

ACCOUNT & BOOKING OVERVIEW

Procurement



Channel Islands
CALIFORNIA STATE UNIVERSITY

Agenda

- What is Certify?
- Certify Account
- Booking
- Booking on behalf of others
- Group travel
- International travel

What is Certify?

- Certify is a cloud-based management solution that makes booking travel and expense reporting easy. In this new system, employees can book travel, save and submit electronic receipts, complete expense reports, and receive reimbursements quickly.
- The current system in place for the campus only allows for the online booking of travel

Links to Certify & CSUCI Travel Website

- Certify: go.csuci.edu/travel
- CSUCI Travel Website:
www.csuci.edu/procurement/travel

Travel



Booking Travel



Reporting Expenses



Travel Policies



Channel Islands
CALIFORNIA STATE UNIVERSITY

My Certify Wallet 3

8/7/18	606001 - Meals (In State)	
8/7/18	606001 - Meals (In State)	
7/23/18	606001 - Mileage (In State)	\$17.00

3 ITEMS

My Expense Reports

[New Expense Report](#)

- Drafts 1
- Pending Approval 0
- Pending Payment 0
- Archived 4

Approval Requests 0

What's New In Certify

- [Read the Certify Updates Blog](#)
- [Browse the Release Notes](#)
- [View the Roadmap](#)

Add Receipts



MOBILE



EMAIL



UPLOAD

[MORE METHODS](#)

Schedule Expense Reports



ReportExecutive™ is off.
Meet your fully automated expense report.

[CONFIGURE ReportExecutive™](#)

SpendSmart™

★★★★★ Ventura County Airport...
excellent option to getting to LAX
from Oxnard or Ventura

★★★★☆ Holiday Inn Express & S...
Hotel has a new wing of brand new
rooms. Water from bathroom faucet
was milky and smelled like farts.

★★★★★ Starbucks and Amtrak ...
Starbucks was great!

[Ratings & Reviews](#)



Channel Islands

CALIFORNIA STATE UNIVERSITY

Delegate Users

The screenshot shows the Certify web application interface. At the top, the Certify logo is displayed with the tagline "travel & expense made easy". The user is logged in as "Ilene Mehrez". The navigation menu includes "Home", "Travel", "Wallet", and "Analytics".

Manage My Delegate Users

You can specify Delegate Users and grant them permission to use Certify on your behalf. The Delegate Users you specify will be able to switch to your account using the Change User control. When switched to your account, delegate users are able to perform the actions that you have delegated to them. Your Change User control only shows users that have delegated permissions to you.

Current Delegate Users

There are no Delegate Users assigned.

Add a Delegate User

Select a User

Grant Permission

- Create expense reports and submit on your behalf
- Approve expense reports on your behalf
- Run reports on your behalf
- Book travel on your behalf
- Full control of account

[Save Permissions](#) [Reset](#)

Mobile App

- The Certify Mobile App allows you to:
- View receipts and expense reports
- Upload receipts by taking a picture of the receipt or uploading one from your camera roll.
- Create and submit reimbursement requests.
- Make travel arrangements.



Booking



Travel



Certify Travel 2.0

Certify Travel allows you to search for flights, rental cars and hotels, and book travel today.

[Search & Book Travel](#)



Travel & Expense Policy

Be sure to read your company's Travel & Expense Policy.

[Download Policy](#)



Preferred Travel Vendors

Your company has special arrangements with these travel vendors:

Preferred Car Rental

Enterprise Rent-A-Car & National Car Rental



Airfare/Rail

certify ✓

California State University
Channel Islands

BOOK TRAVEL

- Flights/Rail
- Hotels
- Cars

TRIP MANAGEMENT

- My Trips
- Approve Trips

TOOLS & SETTINGS

- My Profile
- Reports
- Company Settings
- Users & Travelers
- Travel Policy

AMTRAV

- Blog

Contact Us


Welcome Ilene Mehrez

Today is Wednesday, Decer

Upcoming Trips

TUESDAY
DECEMBER 04


Celina Zacarias

 Downtown Atlanta
THE WESTIN PEACHTREE PLAZA, ATLANTA


[VIEW/MODIFY](#)

THURSDAY
DECEMBER 20

ANDREA COPPINGER

 LAX
LOS ANGELES

→


 SFO
SAN FRANCISCO

6:30am ALASKA #1925


[VIEW/MODIFY](#)

WEDNESDAY
JANUARY 09

Kari Moss

 BUR
BURBANK

→


 SJC
SAN JOSE

7:00pm SOUTHWEST #1658


[VIEW/MODIFY](#)

FRIDAY
JANUARY 11

Kari Moss

 SJC
SAN JOSE

→


 BUR
BURBANK

5:20pm SOUTHWEST #2079


[VIEW/MODIFY](#)

SATURDAY
JANUARY 12

Amy Denton

 LAX
LOS ANGELES


→

 UIO
QUITO


9:00am DELTA #194/673

[VIEW/MODIFY](#)

Ruben Alarcon

 LAX
LOS ANGELES


→

 UIO
QUITO

9:00am DELTA #194/673

[VIEW/MODIFY](#)

Contact Us



If you need assistance with your itinerary, please contact our Traveler Services team. We're here 24 hours a day, 7 days a week.

CALL
(866) 284-5774 (WITHIN USA)
(312) 525-9805 (OUTSIDE USA)

TEXT
(800) 795-8371

EMAIL
AmTravSupport@AmTrav.com

LIVE CHAT
[Chat Now](#)



Channel Islands
CALIFORNIA STATE UNIVERSITY

Car Rental

- Two ways to rent a car:
 - Enterprise.com
 - Certify



- In Certify only cars being picked up or dropped off from an airport are allowed to be reserved.
- All other reservations can be direct billed using our enterprise account information.




Car Rentals-Preferred Vendors



Advantage

Economy Car

Hyundai Accent (or similar) – 2-4 doors

 4 Passengers  A/C  Automatic Transmission

Unlimited Miles

 Counter in terminal, shuttle to car

Pick up: Los Angeles Intl. Airport (LAX) Los Angeles, CA

Drop off: O'Hare Intl. Airport (ORD) Chicago, IL



\$31

Per Day

\$2,086* total

Policy Status

 **This booking violates these company policies:**

- **Car rentals must be booked with preferred vendors National, Enterprise.**




Channel Islands

CALIFORNIA STATE UNIVERSITY

Booking on behalf of others

Business Personal

TRAVELER  Type a Name or Select One Below

- Mehrez, Ilene
- (Book for Someone Not Listed)
- Abe, Christopher
- Abell, Leslie
- Abramiuk, Marc
- Acosta, Bianca
- Adams, Virgil
- Adler, Marion
- Admin, AmTrav
- Aguirre, Karla

Book Your Flight

Who's Traveling?

Traveler 1: Adult

Select a Registered Traveler Add a New Traveler

First	Middle (Optional)	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	None ▾
Gender	Date of Birth ?		
Please select ▾	Month ▾	Day	Year

[Apply Unused Ticket](#)

[Loyalty Program #'s and Secure Traveler Information](#)

Group/International travel

- International Travel must be approved by the University President before any reservations are made.
- Reservations for group travel can now be made online

Contact- Booking

Certify: 888-925-0510 Option2

CI: purchasing@csuci.edu