**Training Video – Upload Receipts on the Go – Sent on Travel ListServ on 01/26/2018**

A training video for Uploading Receipts On the Go is now available for assisting travelers with saving their receipts into Archivum Travel using a mobile device while on Business Travel.

The video can be found on the Archivum Travel webpage by clicking on the following link <http://www.usf.edu/business-finance/controller/payment-services/archivum.aspx>

For any questions, please contact our Travel Help Desk [travelhelp@usf.edu](mailto:travelhelp@usf.edu)