



UPCOMING TRAVEL AND CONTRACT TRAINING

Greetings,

The Division of General Counsel, including the Office of General Counsel and Risk Management, is now offering in-person trainings on topics relating to legal and risk issues. See below details on two upcoming trainings this week.

GC - UW Travel Requirements and Best Practices

Wednesday, September 25th from 1:00-2:00p.m., Classroom Building 222 and via Zoom

This training is designed to help individuals who are traveling for UW business or UW activities understand the UW requirements and available services before, during and after travel. It will include a review of approvals required for domestic and international travel, requirements to be an approved driver, safety and security protocols for traveling to countries with travel warnings, assistance available if there is a problem during travel, and reporting requirements post-travel.

Who should attend: The training is intended for faculty, staff and students who will travel for UW and for supervisors, sponsors, deans, directors and administrators who consider and approve travel.

Employees can register in the [Employee LearnCenter's Course Catalog](#). Search for "Travel" and click on the first result (the name will match the above title). You will receive a confirmation email once you are enrolled in the training.

GC - Contracts - What Is A Contract, What Do I Do When I Get A Contract, and Why?

Thursday, September 26th from 2:00 – 3:00 p.m., Classroom Building 214 and via Zoom

This training will cover what kind of documents are considered contracts (terms and conditions, MOUs, etc.), what kind of contracts need to be sent through the contract process, and the preliminary steps leading up to entering a contract into WyoCloud. It will also cover the changes to the process over the past year, with plenty of time for questions and answers.

Who should attend: The training is intended for staff, faculty and administrators who are involved in any aspect of the contract process. We encourage anyone who wants to learn more about the contract process to attend, even if they do not enter contracts into WyoCloud.

Employees can register in the [Employee LearnCenter's Course Catalog](#). Search for "Contracts" and click on the first result (the name will match the above title). You will receive a confirmation email once you are enrolled in the training.

If you have any questions, please contact Andara Frasier in the Office of General Counsel at afrasier@uwyo.edu.

Contact Information

The WyoCloud Team
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Need help with WyoCloud?
Contact the UW Help Desk
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