New Web Travel System Webinar
Webinar Format

• Approximately 30 minutes.
• We will take time at the end to answer your questions.
• Please submit questions using the chat window.
• Webinar recording will be posted on the ccinfo.unc.edu.
KEY CHANGES:

1. **Airfare (former CABS) Incorporated Into Web Travel**

2. **Chartfield Structure Replaces Existing FRS Account and Object Code**

3. **Attachment Changes - ImageNow Replaces DocuFax**
WEB TRAVEL DOCUMENT TYPES:

1. **AUTHORIZATION (PRE-TRIP) – T#**

2. **REIMBURSEMENT (POST-TRIP) – T#**

3. **AIRFARE – C#**
SCENARIO PROCESSES:

1. Creating and submitting a travel authorization

2. Approving at departmental level
PRE-REQUISITES:

1. Traveler Must Have a Valid PID (Affiliates) or VID (Non-Affiliates)
2. Traveler Must be Affiliated with a University Department
3. Traveler must be in the Vendor Database
SYSTEM DEMO:

https://itsappsspt.unc.edu/frs2
KEY CHANGES RECAP:

1. Airfare (former CABS) Incorporated Into Web Travel

2. Chartfield Structure Replaces Existing FRS Account and Object Code

3. Attachment Changes - ImageNow Replaces DocuFax
Want More Information?

Please refer to some relevant resources related to this training, such as:

• **The New Web Travel System Manual** – Visit: finance.unc.edu/training

• **Web Travel Routes & Groups in New FRED Manual** – Visit: finance.unc.edu/training

• **The Chartfields 101 CBT** – Visit: ccinfo.unc.edu/training
QUESTIONS?