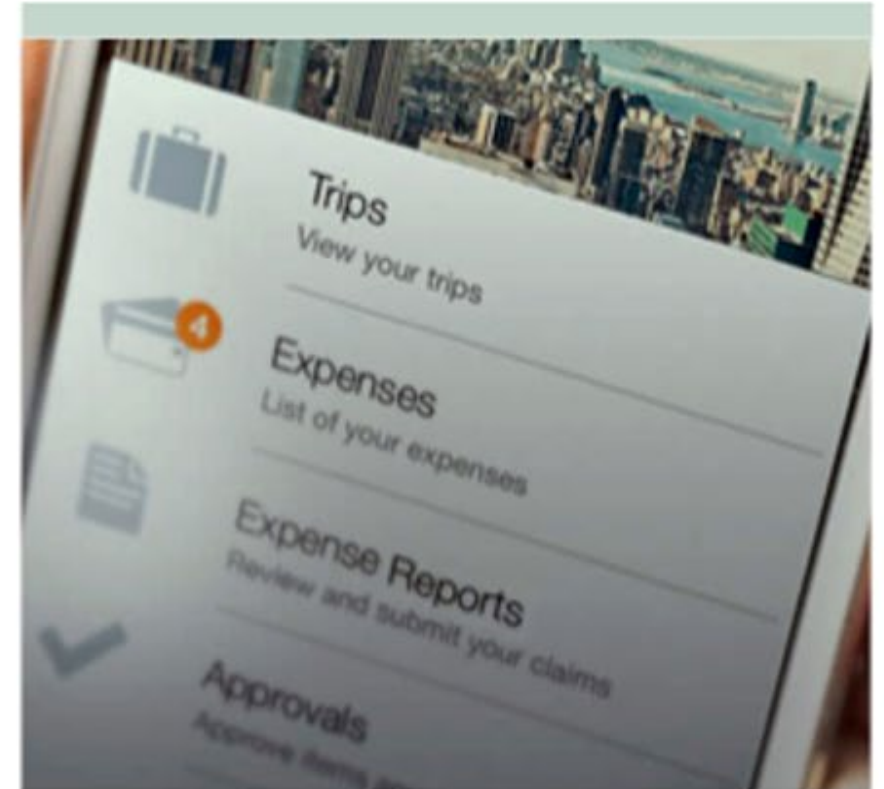
## → BUDGET MANAGEMENT

- Travel requests require a detailed budget
- Travel expenses are estimated before they occur
- Departments have increased visibility into travel spend by expense type, etc.

# POLY TRAVEL | Benefits

## → SPEND MANAGEMENT

- Leverage overall CSU spend
- Seven CSUs implementing Concur tool and travel agency
- Consolidate air spend and negotiate with airlines



# TRAVEL PROCESS

- **Must complete travel in the process you started**
  - If you started with a current travel 1A form, cash advance, direct bill (Enterprise or Giselle's) or current Travel Card - you must complete the current paper process
- **Begin using Concur for travel when ALL aspects of travel are in Concur**
  - When you can start a new Concur Request, book travel in or outside of Concur (EX: Conference Hotel), use your Concur Travel card for all expenses and can submit all expenses using the Expense Report – you are ready to use Concur for your travel process

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**CONCUR**


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# CONCUR | Online and Mobile Tool

- Three modules:
  - **Request** – replaces Preauthorization or “1A” form
  - **Travel** – online booking tool: air, rail, car, and/or hotel
  - **Expense** – replaces Travel Claim form
- Can create and approve travel Requests and Expense Reports in tool
- Travel card transactions feed directly into tool
- Tool guides users
  - Instant feedback via alerts, prompts and hard stops
  - Won’t allow you to go out of order
  - Adheres to Cal Poly’s travel guidelines



# CONCUR ONLINE TOOL

SAP Concur  Requests Travel Expense Approvals Reporting App Center Administration | Help





Profile 

**CSU** The California State University  
Hello, Bernadette

+ New    00 Required Approvals    16 Authorization Requests    03 Available Expenses    01 Open Reports


### TRIP SEARCH


Booking for myself | [Book for a guest](#)

#### Mixed Flight/Train Search

Round Trip    One Way    Multi City

From   
SBP - San Luis Obispo Airport - San Luis Obispo, CA  
Find an airport | Select multiple airports

To   
Arrival city, airport or train station  
Find an airport | Select multiple airports

**Search**

[Show More](#)

### COMPANY NOTES


Important Messages:  
**\*\*\*PLEASE REMEMBER TO ALWAYS BOOK FROM AN APPROVED REQUEST. DO NOT BOOK TRAVEL THROUGH TRIP SEARCH.\*\*\***

Welcome to Concur Travel, the corporate online travel tool for California State University

Please take a moment to review your profile and ensure that your information is complete.

