

New Fiscal Year 2022 in Archivum Travel

Dear Travel Customer,

Archivum Travel is now reopened from year-end shutdown.

The Travel department has completed the year-end roll forward of encumbered Travel Requests. **386** Travel Requests were rolled forward, however **several** of them failed budget checking and resulted in budget errors.

A list of Travel Requests with errors on grant projects will be sent to Research Financial Management for override in order for the Travel Requests to be available for use on Expense Reports.

Travel staff will contact submitters to have budget errors on the remaining Travel Requests resolved.

In order to clear these errors, either post budget in this Fiscal Year (2022) or provide an alternate chart field string. Please note your department submitters will not be able to create Expense Reports from these Travel Requests until the errors are cleared.

Travel Requests that remain in error at close of business **July 23rd 2021** will be closed.

If you have any questions, please contact the Travel Help Desk at travelhelp@usf.edu.

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UCO Travel and Accounts Payable

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