

**Subject:** Reminder: Process FY2013 Travel Documents and Expense Claims by Friday, June 28, at 3:00 p.m.

**Audience:** Finance Directors, Human Resources Directors, Users Involved in Fiscal Year-End Closing Processes

As you work to complete 2013 fiscal year-end processing, the SCEIS Finance Team encourages all agencies to prioritize the processing of FY2013 travel documents and expense claims (travel commitments). To assist agencies with this activity, on Thursday, June 6, the SCEIS Agency Advocates have sent all Human Resources Directors a list of their agency's open FY2013 travel commitments in need of processing for FY2013.

You may view additional details about travel commitment processing in:

- Slides 33-35 in the [March 1, 2013 User Group meeting presentation](#)
- Slide 35 in the [2013 SCEIS Managing the Year-End Closing Process Course presentation](#)

**Reminder of Key Dates for Travel Commitment Processing**

- All FY2013 travel commitments should be processed and closed by 3:00 p.m. on Friday, June 28.
- The SCEIS Team will also begin clearing remaining FY2013 travel commitments left in the system at 12:00 p.m. on Friday, June 28.
- Employees who had a pending travel commitment that was not cleared will need to be reimbursed using the ZTRAVEL payment method beginning on July 1.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.