

From: mytravel-admin-1@ucsd.edu  
To: (Recipient email address)  
Subject: MyTravel Certification Request

(Traveler name),

Event: (event number)  
Event Description: (as entered during preauthorization - typically city, state, date)

Do not forward this message as it is for you only, as the traveler for this event.

A MyTravel expense claim has been prepared for you. Your certification is required before it can be reviewed and approved by the appropriate UCSD departmental approver.

Depending on the specific travel situation and expense claim details, your claim will typically be processed within 7 calendar days.

If you are expecting a reimbursement prompt certification will expedite this.

If you notice errors or omissions, please do not certify, rather contact your Travel Preparer:

(Name of UCSD travel preparer) ([mailto:\\*\\*\\*\\*\\*@ucsd.edu](mailto:*****@ucsd.edu))

Please follow the following link to certify this claim.

<https://www-act.ucsd.edu/mytravel/MyTravelCertification?e=#####>

Thank you for using MyTravel.

Please do not reply to this system-generated message. If you have a question for UCSD Travel, contact the Travel Team at [travel@ucsd.edu](mailto:travel@ucsd.edu).