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**ARC Monthly Bulletin – February 2015**  
*Valuable information for ARC's customers*

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**HEADLINES**

**Travel Services**

1. Concur Government Edition (CGE) Travel System Training

**Financial Management Services**

2. Financial Management Meeting

**Franchise Services**

3. Annual Test of Notification System
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**FULL STORIES**

**1. CGE Travel System Training**

Our Travel Services will be conducting two upcoming monthly CGE travel system training sessions via the web. Participants may register for either of the sessions offered below.

Participants will be able to ask questions via the conference call center and after the completion of the demonstration.

**Session 1**

**Class Location:** Webinar - On-line Meeting Center  
**Date:** February 19, 2015  
**Times:** 1:00 - 4:00 PM EST  
**Register at:** <https://attendee.gotowebinar.com/register/3851626979646647553>

**Session 2**

**Class Location:** Webinar - On-line Meeting Center  
**Date:** March 19, 2015  
**Times:** 1:00 PM - 4:00 PM EST  
**Register at:** <https://attendee.gotowebinar.com/register/3095289423574003713>

To register for one of the trainings click the link above associated with the date you are requesting. For additional information, contact our Travel Services at 304-480-8000, option 1 or [Travel@Fiscal.Treasury.Gov](mailto:Travel@Fiscal.Treasury.Gov)

## **2. Financial Management Meeting**

We will be holding a Financial Management business meeting in Washington D.C. May 19th, 2015. The meeting will be held to inform customers on current accounting topics and accounting practices. As the date gets closer we will determine the exact location, time and agenda.

For additional information, contact Damon Wren at 304-480-7166 or [Damon.Wren@Fiscal.Treasury.Gov](mailto:Damon.Wren@Fiscal.Treasury.Gov).

## **3. Annual Test of Notification System**

On Monday, April 20, 2015 we will conduct a test of our Universal Communications System. The system is intended to be used in an emergency event to initiate an automated phone notification informing our customers that we have activated our Business Continuity or Pandemic Plan, and that we will provide additional information regarding the event when possible. Designated points of contact at customer agencies should expect to receive an automated phone call on this day.

For additional information, contact Michael Satterfield at 304-480-5527 or [Michael.Satterfield@Fiscal.Treasury.Gov](mailto:Michael.Satterfield@Fiscal.Treasury.Gov).

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