

# Calling all Travel Expenses Users (Including Mileage)!

A Listserv is a valuable e-mail communication tool (like a directory or list) that offers its members opportunities to receive important information about a certain topic; in this case, Travel Expenses. Once you become a member of the Expenses Listserv you will automatically be included whenever updates, solutions to problems, or tips are sent out to all Travel Expenses users in the district. It really pays to join, and just takes a moment of your time.

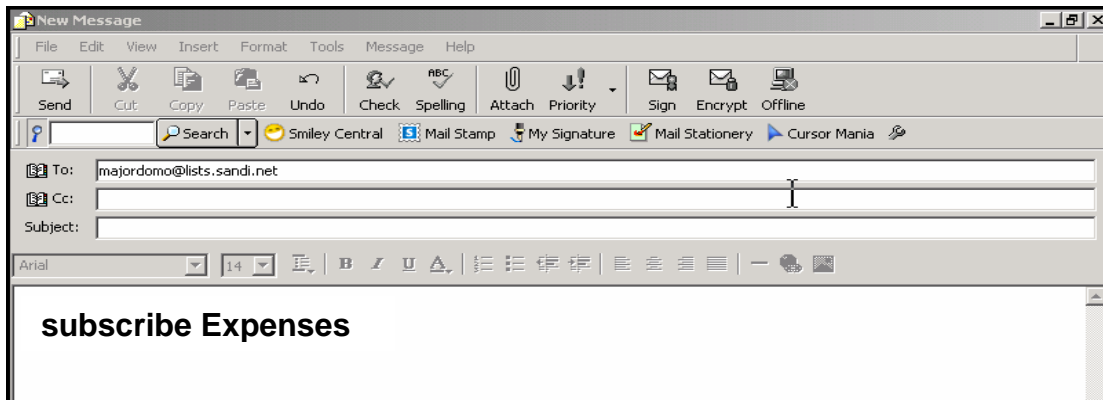
## How the Listserv Works for You:

- Whenever an important message related to the use of Travel Expenses needs to be given to all district Expenses users, the message will be sent to all members of the Expenses Listserv. This is the fastest way to get information to you that is important to how you use Travel Expenses.
- The Listserv is used to give you information such as updates to the functionality of the Expenses software, announcements or notices concerning any problems with Expenses, and answers to common or frequent questions people might have about Expenses issues they may encounter.
- At no time are you allowed to send e-mail messages to the Listserv yourself. Only specifically designated district personnel have access to sending e-mails over the Listserv. This is to ensure that only Expenses-pertinent information is sent to the membership, and that you don't receive numerous unnecessary or inappropriate e-mails.

## How to Subscribe to (become a member of) the Expenses Listserv:

You can join the list via a simple e-mail.

1. Use any e-mail program (whichever e-mail you choose to subscribe from will be the e-mail address where you will receive Listserv messages), and send a message to: **majordomo@lists.sandi.net**
2. In the body of the message, write only: **subscribe Expenses**
3. Send the e-mail.



## How to Unsubscribe from the Expenses Listserv:

1. Use the same e-mail program you used to subscribe. Send a message to: **majordomo@lists.sandi.net**
2. In the body of the message, write only: **unsubscribe Expenses**
3. Send the e-mail.