[Read more](#)

### MY TASKS

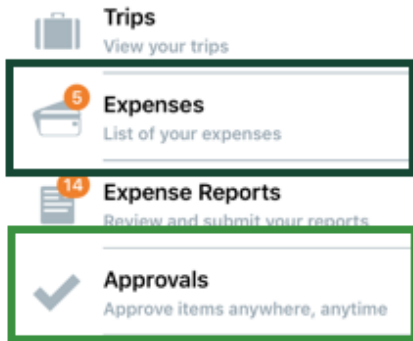
<b>00</b> Required Approvals → Great! You currently have no approvals. 	<b>03</b> Available Expenses → 07/13 CONSERV FUEL #6112 \$27.20 07/13 CHEVRON 0356700 \$44.00 07/12 CSU-SF-PARKING \$8.22	<b>01</b> Open Reports → 09/20 SFSU Concur training \$78.75
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### MY TRIPS (0)

→

You currently have no upcoming trips.

# MOBILE APP



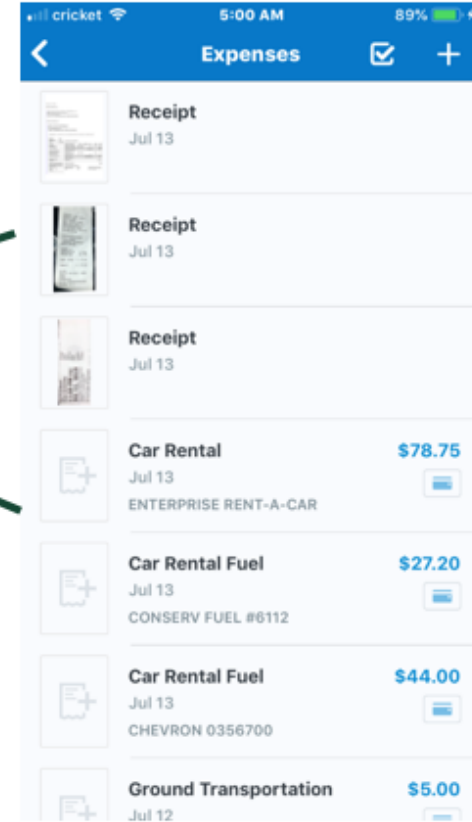
Review & expense receipts & card transactions

Review & approve Requests & Expense Reports

Add expenses while traveling

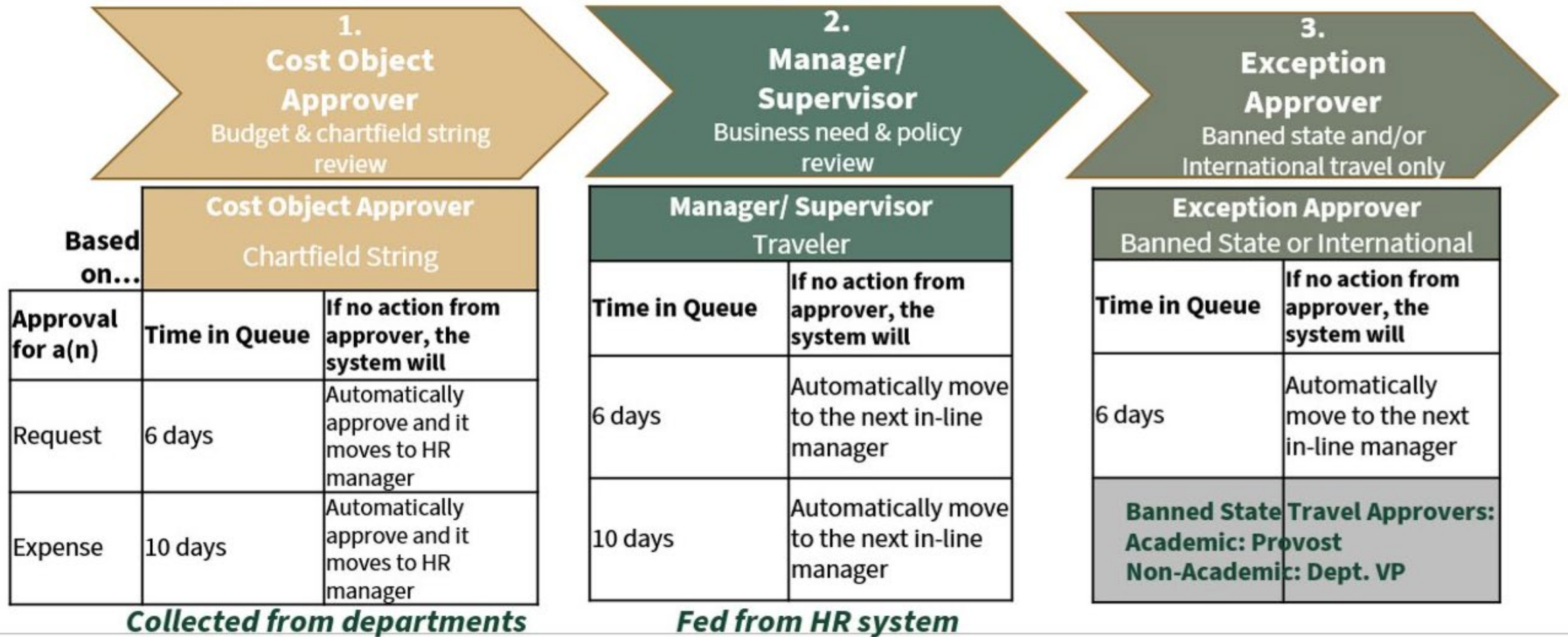


Use camera to capture receipts



# CONCUR | APPROVAL FLOW

Concur has a two-approver process; three for banned state and/or international travel  
 If same approver is in 2 consecutive approval roles, they will only receive it one time



