User Impact Notice #1

May 10, 2019

Overview: The Citibank feed contains *ALL* transactions, both DTS and DTM (SAP Concur). Any time a traveler uses the GTCC, transactions will show up in DTM, even when the traveler is using DTS for travel. As a result, DTS travelers who may have never used DTM will receive these emails when using their GTCC.

Email Reminder: "DTM: Outstanding Credit Card Transactions"

- Reminder sent for available GTCC transactions to be assigned to an expense report
- **Three ways to stop the emails**:
    1. Assign the transaction to an expense report if it's a valid DTM travel transaction
       It takes 2-5 business days for GTCC transactions to appear
    2. *Turn OFF "New company card transactions arrive" emails, under your Expense Preferences in your Profile Settings **(Attachment #1)**
       ***CONSIDER THIS**:* Users may find that as they travel more in DTM, and less in DTS, that these emails are very convenient. A cool feature that lets you know when your transactions are ready to expense!
    3. Delete/Hide DTS travel transactions as they arrive **(Attachment #2)**
       MYTH: *Deleted transactions are gone forever*
       FACT: Deleted transactions remain in Citibank and DTM and can be restored by the Travel Manager

System-Generated Email: "*User Name* has received new Company Card Transactions"

- System generated for all new GTCC transactions, regardless of travel system used
- Currently cannot opt out or turn off; the DTM team is reviewing as a user story
- Delete/Hide your DTS transactions **(Attachment #2)**

Do Not Delete/Hide Meals

- Assign your meal transactions along with all your official travel expenses to your report
- Meals are reimbursed through M&IE, so the expense is auto-marked PERSONAL and grayed out
- "PERSONAL" means no additional money is reimbursed for that meal
- Just like DTS, if you need to move reimbursement money over to your GTCC from your EFT to account for your meals, you can "redirect funds" on the expense report header **(See attachment #3)**

DID YOU KNOW?

Approving Officials can change the LOA on a request themselves!

IMPORTANT: Verify funds in the new LOA's budget before approving.

