

Laura Shannon Virgil

From: Impact23
Sent: Tuesday, September 20, 2022 3:55 PM
To: Impact23; Al Sirak; Alison Rodriguez; Amy Marie Carrizosa; Ana Kafie; Andrea Gonzales; Angela Chang; Angie M Gray; Anthony Simmons; April Meinzer; Brandy Quarles-Clark; Carmen Rivera; Cathy Munoz; Charlene Chan; Cherie C Pierce; Chris Dacanay; Christina Lee Gnuschke; Christine Han; Christine Morgando; Crystal Petrini; Crystal R Mejia; Deborah A Terao; Debra Meneely; Dominica Adriana Albitre; Doris T Lee; dylan.smith@ucr.edu; Gennie Rae Robles; Grace C Caslavka; Guille Vallejo; Isaac Owusu-Frimpong; Isidra Villalobos Martinez; Jackie Rodriguez; Jay Melashenko; Jill Cantonwine; John Valdez; Juliet Lin; Katharine Henshaw; Kathrine Fruge; Kathy Carrington; Katie Elizabeth Meumann; Katrice Calloway; Lilia Liderbach-Vega; Lisa Cusick; Luis Alvarez; Luke Hoepfner; Malina Beatrice; Marcelina Rose Ryneal; Maria A Sedillo; Marilyn Madrigal; Melissa Gomez; Michael Daniel Austin; Michelle Ceron; Monique Haddon; Nichole Sparks; Nicolas Peter Fiore; Nicole B Kramer; Paige Mejia; Pamela Jane Atkinson; RC Sutton; Robert Godoy; Rochelle Arilla Pinkney; Sabrina A Schuster; Sara Elizabeth Connor; Sarah Miller; Sherice Underwood; Susan O'Mary McFadden; Susana Roddy; Tanya Wine; Thomas A Wong; Trudy J Cohen; Wendi Tapia; Yadira Tapia; Yung Phung; Zelda Glenn
Cc: Aver R Smith; Varsha Dhodapkar; Bobbi A McCracken; Josh Hoerger; Alissa J Rackstraw; Cheryl L Gerry; Cherysa P Cortez; Cindy Williams; Eric Matthew Latham; Jacqueline M Bates; Jennifer Vogel Farias; Kennett T Lai; Kim McDade; Laura Manor; Luisa L Levario; Maria Aldana; Sally Tavizon; Sean T Cason; Shelley N Gupta; Tamara Hedges; Veronica Ruiz; Asirra Suguitan
Subject: Open iTravel Trip Expenses as of 9/20
Attachments: Open-Trips-Travel-asof-20220920_F.xlsx

Dear Colleagues,

Please find attached a list of all open trips in iTravel as of September 20, 2022, and assist with closing out as many trips as possible.

Key Dates:

- In-progress trips in iTravel must be department approved and in the Accounting Office queue **by no later than Friday, 9/23/2022**
- **iTravel trips that have not been approved by the Accounting Office as of 09/30/2022, and require reimbursement, must be re-created in Concur**

For inquiries, please address questions to travelfeedback@ucr.edu.

Sincerely,

Aver Smith

Accounts Payable Supervisor

Business and Financial Services | University of California, Riverside