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# CONCUR TRAVEL CARD

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# CONCUR TRAVEL CARD | Benefits

- Actual spend expensed –vs- claimed amount
  - Card transaction reflects what is actually paid
- University liability, no financial burden to employee
- Does not affect employee's personal credit
- Fraud protection
- Travel insurance
- Block inappropriate spend, based on merchant codes
- Transaction feeds into Concur
  - Alerts users when there is a transaction on the card via email

# TRAVEL CARD OR P-CARD?

Concur Travel Card	P-Card
Individual – <i>goes with the person</i>	Department – <i>shouldn't leave campus</i>
Travel expenses	General good and services off-campus
Faculty or Staff who travel for University business	Faculty and Staff: frequent low-dollar purchases for self or for others
Feeds into Concur – create Expense Report, approvals routed in Concur	Peoplesoft: Manager sign-off via Docusign or paper
University pays vendor directly	University pays vendor directly

# CONCUR TRAVEL CARD

## Allowable Purchases

- All University business travel related purchases
  - Air, Car, Hotel, Rail
  - Meals
  - Ground Transportation
  - Parking/Tolls
  - Registration/Fees
  - Incidentals
- Payment on behalf of others **ONLY** when:
  - Sharing lodging (AirBNB, hotel) with THAT person
  - Transportation (Uber, Lyft, Taxi) with THAT person
- Individual-hosted Hospitality, hosting a guest or group of guests, regardless of location (within 25 miles of campus during travel)

## Prohibited Purchases

- Expenses not related to University approved business travel
- Personal Purchases
- Alcoholic Beverages for personal consumption
  - EXCEPTION:** fundraising/hospitality activities charged to a fund that allows alcoholic beverages
- Cash Advances

# CREDIT CARDS

Consider your card use and need



## Concur Travel Card

- Staff and faculty traveling on University business
  - Hospitality – travel or non-travel related
- 



## Purchasing Credit Card (ProCard)

- Office supply purchases
  - Hospitality – non travel related only
- 



## Travel Credit Card

- Student, group and guest (recruitment) travel only



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# CHRISTOPHERSON'S BUSINESS TRAVEL

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# CHRISTOPHERSON'S BUSINESS TRAVEL | Benefits

- Book travel online or via phone
- ROI/ Cost Avoidance
  - Used ticket management – reuse used tickets
  - Avoid penalties: void or refund tickets
  - Enforcing negotiated contracts
  - Consolidate CSU spend. Leverage overall spend with travel vendors
  - Airlines only recognized spend managed by TMC for negotiations
- Provide tools to locate Cal Poly travelers
- 24/7 Customer Support via phone for domestic or international travel
- No “Group 9” (personal item only) fares loaded in Concur
- Travel arrangements/ bookings and fees feed directly into Concur
- Access to traveler’s profile

# CHRISTOPHERSON BUSINESS TRAVEL SERVICE FEES

Christopherson Business Travel may charge a service fee depending on the travel type and service provided.

- Service fee will come through US Bank and will load as a separate transaction (available in Available Expenses) to be moved to the Expense Report.
- Will use chartfield string in Expense Report header unless allocate the expense.
- The service fee depends on the service provided.  
*See Fee Structure chart.*

<u>Online Tool - Concur</u>		
<u>Transaction</u>	<u>Billing</u>	<u>Amount</u>
Domestic Booking	per ticket	\$ 5.00
International Booking	per ticket	\$ 5.00
<u>Full Service Agent</u>		
<u>Transaction</u>	<u>Billing</u>	<u>Amount</u>
Domestic Booking	per passenger	\$ 26.00
International Booking	per ticket	\$ 35.00
Complex International	per ticket	\$ 50.00
Add Car/Hotel	Per PNR	\$ 10.00
Assist Online with No Ticket (reservation)	Per PNR	\$ 17.00
Cancellations	per ticket	No Fees
Agent Assist Online Booking		
<u>Transaction</u>	<u>Billing</u>	<u>Amount</u>
Domestic Booking	per ticket	\$ 17.00
International Booking	per ticket	\$ 17.00
Add Car/Hotel	per ticket	\$ 17.00

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# TRAVEL GUIDELINES

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# NEW GUIDELINES

## **All state employee travel to go through Poly Travel**

- Includes Sponsored Programs or grant travel (Corporation funded)
- After roll out, clear cut-off date, Concur will be the only method to request and expense/claim travel for faculty and staff travel

