

Helpful Hints – Travel Website

Dear Travel Customers,

Recognizing that travel arrangements are restricted but transactions are still in process, we want to draw your attention to the helpful information provided on the USF Travel Website.

<https://www.usf.edu/business-finance/controller/payment-services/travel.aspx>

- [News and Announcement](#) – Provides the latest announcements regarding travel changes as well as the ListServ archives.
- [Travel](#) – Provides links to: Travel Manual, Travel Airline Class Guide, Travel checklist, important forms, Florida Statute 112.061 and other helpful links.
- [Travel Training](#) - Provides links to several important resources such as: training videos and instruction documents on submitting transactions in Archivum Travel and how to run Power Bi Reports.
- [Frequently Asked Questions](#) – This resource was developed from questions received at our help desk and it contains answers to many of the daily Archivum questions we receive at the help desk. It would be helpful to source this information prior to submitting a ticket. The following are answers to some current topics as an example of the information available:

14) Once a PCard charge is reconciled in the PCard module, can the Travel Request number be changed?

Yes, the Travel Request number can be changed by accessing the 'closed' charge and updating the Travel request number. The chartfield the charge was reconciled to cannot be changed. For more details you can view the [video on PCard reconciliation training for travel charges](#)

16) Why can't I assign a Travel Request number to my charge for PCard DSO Reimbursement?

Charges for PCard DSO Reimbursement are reimbursed directly through the balance sheet by the DSO's, therefore are not included on the Archivum Expense Report or assigned an Appian Travel Request number.

26) I have an approved Travel Request; however, the request is no longer required, as the conference has been cancelled. How do I cancel the Travel Request in Archivum?

Access the Travel Request from My Travel Dashboard. Under Travel Information, you can pull up the Travel Request by using the search features available. Once you see the Travel Request in the grid below, click on 'More Info' on the right side of the grid. After the Travel Details section opens below then you will see 'Cancel Travel Request'.

31) If I am creating an Expense Report for a Non-employee, how can I verify their mailing address to confirm it is accurate?

If a non-employee record is selected to create an Expense Report, the mailing address of the Traveler will be displayed when selecting Traveler.

We encourage you to review all the available information and as always if you do not find the answer to your questions or if you need additional help you can reach out to our Travel Help Desk travelhelp@usf.edu

Jerelyn Parker

ACCOUNTING MANAGER, TRAVEL
UNIVERSITY CONTROLLER'S OFFICE, TRAVEL
UNIVERSITY OF SOUTH FLORIDA
4202 E FOWLER AVE, ALN147, TAMPA FL 33620
813-974-5678

JERELYN@USF.EDU

[HTTP://WWW.USF.EDU/BUSINESS-FINANCE/CONTROLLER/PAYMENT-SERVICES/](http://www.usf.edu/business-finance/controller/payment-services/)