**Helpful Insights to Archivum and Travel process – sent to the Travel ListServ on 11/08/2017**

The helpful hints and insights below are intended to assist in faster and accurate travel reimbursements and to further understand Archivum Travel.

* Archivum Travel has the option of submitting a preliminary request to HR supervisor and selecting a Travel delegate who will receive a task to complete the chartfield and expense information after supervisor approval. See link to the [video tutorial](https://usfhealth.box.com/s/3z2n82qqnaewvztydsv4d3wrfeur16me).
* Cash Advance Repayment Form has been updated on the Travel website. It requires the **FAST** cash advance number be entered before submitting to the cashier’s office. Do not submit with Archivum cash advance number.
* If a Travel transaction requires an override for a budget error, please provide the overriding authority the **FAST** TAR or ER number, as the override process must be completed in **FAST.**
* As a submitter, if you need to cancel or update a transaction already in workflow, you can view ‘Open Tasks’ in Archivum and request the ‘Assignee’ who currently has the task to send it back.
* If a Travel transaction is started in **FAST**, please be sure to complete all steps in **FAST**. If it is started in Archivum, complete all steps in Archivum.

For any questions related to Archivum Travel, contact the Travel Helpdesk [travelhelp@usf.edu](mailto:travelhelp@usf.edu)