

## *What's New . . .*

November, 2013

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### **Future Business Managers' Meetings**

Reminder: Our next Business Managers' meeting will be held on Thursday, December 12, 2013 from 9:00 – 10:30 a.m. The meeting location will be at Young Hall.

For your information, future meetings are planned on the following dates:

- December 12, 2013
  - March 13, 2014
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### **ITS Updates**

#### **Network Core Upgrade and Application Outage Scheduled**

To increase speed, bandwidth, and reliability of the network across campus, Information Technology Services will be upgrading the network core switches during the December holiday break. Between 7 p.m. and midnight on Friday, Dec. 20, campus-wide outages to the network will occur, affecting the Internet, telephones and SLU applications. Additional updates will be announced in Newslink. ITS is also meeting with various groups to review the upgrade in more depth. Please contact Carol Geolat, Network Core Upgrade Project Manager, at 314-977-4135 or [cgeolat@slu.edu](mailto:cgeolat@slu.edu) with any immediate questions or concerns.

### **CPC Updates**

#### **Travel**

Effective immediately, The Parking Spot 1, 2 and 3 will institute a \$0.95 cent per stay airport use recovery fee as a result of fees charged by St. Louis Lambert Field.

Why would you ever call an airline or use their web site to find the lowest prices? For example, United Airlines will never tell you that American Airlines is offering a lower priced ticket and vice versa. Travel Agencies are the best source for unbiased information. The reason that airlines want you to book your airline tickets on their web site is that if you use their site as your sole source of information you most likely will not see other lower options and perhaps better schedules available on other airlines. Another primary reason to use Cliqbook.

Change of Plans? Did you know that you can now change or cancel your reservations online? Select the trip by clicking on the trip in the "Upcoming Trips" tab.

Tutorial at this link.

[http://www.concurtraining.com/customers/concur/TrainingToolkit/demos/trav&exp/ChangeTrip/ChangeTrip\\_skin.swf](http://www.concurtraining.com/customers/concur/TrainingToolkit/demos/trav&exp/ChangeTrip/ChangeTrip_skin.swf)

Please note that not all trips can be changed or cancelled online. You will still need to call an American Express travel counselor if any of the following conditions apply to your trip:

- You want to change your ticket from one carrier to another.
- Your flight is scheduled to depart within 4 hours.

- You have already made a change online or the ticket has previously been exchanged, refunded, or had value applied from previous tickets.
- Your ticket was free.
- Your e-ticket was converted to a paper ticket.
- You are trying to make an exchange and the new ticket is of lesser value than your original ticket.

Any questions, please contact Sharon Gajewski at 977-2400 or [sgajewsk@slu.edu](mailto:sgajewsk@slu.edu).