

Laura Shannon Virgil

From: Impact23
Sent: Tuesday, August 9, 2022 2:51 PM
To: 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 R 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; Impact23; 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: **Action Request - Open iTravel Trips
Attachments: Open-Trips-Travel-asof-20220808 (FAO).xlsx

Dear Department FAOs,

Please find attached a list of all open trips in iTravel as of August 8, 2022.

As the campus transitions to the new [Concur travel system](#), this is a reminder that pending requests in iTravel need to be reconciled by 8/15/2022 with final approval by 8/22/2022 to ensure reimbursement before iTravel converts to read-only on 9/1/2022. If iTravel trips are not reimbursed prior to read-only status, departments will be instructed to enter new requests in Concur for trip reimbursement.

Some of the trips are old but still open. No action is required if the travel reimbursement is no longer needed. Please coordinate internally with your travel arrangers and approvers to ensure that open iTravel trips are reconciled as necessary.

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

Sincerely,

Aver Smith

Accounts Payable Supervisor
Business and Financial Services | University of California, Riverside

