

Invitation - Travel Self Booking Tool Training 31 October 2007

The University has entered into a new contract with American Express for Travel Management services. This new contract commenced on Tuesday 2 October 2007 and incorporates many new features and arrangements.

To brief staff on enhancements to the contract and provide an introduction and training for the Online Self Booking Tool, there will be a further two travel training sessions at the following time and location.

Details for these sessions are as follows:

Wednesday 31 October 2007
Innovations Building Seminar Room
Building 124 Eggleston Road
Commencing 10.00am

Wednesday 31 October 2007
Innovations Building Seminar Room
Building 124 Eggleston Road
Commencing 2.00pm

These sessions are expected to last for 1.5 to 2 hours each

Staff wishing to attend must nominate their session to Ron Robertson, by email, before COB Monday 29 October 2007.

Any questions, please contact [Ron Robertson](#) on or after Monday 15 October 2007.