Hi all,

Happy Autumn Semester! Please see below for the September ERO newsletter items. Please distribute to those in your area who would benefit from this information.

1. **West Campus Bus Route:** The CABS buses has started a new bus route for West Campus as of 8/19/19. Please see the attached map for details on the route and stops. More information on CABS routes can be found here

2. **Third party payments with travel:** If a conference is providing a payment or an award to cover some travel expenses, supporting documentation needs to be submitted with your OSU reimbursement. Detailed information on what the payment covered as well as a copy of the check or bank statement showing the money was received is considered acceptable documentation. Reimbursements processing may be delayed if this information is not provided.

3. **General travel reminder:** If you are traveling, always ensure you are using the least expensive mode of transportation that fits the business needs of your trip. Provide a business purpose for any and all unexpected expenses. If you ever have any questions, please reach out to your fiscal contact or Business Manager

4. **eStores Upgrade:** On Friday, August 30, eStores version 9.1 will be available. The enhancements and changes include improved search algorithms resulting in a tenfold increase in search speed, a search results page with a cleaner appearance and other improvements. Please click here to learn more about the upgrade.

5. **Welcome Ali:** Welcome Ali Gedminas to ERO as a new Human Resources Associate! Ali has relocated from Cincinnati and started with Ohio State in mid-August. She’ll be supporting ERO student and Visitor appointment functions and working with Mallory Aliff on various HR projects. She is seated at ESL in room 144.

Thank you,