

Approaching Fiscal Year End – Travel Reminders

USF Travel Community:

Archivum Travel will be closed to users at close of business on June 24, 2024, and will reopen on July 3, 2024. All travel transactions in process must be submitted and approved in departmental workflow by end of day June 24, 2024. For the full Fiscal Year 2024 Closing Calendar, please visit the [Controller's Office website](#)

Please ensure:

- Non-employee record requests are submitted no later than June 20, 2024, if you need to create transaction(s) for the traveler before June 24, 2024.
- Travel Requests, Expense Reports and Cash Advances in progress are fully approved within the department by close of business June 24, 2024.
- Travel Requests no longer required (fully approved or in progress) are cancelled before June 24, 2024.

FAST Travel Authorizations from fully approved Travel Requests will roll forward into the new fiscal year. (Note: FAST Travel Authorizations on E&G funds do not roll to carryforward funds; E&G budget must be posted in Fiscal Year 2025 for all rolled FAST Travel Authorizations.) Travel Coordinators, remember to review the Power BI Travel Reports listed below to ensure all actions on pending transactions are taken in a timely manner. Detailed instructions are attached.

- Travel - Pending Status Expense Report
- Travel - Pending Status Travel Requests
- Travel - TRs Approved with No ER

All aged travel transactions and Expense Reports with FAST Travel Authorizations associated that are not approved by year-end will be deleted and must be re-entered into Archivum when the system becomes available in July 2024.

Please do not hesitate to contact the Travel Help Desk travelhelp@usf.edu with any questions or concerns.