

**January 11, 2013**

**MEMORANDUM**

TO: Chief Financial Officers

FROM: Sharon Hayes

SUBJECT: Updated Information Regarding Automated Travel and Reimbursement Form Webinars

Please see updated information below regarding the Automated Travel and Reimbursement Form Webinars correspondence sent Wednesday Jan. 9, 2013 from State Controller David McCoy.

**Webinar Connection**

Because of the high interest in the webinars and to be certain we have enough capacity to cover all who are interested in attending, we have changed the call in number to **(712) 432-0075, Participant access code: 240863.**

The computer connection is the same at: <https://its.ncgovconnect.com/automation/>

**Who Should Attend**

The scheduled webinars are only intended as informational sessions and should be attended by people at your agency who are responsible for the Travel Reimbursement process. More detailed, end-user training sessions will be held for each agency after the scheduled informational webinars.

**Webinar Attendance**

You will not need to attend every webinar. Each webinar will cover the same material; they are scheduled at different times so that people can select the one that best fits their schedule.

Again, thank you for your participation and interest in the Automated Travel and Reimbursement Form project.

Cc: Deputies  
Chief Information Officers