

## Approaching Fiscal Year End

USF Travel Community:

Archivum Travel will be closed to users at close of business on **June 26, 2023**, and will reopen on **July 7, 2023**. All travel transactions in process must be submitted and approved in departmental workflow by end of day June 26, 2023. For more information on crucial dates related to Fiscal Year end, please visit the [Controller's Office website](#)

Please ensure:

- **Non-employee record** requests are submitted no later than June 22, 2023, if you need to create transaction(s) for the traveler before June 26, 2023.
- **Travel Requests** not fully approved are cancelled before June 26, 2023. FAST Travel Authorizations from fully approved Travel Requests will roll forward into the new fiscal year. (Note: FAST Travel Authorizations on E&G funds do not roll to carryforward funds; E&G budget must be posted in Fiscal Year 2024 for all rolled FAST Travel Authorizations.)
- **Expense Reports** in progress are fully approved within the department by close of business June 26, 2023.

Travel Coordinators, remember to review the Power BI Travel Reports listed below to ensure all actions on pending transactions are taken timely. More detailed instructions will be sent out separately.

- **Travel - Pending Status Expense Report**
- **Travel - Pending Status Travel Requests**
- **Travel - TRs Approved with No ER**

**All aged travel transactions and Expense Reports with FAST Travel Authorizations associated, that are not approved by year-end will be deleted and must be re-entered into Archivum when the system becomes available in July 2023.**

Please do not hesitate to contact the Travel Help Desk [travelhelp@usf.edu](mailto:travelhelp@usf.edu) with any questions or concerns.