

# Training via Statewide Satellite

## September 13, 2017

- 1:00 PM**      **Welcome & Remarks**  
**Travel Submission Guidelines**  
**Glossary**  
**The Travel Process**
- 2:00 PM**      **Helpful Hints**  
**The Travel Packet**  
**Major Travel Mistakes**  
**Prepaid Travel Advance**
- 3:00 PM**      **Reimbursement Types**
- **Manual**
  - **In State with Actual Expenses**
  - **Automated**
- 3:45 PM**      **Questions**
- 4:00 PM**      **Adjourn**