**Preview Coversheet option available for Expense Report in Archivum Travel – Sent on Travel ListServ on 03/28/2018**

Travel received much feedback that while it’s efficient to have an employee traveler sign via DocuSign, it would be helpful sometimes to preview the expense report coversheet in Archivum Travel prior to sending to DocuSign for Traveler signature.

Great news, this capability has been developed and implemented and is available now. It will provide users an opportunity to review and make any changes prior to submittal.

Attached is a quick guide and some Frequently Asked Questions regarding this change.

For any other questions, please contact our Travel Help Desk [travelhelp@usf.edu](mailto:travelhelp@usf.edu)