

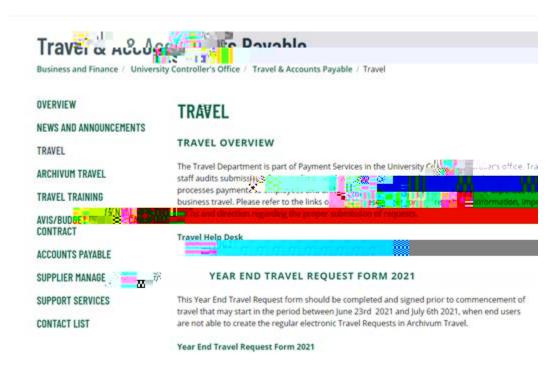
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Imminent Closure of the Archivum Travel Application for Year End Shutdown

Dear Travel Customer,

Please note Archivum Travel will shut down today **Wednesday**, **June 23**rd 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 6**th. This form should be used only for last minute travel that was not anticipated before the closure.



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,