## **Concur Travel Card is the required method of payment for travel expenses**

- For all faculty and staff, regardless of frequency of travel
- Claim actuals; per diems are allowance or do not exceed amounts
- Only Concur Travel Card allowed in Concur profile
- Travel expenses for individual card holder only

## **No cash advances, except rare instances**

# NEW GUIDELINES CONTINUED

- **Christopherson's Business Travel is Cal Poly's preferred travel agency**
  - Online (Concur Travel) or Phone
  - 24 hours / 7 day support
  - International or Domestic
  - Direct bill to Cal Poly
  - CSU wide: manage and leverage spend
  - No "Group 9" airfare, unless requested

# NEW GUIDELINES CONTINUED

- **All individual-hosted hospitality shall be paid via the Concur Travel Card**
  - Regardless of location (25 miles within campus or during travel)
  - Expense non-travel hospitality monthly (one hospitality Expense Report per month)
  - Department events may still use department P-Cards
  - Hospitality policy applies and enforced
- **Domestic daily meal allowance is up to \$55/ day<sup>1</sup>, including...**
  - Days of travel (outbound and return)
  - Conferences
  - EXCEPT, same day travel (24 hour travel), lunch expense is not permitted, therefore maximum daily allowance is \$36.33. Amount claimed is taxable

<sup>1</sup>Departments may have more restrictions which they will need to enforce

# NEW GUIDELINES CONTINUED

- **Car rental for individual travel is required to be paid via Concur Travel Card**
  - Direct bill is only available for non-employee travel (student or guest)
- **Mileage only can have one annual approved Request**
  - Submit a monthly Expense Report (only allowed to expense mileage 1X per month or can expense quarterly)
  - *Example of Annual Request – Trip Name: 2019/20Mileage, Date Range: July 1, 2019 – June 30, 2020.*
  - Request will stay open through travel end date. Multiple Expense reports can be submitted from one Annual Request



# NEW GUIDELINES PERSONAL AND INTERNATIONAL TRAVEL

- **Personal Travel and International Travel requires itinerary**
  - Itineraries clearly indicate days of personal travel – vs – university business travel (from outbound/ start date to return/ end date of travel), and locations when required
  - Required with Request and Expense Reports
- **International Travel is a two step process: International Center and Concur**
  1. Start with International Center, once this process is complete traveler will receive a PDF via email
  2. Submit Request with attached PDF in Concur for approval
- Allow 60 days for review and approvals

# GUIDELINES REVIEW | CLARIFICATION | REQUESTS

- **An approved request is required before committing any funds for travel, including registration fees**
- **An approved Request is required for each University Travel trip (1:1)**
  - A trip is 25 miles or more from campus or home, may include hotel, air, rail, car rental, a personal or state vehicle
  - University Travel is any travel related to university business; may include travel paid by another entity (i.e. faculty visiting another university)
  - Academic Travel (i.e. student study abroad) is not considered University Travel
  - A local meeting, with or without hospitality, within San Luis Obispo county is not considered University Travel

# GUIDELINES REVIEW CLARIFICATION | AIR & RAIL

- **Economy or coach air or rail fares only**
  - “Group 9” – good for one day travel (outbound and return within 24 hours)
  - Seat selection, not upgrade – minimal cost, manager approval required
  - Upgrades including “roomier” seats (exit row, Economy Plus – United Airlines, or the like, etc.) is prohibited
  - Business or First class is prohibited
  
- **When Personal Travel is included with University Travel<sup>1</sup>, a fare comparison is required**
  - At time of booking flight, user is required to capture airfare of business travel dates only and submit with Expense Report
  - More expensive fare is prohibited

<sup>1</sup> *University Travel is any travel that is related to university business, including travel that is funded by another entity*

# GUIDELINES REVIEW CLARIFICATION | LODGING & PAYING FOR OTHERS

**Shared lodging (i.e. AirBnB) expense (the entire rental cost, including all fees: service, cleaning, non-taxes, etc.) shall not exceed the nightly hotel allowance multiplied by the number of University Travelers.<sup>1</sup>**

- Number of Nights x Number of People x Nightly Allowance per Person (\$) = Allowable Claim Amount (\$)
- **Paying for another employee's travel expenses is prohibited, except when sharing lodging (hotel room, Airbnb) or transportation (taxi, uber, lyft) with that person**
  - Cannot pay for someone else's airfare, conference fees, etc.
  - When traveling together, each individual employee is required to pay for themselves

# GUIDELINES REVIEW CLARIFICATION | UPGRADES

- **Uber Black, Lyft Lux, and other premium options with rideshare companies is prohibited unless manager approves prior to trip**
  - *Include business justification in Request and Expense Report*
- **Black tie rental service/luxury car transport services to and from airport or home is prohibited**
- **Consider parking at Cal Poly (staff permit) and ride sharing or taxing to airport if you live outside of San Luis Obispo**