Attachment #1 – Profile Settings: Turning OFF GTCC Emails

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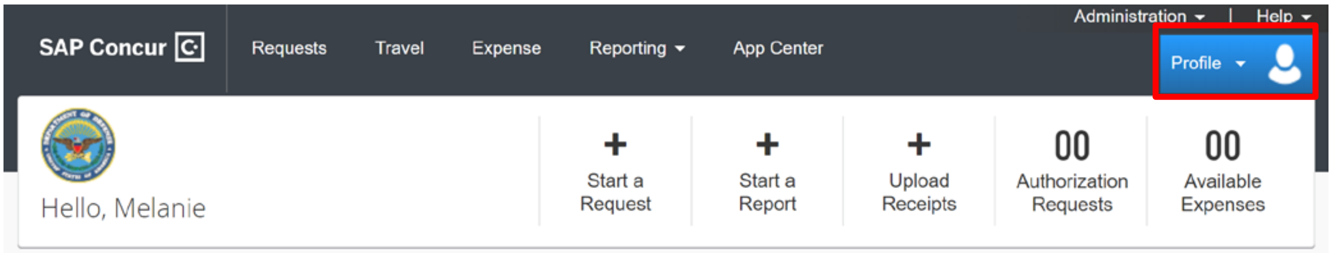
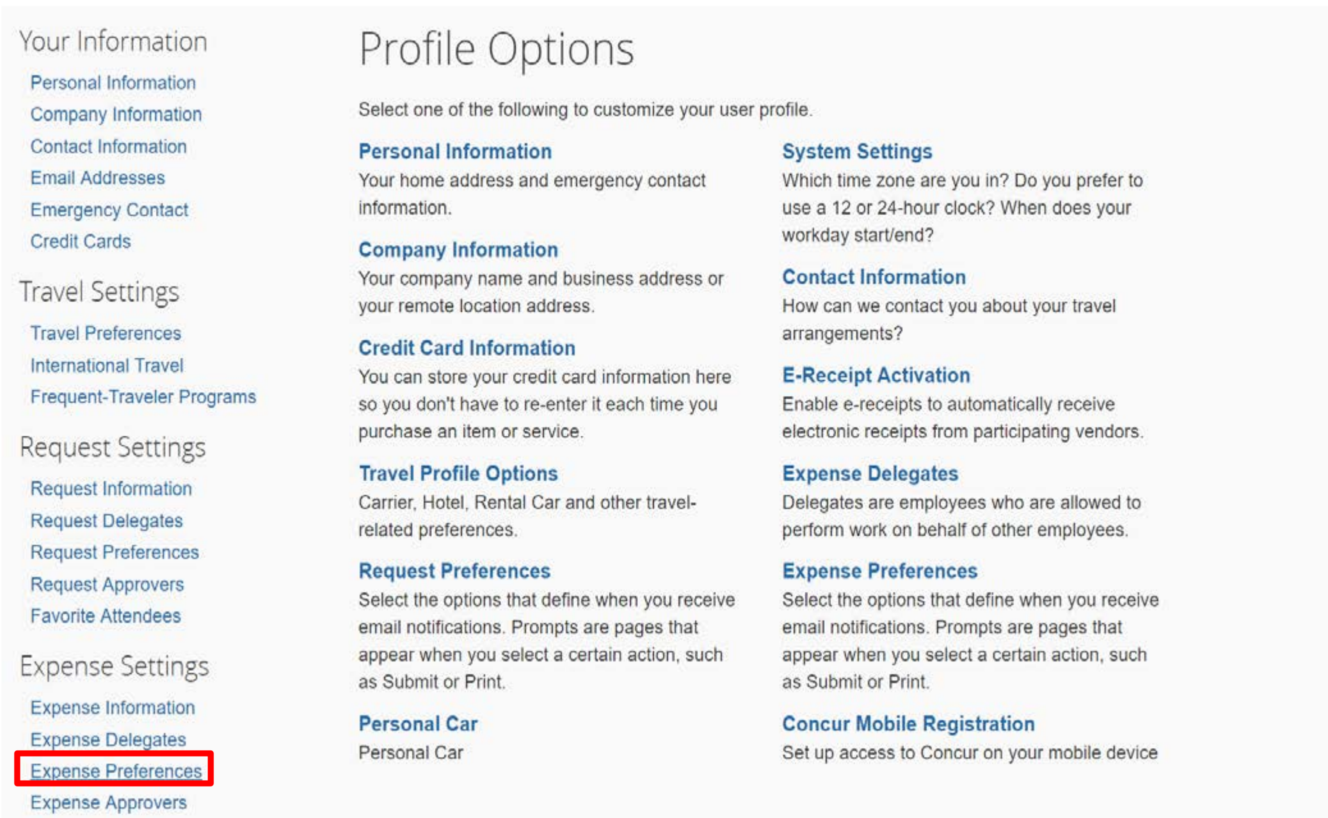
1. Click on your Profile



