

Approaching Fiscal Year End

Dear Travel Customer,

Recognizing that travel arrangements are restricted but transactions are still in process, the following is important information on the upcoming fiscal year-end processes:

Archivum Travel will be closed to Travel end-users at close of business on **June 23, 2021** and will reopen on **July 6, 2021**. All travel transactions in process must be submitted and approved in departmental workflow by end of day June 23rd. 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 17, 2021, if you need to create transaction(s) for the traveler before June 23rd.
- **Travel Requests** not fully approved are cancelled before June 23, 2021. 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 2022 for all rolled FAST Travel Authorizations.)
- **Expense Reports** in progress are fully approved as soon as possible to ensure the Travel department has enough time to audit and approve before the close of the Fiscal Year.

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.

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

All aged travel transactions and Expense Reports with FAST Travel Authorizations associated, that are not audited and

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approved by year-end will be deleted and will need to be re-entered into Archivum when the system becomes available in July 2021.

Please do not hesitate to contact the Travel Help Desk travelhelp@usf.edu with any questions or concerns.

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