# GUIDELINES REVIEW CLARIFICATION | REQUESTS

- **Gas may only be claimed with car rental**
  - Expense type: Car Rental Gas
- **Mileage may only be claimed with personal car use**
- **Incidentals include fees and tips given to bellhops, baggage carriers, porters, hotel housekeepers, stewards or stewardesses, other ship personnel, and hotel servants in foreign countries.**
  - Not on water, snacks, etc/ - may claim multiple meal expense types up to \$55/day

# GUIDELINES REVIEW CLARIFICATION | OTHER

- **Individual is required to submit their Expense Report within 60 days of Travel End Date**
  - Justification is required to submit Expense Report beyond 60 days of Travel End Date
  - Future travel may be restricted until Expense Report is submitted
- **Concur Travel Card may be taken away if abused**
  - No cash advances shall be granted
- **When receipts are required, they must be itemized**
  - An itemized receipt clearly lists all items purchased (i.e. each entree, appetizer, drink, etc. purchased); a total + tip is NOT an itemized receipt

# GUIDELINE REVIEW CLARIFICATION | OTHER

## Banned State Travel

- All should be mindful of travel to banned states.
- All travel to banned state shall be reviewed and approved by each organization's VP.
- Travel to banned state funded by the state must meet the Exceptions. (<https://afd.calpoly.edu/travel/policy/#restricted-travel>)
- Travel to a banned state funded by other sources is up to the VP.
- ALL BANNED STATE TRAVEL IN CONCUR WILL REQUIRE VP APPROVAL, *regardless of funding source*



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# APPENDIX

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# TRAINING PLAN/STRATEGY - WAVES

<b>Travel Supporters</b> Budget Analysts, Admins, Coordinators	<b>User</b> Traveler, Approver
Identify travelers in their departments for Concur Travel cards at beginning of travel	Receive Concur travel card at training
Hands on Training modules –multiple offerings over three weeks – 6-8 hours	Lecture/demonstrations, create profile – multiple offerings over 2-3 weeks, 1-2 hours
Support their departments	Travel and use resource and tools
Open Labs	




















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# PROFILE: SET UP

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# CONCUR: LOGIN

## My Apps

-  PASS (Plan A Student Schedule)
-  Email & Calendar
-  Cal Poly OneDrive
-  HR Administration
-  Student Administration
-  CSU Portal - Financial Administration
-  PolyData Dashboards
-  Campus Wiki
-  Student Assistant Management
-  Electronic Workflow
-  Technical Service Request
-  Facilities Requests
-  Telephone Administration
-  PolyCard Services
-  Email Distribution Lists
-  CSYou Portal
-  ESM Campus Marketplace
-  Concur Travel
-  LinkedIn Learning

## Telephone Requests

### Request Forms

- [Update Billing or Directory Information](#)
- [Desk Phone Services](#)
- [Cellular Services](#)
- [Additional Services](#)

### Form Information

To assist you in determining which form to use, please review the information under the links below. Once you know which form to use, please click on the form link under the Request Forms.

### Update Billing or Directory Information

- [Desk Phone Services](#)
- [Cellular Services](#)
- [Additional Services](#)

## Telephone Requests

### Request Forms

- [Update Billing or Directory Information](#)
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### Update Billing or Directory Information

- [Desk Phone Services](#)
- [Cellular Services](#)
- [Additional Services](#)

## Campus Announcements

### Information Technology Services

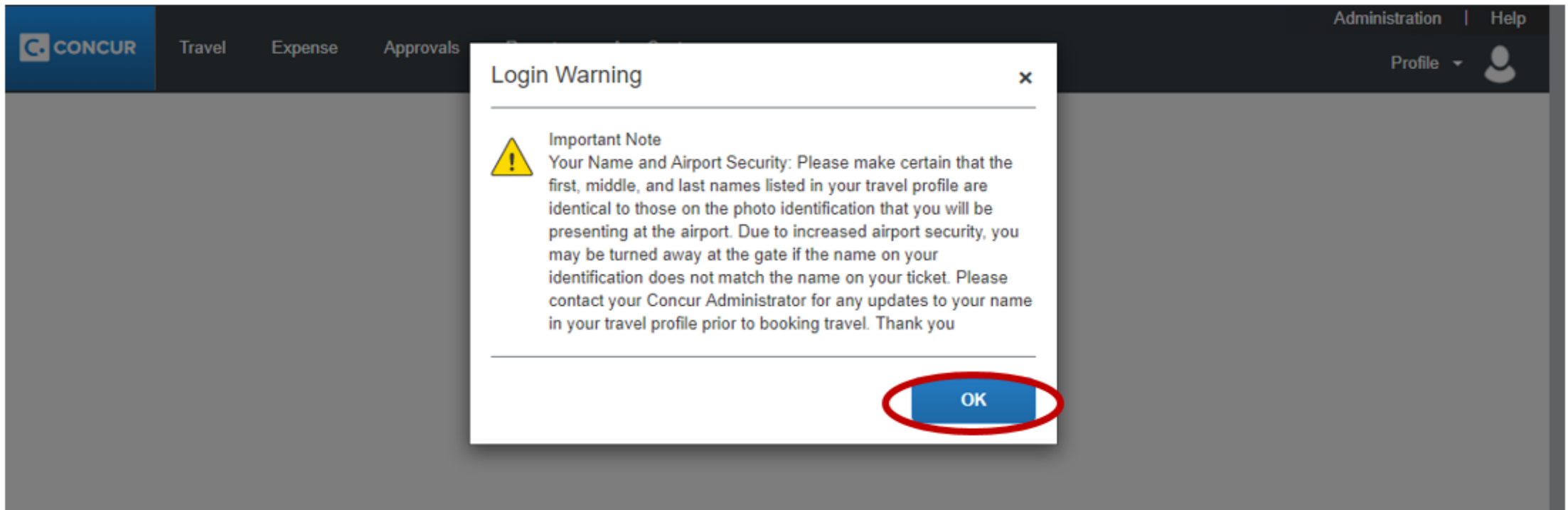
- PeopleSoft Finance Outage 8/21 6:00PM - 10:00PM Aug
- PeopleSoft Finance Production Maintenance Outage: Wednesday 6:00PM - 10:00PM Aug
- PolyPlanner and PeopleSoft Outage 8/21 8pm - midnight Aug
- PolyPlanner and PeopleSoft Student & HR Administration Production Maintenance Outage: Wednesday 8 pm - midnight Aug