2. Under your Profile Settings, click Expense Preferences



Attachment #1 - Profile Settings - Turning OFF GTCC Emails *(continued)*

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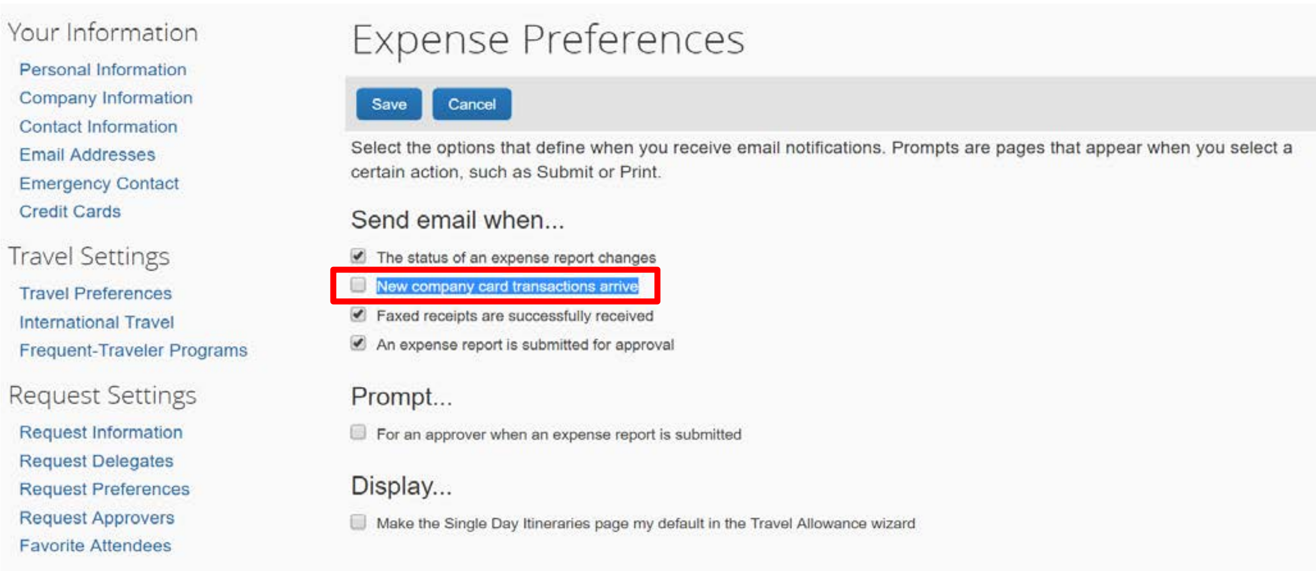
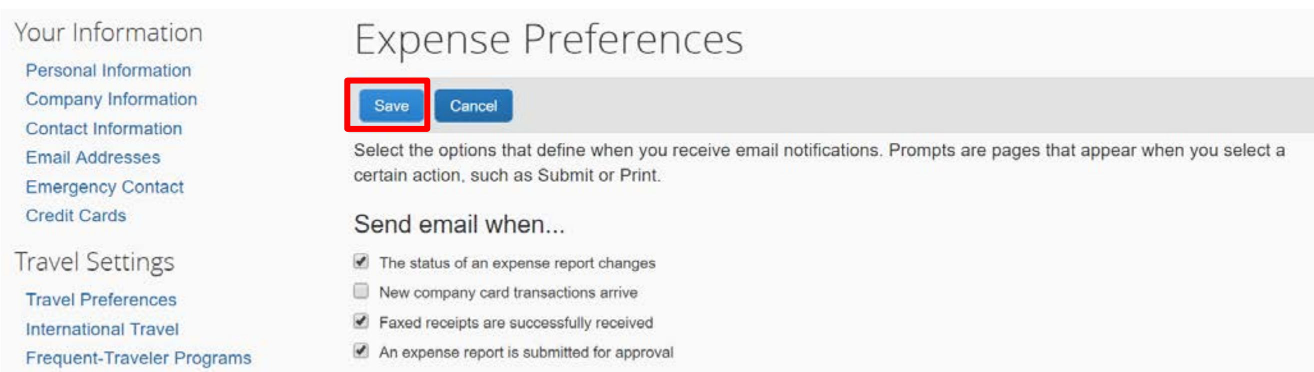
3. Uncheck the box next to "New Company card transactions arrive"



