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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.

Travel & Accounts Payable

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The Travel Department is part of Payment Services in the University Controller's office. Travel staff audits submissions for compliance with current university policies and procedures and processes payments to employees and university guests incurring travel expenses for USF business travel. Please refer to the links on these pages for relevant information, important forms and direction regarding the proper submission of requests.

[Travel Help Desk](#)

YEAR END TRAVEL REQUEST FORM 2021

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.

[Year End Travel Request Form 2021](#)

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,

Jerelyn Parker

UCO Travel and Accounts Payable

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