[Previous Announcements](#)



# CONCUR: LOGIN

## LOGIN WARNING: NAME & AIRPORT SECURITY



The screenshot shows the Concur application interface with a modal dialog box titled "Login Warning". The dialog box contains an "Important Note" with a yellow warning icon. The text of the note reads: "Your Name and Airport Security: Please make certain that the first, middle, and last names listed in your travel profile are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket. Please contact your Concur Administrator for any updates to your name in your travel profile prior to booking travel. Thank you". A blue "OK" button is located at the bottom right of the dialog box and is circled in red.

CONCUR

Travel Expense Approvals

Administration | Help

Profile

### Login Warning

**!** Important Note

Your Name and Airport Security: Please make certain that the first, middle, and last names listed in your travel profile are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket. Please contact your Concur Administrator for any updates to your name in your travel profile prior to booking travel. Thank you

OK



# CONCUR: HOMEPAGE

**SAP Concur** | Administration | Help

Requests | Travel | Expense | Approvals | Reporting | App Center

**Profile**

**CSU The California State University**  
Hello, Bernadette

**TRIP SEARCH**

Booking for myself | Book for a guest

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From: SBP - San Luis Obispo Airport - San Luis Obispo, CA

To: Arrival city, airport or train station

**Search**

**COMPANY NOTES**

Important Messages:  
**\*\*\*PLEASE REMEMBER TO ALWAYS BOOK FROM AN THROUGH TRIP SEARCH.\*\*\***

Welcome to Concur Travel, the corporate online travel management system.

Please take a moment to review your profile and preferences.

**MY TASKS**

- 00** Required Approvals →  
Great! You currently have no approvals.
- 05** Available Expenses →  
07/13 Enterprise \$78.75  
07/13 CONSERV FUEL #6112
- 14** Open Reports →  
08/06 SFSU Concur training \$13.41  
05/21 New Mexico

**Profile** | Bernadette M. Monterrosa-Birdsong | Profile Settings | Sign Out

Acting as other user ?


- Act on behalf of another user
- Act as user in assigned group (Proxy)
- Book travel for any user (Self-assign)


Choose a user

Cancel | Start Session

Read more

# CONCUR: PROFILE

SAP Concur  Administration | Help

Requests Travel Expense Approvals Reporting App Center Profile 

Profile Personal Information System Settings Concur Mobile Registration Travel Vacation Reassignment

## Your Information

- Personal Information**
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

## Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

## Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

## Expense Settings

- Expense Information
- Expense Delegates

## Profile Options

Select one of the following to customize your user profile.

- Personal Information**  
Your home address and emergency contact information.
- Company Information**  
Your company name and business address or your remote location address.
- Credit Card Information**  
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
- E-Receipt Activation**  
Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Travel Vacation Reassignment**  
Going to be out of the office? Configure your backup travel manager.
- Request Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Personal Car**  
Personal Car

### System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

### Contact Information

How can we contact you about your travel arrangements?

### Setup Travel Assistants

You can allow other people within your companies to book trips and enter expenses for you.

### Travel Profile Options

Carrier, Hotel, Rental Car and other travel-related preferences.

### Expense Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.

### Expense Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

### Concur Mobile Registration

Set up access to Concur on your mobile device



# PROFILE

# REQUIRED FIELDS

## My Profile - Personal Information

Jump To: Personal Information Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required\*\*]** (validated and required) must be completed to save your profile.

