Laura Shannon Virgil

From:	Bobbi A McCracken
Sent:	Wednesday, August 31, 2022 7:50 PM
To:	msoadm@scotmail.ucr.edu
Cc:	Travelfeedback; Impact23
Subject:	Temporary Extension of iTravel Access

Dear Colleagues,

Based on feedback from campus stakeholders, the Impact23 Steering Committee agreed to temporarily extend access to the iTravel system and postpone conversion to read-only mode. The extension is for the specific purposes of completing trips already in-progress in iTravel and reducing the need for expense reports to be re-entered in Concur. Guidance on this temporary extension is listed below:

- All cash advances must be requested in Concur
- All new trips must be entered in Concur; do not enter new trips in iTravel
- In-progress trips in iTravel must be finalized as soon as possible, 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**
- iTravel will be available in read-only mode after 9/30/2022

In order to assist in closing out as many trips as possible, a list of all open trips in iTravel will be distributed to department FAOs and Organization CFAO via a separate email.

Please coordinate with your unit's travelers, travel coordinators and approvers to check their iTravel queues and take appropriate action on all open trips. Ensure no new expense reports are created in the old system.

Thanks in advance for your assistance in transitioning to the new Concur system. Addition information on some key system updates is forthcoming. Please address questions to travelfeedback@ucr.edu.

Sincerely,

Bobbi McCracken
Associate Vice Chancellor and Controller
Business & Financial Services
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