

Year End Closure Status Update

Dear Travel Customer,

Several Travel Requests/PTA Travel Requests and Expense Reports created show submission in progress or remain in departmental workflow in Archivum Travel. There are only six business days left to complete travel processing prior to fiscal year-end shutdown of Archivum Travel.

**Please be aware all Travel Requests and all Expense Reports associated with FAST Travel Authorizations will be deleted/closed during the fiscal year-end closing process if not fully approved by close of business on June 23, 2021.**

**Approved Travel Requests for travel ended over six months ago for which Expense Reports are not submitted and approved will also be cancelled.**

Limited exceptions apply, as agreed with the Travel Expenditure Policy Committee.

All approvals should be completed immediately.

Thank you,

*Jerelyn Parker*

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