

Justice Administrative Commission
Statewide Travel Management System (STMS) Training Events

Type of Training	Date	Time	Attendees
GoToMeeting	Wednesday, December 18, 2019	10:00-11:30 AM	Preparers Travelers Approvers
GoToMeeting	Thursday, January 9, 2020	10:00-11:30 AM	Preparers Travelers Approvers
JAC Offices - Classroom Instruction (No GoToMeeting)	Monday, January 13, 2020	9:00 AM - 3:00 PM	Preparers Travelers Approvers
GoToMeeting	Wednesday, January 15, 2020	2:00 -3:30 PM	Preparers Travelers Approvers

Preparers- prepare travel for others

Travelers-prepare travel for themselves

Approvers-supervisors and others who approve travel

Proxy travelers - someone prepares travel for them, they will not access the STMS (no need to attend)

GoToMeeting Login Information for: 12/18, 01/09, 01/15 - Below:

STMS-Travel System Training

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/211658733>

You can also dial in using your phone.

[United States: +1 \(646\) 749-3129](tel:+16467493129)

Access Code: 211-658-733