

Travel Training Schedule.

The General Accounting Office is offering the following training sessions to staff responsible for inputting travel claims into the HRIS system beginning January 2008. This course will discuss travel entry into HRIS and address some important changes in the travel policy. This course is not intended to train agency travelers.

Please note: Users will be required to pass a short exam before they will be granted access to HRIS.

The training will be held in the GAO Conference Rooms A&B at 100 N. 15th Ave, Suite 302. Users will not be performing hands on inputting during this training course.

Course	Date	Time	Location
Agency Travel Management Specialist	December 17, 2007	8:00 am – 10:00 am	GAO Conf A & B
Agency Travel Management Specialist	December 17, 2007	11:00 am – 1:00 pm (you are welcome to bring a lunch to this session)	GAO Conf A & B
Agency Travel Management Specialist	December 17, 2007	2:00 pm – 4:00 pm	GAO Conf A & B
Agency Travel Management Specialist	December 18, 2007	1:00 pm – 3:00 pm	GAO Conf A & B
Agency Travel Management Specialist	December 20, 2007	8:00 am – 10:00 am	GAO Conf A & B

To register for an Agency Travel Management Specialist training session, you will use STARS. For questions regarding the use of STARS, please contact the Registrar at 602.542.6229, or at www.azgu.gov

The GAO will be offering additional courses in early January. These courses will be published at a later date.