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Imminent Closure of the Archivum Travel Application for Year End Shutdown

Dear Travel Customer,

Please note Archivum Travel will shut down today **Wednesday, June 23rd** at close of business for fiscal year end. There are only a few hours left to complete all travel approvals.

A temporary Travel Request form has been posted on the travel website: <http://www.usf.edu/business-finance/controller/payment-services/travel.aspx> should the need for travel arise before the system re-opens on **July 6th**. This form should be used only for last minute travel that was not anticipated before the closure.

The screenshot shows the 'Travel & Accounts Payable' website. The main heading is 'TRAVEL'. Below it, there is a 'TRAVEL OVERVIEW' section. A prominent red banner reads 'YEAR END TRAVEL REQUEST FORM 2021'. The text below the banner states: 'This Year End Travel Request form should be completed and signed prior to commencement of travel that may start in the period between June 23rd 2021 and July 6th 2021, when end users are not able to create the regular electronic Travel Requests in Archivum Travel.' A link for 'Year End Travel Request Form 2021' is provided at the bottom of the banner. The left sidebar contains navigation links: OVERVIEW, NEWS AND ANNOUNCEMENTS, TRAVEL, ARCHIVUM TRAVEL, TRAVEL TRAINING, AVIS/BUDGET CONTRACT, ACCOUNTS PAYABLE, SUPPLIER MANAGE, SUPPORT SERVICES, and CONTACT LIST.

Once the system reopens in July, a Travel Request (Post Travel Authorization) must be initiated in Archivum Travel and the completed Year-End Travel Request form uploaded in place of VP Approval.

Thank you,