Hello,

I hope everyone is having a great fall. Please see newsletter items below.

- **Travel Training**: The Travel Office has arranged for several classroom offerings of the Travel Workshop (Introductory and Advanced) sessions that will run through December 2018. Please go to buckeyelearn to schedule if interested.

- **Add Your Number into Outlook**: Give individuals the ability to look up your phone number in Outlook by following the steps below:
  1. Log in to eprofile.osu.edu
  2. Click on Personal Information Summary
  3. Add in work phone number

- **Start thinking about Spring semester graduate appointments**: Your fiscal associate or HR representative will be in contact soon.

- **Sponsorships**: Please note that all sponsorships are required to be reviewed and approved by the Office of University Outreach and Engagement to ensure appropriateness. The process requires that an approved eRequest be submitted to the BOC who will work with the appropriate entity for approval. Whenever requests to sponsor any one event exceed $20,000, those requests are referred to the President's Cabinet for review.

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**THE OHIO STATE UNIVERSITY**

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