Expenses Report Travelers Signature – June 2022

Dear Travel Customer,

Travel has observed several expense reports submitted for reimbursement where there is either no traveler signature or the traveler’s signature is not on the certification line on the Expense Report coversheet.

Please note, a signed traveler certification acknowledging full compliance with all rules and requirements is required per Florida Statute 112.061.

Submitters, travelers, and approvers in workflow should ensure there is a traveler signature and it is in the right place on the Expense Report coversheet prior to sending for final approval and payment.

Instructions to DocuSign in Archivum Travel are available on the [Travel website](https://www.usf.edu/business-finance/controller/payment-services/traveltraining.aspx) so please ensure your departmental users are familiar with the process.

Any questions on the process not covered in the instructions document should be directed to [travelhelp@usf.edu](mailto:travelhelp@usf.edu)