[Change Picture](#)



### Important Note

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name	Middle Name <b>[Required]</b>	Nickname	Last Name	Suffix
<input type="text" value="Ms"/>	<input type="text" value="Bernadette"/>	<input type="text" value="M."/>	<input type="text" value="Bernadette"/>	<input type="text" value="Monterrosa-Birdsong"/>	<input type="text"/>
		<input type="checkbox"/> No Middle Name			

## Company Information

[Go to top](#)

Employee ID

Manager

Org. Unit/Division Employee Position/Title



**Name** – *must match photo identification for travel.* Name is loaded from Human Resources. Contact HR for changes.



**Contact Information** – Work Phone/ Home Phone. Recommend Cell Phone for travelers



**Gender and Date of Birth**



**Concur Credit Card** – only card to be loaded into Concur Profile



CAL POLY



# PROFILE

# ADDITIONAL FIELDS

## Email Addresses

[Go to top](#)

Please add at least one email address.

[▶ How do I add an email address?](#)

[▶ Travel Arrangers / Delegates](#)

[▶ Why should I verify my email address?](#)

[▶ How do I verify my email address?](#)

[+ Add an email address](#)

	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	albright@calpoly.edu	Check email for code	Resend   Cancel	Yes	
		Enter Code	<input type="text"/>	<input type="button" value="OK"/>	
Email 2	salbright101@yahoo.com	Check email for code	Resend   Cancel	Yes	
		Enter Code	<input type="text"/>	<input type="button" value="OK"/>	



**Work Address**



**Home Address**



**Email Address** – *REQUIRED* to use *receipts@concur.com*



**Emergency Contact**



**Travel Preferences** - *air, hotel, car, frequent-traveler programs, advantage programs*



**Assistants and Arrangers**– *permission to perform travel functions for you*



**CAL POLY**

# POLY TRAVEL WEBSITE

## [AFD.CALPOLY.EDU/TRAVEL/CONCUR/](https://afd.calpoly.edu/travel/concur/)



### Roll Out schedule

Roll Out started September 2019 and runs through September 2020. Scheduled dates of training waves for departments listed



### Concur Overview and Approval Flow

Outline of Concur modules: Request, Book, and Expense Reports; and an outline of the approval flow process



### Guides and Tutorials

Tutorials available for the traveler, approver, and delegates



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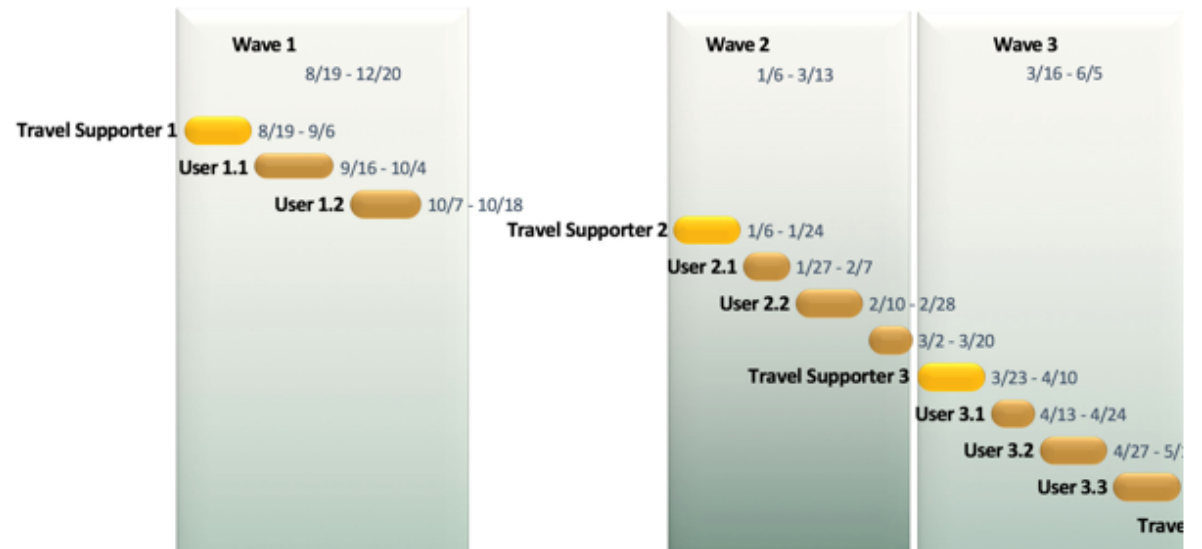
# ROLL OUT SCHEDULE

