

Year End Close Reminder

Dear Travel Customer,

This is a reminder that Archivum Travel will close to end users on June 23rd 2021.

Please ensure you complete the following prior to the system closure:

- Enter and approve all Travel Requests.
- Submit compliant and properly documented Expense Reports.
- Forward outstanding documentation as requested.
- Review Power BI reports and/or your approval queues for pending items that may have been missed.

Incomplete versions of the above items may be deleted, during the year-end conversion process, to allow necessary processes to be completed before the system can re-open.

Please note due to high influx of Expense Reports submitted at this time of the year, Travel will prioritize audit of compliant, timely and properly documented submissions.

Travel appreciates the travelers and submitters who submit timely and properly documented Expense Reports allowing us to serve you well and we will do our very best to approve prior to year-end.

Please forward to individuals in your respective Colleges/Units who may not be on the Travel ListServ.

Contact the Travel Help Desk (travelhelp@usf.edu) if you have questions related to year-end processes.

Jerelyn Parker

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