4. Make sure you "Save."



5. You did it! Your changes have been saved.

Attachment #2 - Deleting/Hiding DTS GTCC Transactions

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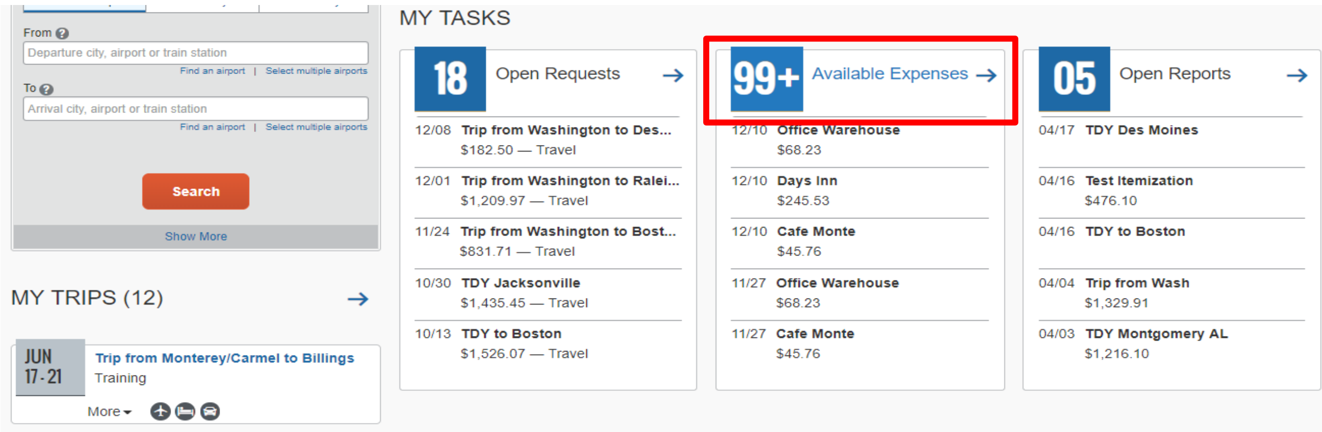
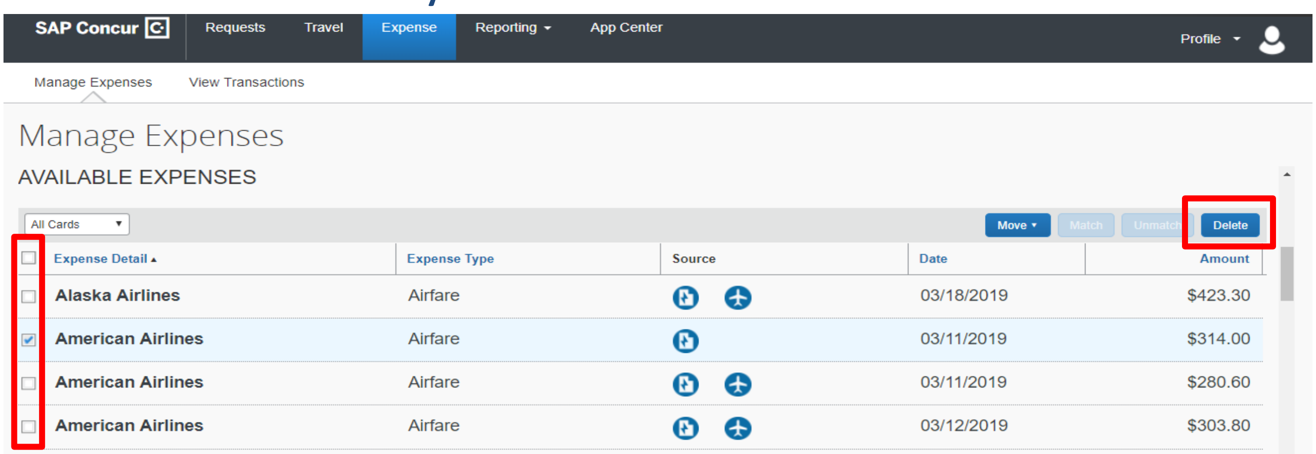
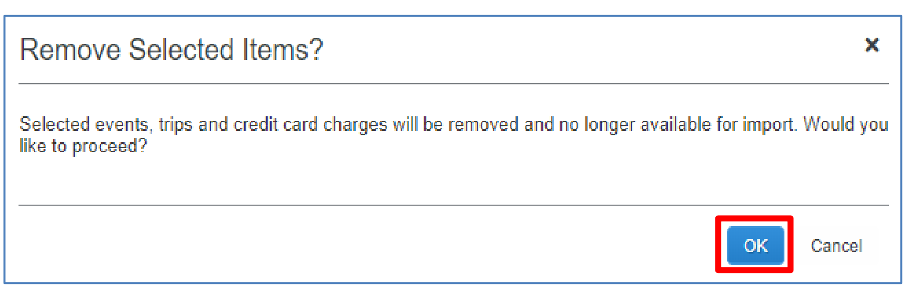
1. Click "Available Expenses" on your Homepage



2. Check the boxes next to your DTS transactions and hit "Delete"



3. Click OK and you're all set!



OOPS!