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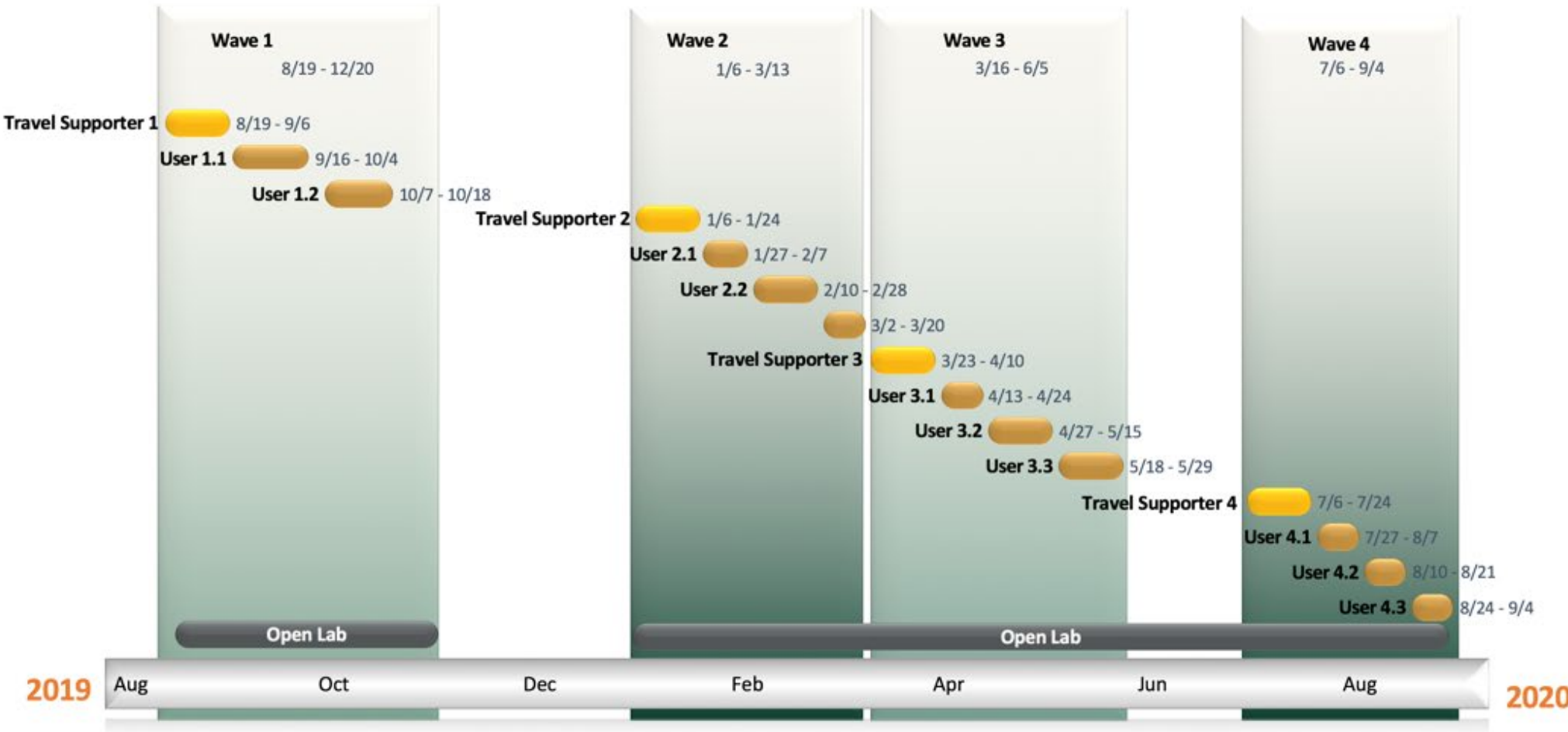
# POLY TRAVEL | Roll Out and Training

## → WAVE APPROACH

- Training of the travel supporters began in August
- Training included hands-on workshop, lectures, demos and open labs
- Rollout is projected to end Summer 2020



# POLY TRAVEL TIMELINE - DRAFT



Wave 1		Wave 2			Wave 3			Wave 4		
1.1	1.2	2.1	2.2	2.3	3.1	3.2	3.3	4.1	4.2	4.3
9/16 - 10/4	10/7 - 10/18	1/27 - 2/7	2/10 - 2/28	3/2 - 3/20	4/13 - 4/24	4/27 - 5/15	5/18 - 5/29	7/27 - 8/7	8/10 - 8/21	8/24 - 9/4
ANTS Strategic Business Services Financial Services International Center Office of the Provost  <b>- COMPLETE -</b>	A&F Office of the VP Facilities Management and Development Public Safety Human Resources	College of Science & Mathematics Performing Arts Center University Scheduling Information Technology Services	College of Agriculture, Food & Environmental Sciences	Orfalea College of Business University Housing Office of Equal Opportunity International Graduate & Extended Education	College of Architecture & Environmental Design Academic Personnel Disability Resource Center Systems and Resources New Student and Transition Program	College of Engineering <b>University Development</b>	College of Liberal Arts Career Services Parent and Family Programs Research and Economic Development Institutional Research University Advising Office of the Registrar Admissions/Recruitment/Financial Aid University Marketing	Library Students Academic Services Dean of Students	Commencement Academic Programs and Planning Athletics Intercollegiate	President's Office Center for Teaching, Learning and Technology Student Affairs Office of the VP University Legal Counsel