

DEPARTMENT OF APPLIED SCIENCE

MYTRAVEL SYSTEM

On March 1, 2008 The College of Engineering switched over to the My Travel system for travel and entertainment expenses. What does this mean for you?

As a first time user of MyTravel, you must go to <https://mytravel.ucdavis.edu> to set up your personal information, expense preferences, delegates (a list of department staff who may process your travel, see below) and personal vehicle information. This is a ONE TIME INITIAL SET UP unless there are updates to be done.

To set up the aforementioned information, log-in to the mytravel website with your kerberos ID and password and click the file icon on the top right hand corner of the MyTravel page. If you want assistance with this set-up stop by the department office and Vivian or I can help you.

The people you should set up as process/receipt review delegates are:
Tiffany Macias-Silva
Bin Yu (Vivian)

If you do not wish to set up anyone in the department as a delegate, you will be required to process your expenses yourself.

When you have an expense to submit, please complete the appropriate department form along with receipts to the department travel coordinator.

The department will be processing your travel as usual, with the exception that after an Expense Report has been prepared, it will route to the traveler (you) for review, approval and submission. Submission of the Expense Report constitutes the traveler's electronic signature.

The process for getting approval from your PI / supervisor is by completing the department form and obtaining signature for approval.

We look forward to working with you and assisting you as we transition to the electronic submission of travel and entertainment reimbursements.