**Reminder – Timely Travel Request Approval – Sent on Travel ListServ on 07/09/2018**

This is a reminder that Travel on University business must be authorized in advance. A Travel Request (TR) must be submitted in Archivum Travel and fully approved before travelling.

A traveler is notified with an e-mail when the TR is fully approved. An excerpt of the e-mail is below.

[From: Archivum for University of South Florida [mailto:donotreple@usf.appiancloud.com]
Sent: Friday, January 18, 2018 3:10 PM 
To: Submitter < submitter@usf.edu >; Rocky the Bull <rockythebull@usf.edu> 
Subject: Travel Request 12345 (Travel Training) Approved 
   
  Rocky the Bull,
  Your Travel Request has been approved 
  Request #:12345


](mailto:donotreple@usf.appiancloud.com)

Travelers and approvers please understand that failing to have a fully approved TR before traveling results in the TR converting to a Post Travel Authorization (PTA) Travel Request which then requires the approval of the area VP.

Approvers (HR Supervisors and Fiscal Approvers) can help prevent delays by ensuring TR’s are approved in Archivum as quickly as possible.

The mobile app for Archivum can be downloaded to your mobile devices by searching for ‘Archivum’ in your appropriate App Store.  An app for DocuSign is also available making it quick and easy for travelers and approvers to complete their tasks wherever they may be.

If you need help with the mobile apps, contact IT tech support [help@usf.edu](mailto:help@usf.edu)

For all other Travel related questions, contact [Travelhelp@usf.edu](mailto:Travelhelp@usf.edu)