**Archivum Travel full release live for two weeks – sent on Travel ListServ on 08/22/2017**

Archivum Travel has been live for all travel transactions for a little over two weeks now and we have approximately 3050 Travel Requests and 700 Expense Reports submitted in Archivum Travel.

This is a reminder that video tutorials and other resources are posted to the [Archivum Travel webpage](http://www.usf.edu/business-finance/controller/payment-services/archivum.aspx) to assist users. We encourage you to use those resources as a guide during Travel Transaction submissions.

In addition, we want to highlight the following insights below:

* Archivum Travel has the option of submitting a preliminary request to supervisor and selecting a Travel delegate who will be tasked to complete the chartfield and expense information after supervisor approval.
* Submitters are prompted for start and end times of the trip as necessary input in the approval process, however that does not automatically deduct meals on the first and last day of the trip. Be sure to deduct the meals accurately as required
* Expense reports submitted on specific projects, as determined by the Office of Research, require the supervisor signature. If an expense report requires the supervisor’s signature, the system will automatically prompt the supervisor to sign via DocuSign during the approval workflow.
* Copies of Travel Requests are not required in the receipt package of the Expense Report so there is no option to print the Travel Requests.

For any questions related to Archivum Travel, contact the Travel [Helpdesk travelhelp@usf.edu](mailto:Helpdesk%20travelhelp@usf.edu)

For technical help with Archivum Travel, contact IT Tech Support [help@usf.edu](mailto:help@usf.edu)