**Start New Fiscal Year 2018 with Archivum Travel– sent on Travel ListServ on 07/10/2017**

**Archivum Travel** is now available for submitting Travel Requests for Fiscal year 2018 Travel. It can be accessed through MyUSF under Business Systems. After clicking on **Archivum**, go to Reports and then ‘My Travel Dashboard’. To assist you with submitting and approving Travel Requests (TR’s) in Archivum Travel, please visit the [Travel Website](http://www.usf.edu/business-finance/controller/payment-services/archivum.aspx) and access the training videos posted.

Starting today, all PCard charges (including for Travel) will now route to the PCard Module to be reconciled. For assistance with how to reconcile Travel related PCard charges, please click on the link for a [video tutorial](https://vimeo.com/224535709/8303df903f).

For more information visit the [PCard website](http://www.usf.edu/business-finance/purchasing/staff-procedures/usf-pcard/pur-pcard-travel.aspx).

FAST system is open for only submitting Expense Reports (ER’s) and Cash Advances (CA’s) for Travel Authorizations (TA’s) that were created and approved in FAST. Any new Travel Requests to Travel and Cash Advances for Travel Requests in Archivum should be submitted in **Archivum Travel**.

The Travel department has completed the year-end roll forward of TA’s.  **2880** TA’s were rolled forward, however **several** of them failed budget checking and resulted in budget errors.

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

Travel staff will contact submitters to have budget errors on the remaining TA’s resolved.

In order to clear these errors, please either post budget in this Fiscal Year (2018) or provide an alternate chart field string.  Please note that your department submitters will not be able to pull these Travel Authorizations into Expense Reports until the errors are cleared.

TA’s that remain in error at close of business **July 27th 2017** will be closed.