Accidentally deleted an expense and need to restore it?

Contact your Travel Manager.

Attachment #3 - Meal Transactions on your Expense Report

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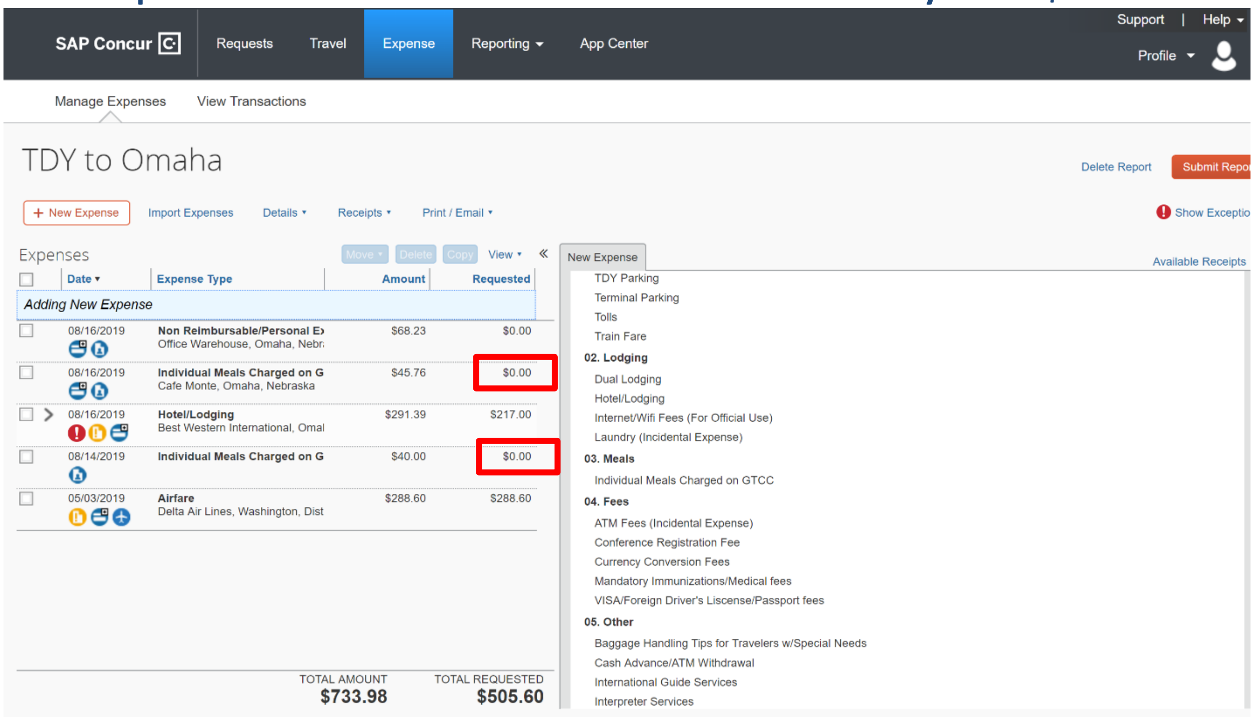
1. **Assign your meals to your expense report with all your official GTCC transactions.**

2. **The "Requested" amount of reimbursement is automatically set to $0 for meals.**



3. **Click on "Details" dropdown, and then on "Expense Report Header" to redirect funds to your GTCC. Enter the total amount charged for meals under "Redirect Funds to Card Account."**