

Weekly Update

June 4, 2018

Subject: Fiscal Year 2018 Outstanding HR Travel

Audience: Finance and HR Directors

Beginning this month and continuing until the end of the current Fiscal year, the SCEIS Team will provide your agency a monthly report of all Travel Expenses that have been submitted, but have not been approved or cancelled.

The attached report will include Travel trips initiated in July 2017 through May 2018.

Any Travel expenses/commitments not closed by June 29, 2018 will be zeroed out by SCEIS to avoid finance year-end processing errors. Please review the attached report and determine if the travel request needs to be changed and resubmitted, or if the travel request needs to be deleted or approved for payment.

Below is a link to Review, Approve, and Reject Travel Reimbursement Requests:

<https://uperform.sc.gov/gm/folder-1.11.16026?originalContext=1.11.16004>

If you have questions about this travel report, please contact the SCEIS Help Desk at 803-896-0001 (Option #1 for SCEIS issues) or electronically at <http://sceis.sc.gov/requests>. As always, we appreciate your prompt attention to this matter.