

When emailing the traveler you can also CC others on your message.

**Send Message to Traveler**

To: Message will be sent to: **test @bloomu.edu**

Cc:

**\*\*\* To enter multiple recipients, add comma "," between mail ids**

Send a copy of this message to me

Enter the additional email address(s) in the Cc: area and separate them with a comma. To send yourself a copy simply click the check box below.

Then enter the desired message in the message box, click send message when finished.

### Send Message to Traveler

To: Message will be sent to: **TEST @bloomu.edu**

Cc: **TEST2@bloomu.edu, Test3 @bloomu.edu**

**\*\*\* To enter multiple recipients, add comma "," between mail ids**

Send a copy of this message to me

we are rejecting this expense report because there is no reimbursement.  
Please delete the travel expense report in ESS.

Thank you.