



Closing Legacy Trips

Date: _____

To: Travel & Reimbursement Services

From Department: _____

Traveler or Travel Arranger Attestation:

By Submitting this packet, I, (as Traveler or Travel Arranger) attest to following:

I have reviewed the attached trip list report and seek approval to close the indicated trips. To the best of my knowledge, prepaid expenses are accurate and were made to pay for a legitimate business trip. The business trip is complete, all prepaid expenses were used for legitimate business purposes and no individual either benefited personally, nor does any individual retain a credit for these expenses that may benefit him/her personally.

I understand that this method of closing trips is being used under an approved exception to close the legacy Travel System, and this method is not to be used for open trips in Concur, or for any future trips.

I understand that this method of closing trips will not be accepted for open cash advances. Open Cash Advances will be subject to established procedures of substantiation using a Final Reimbursement form.

Chair/Director Attestation:

This procedure requires at least Chair or Director approval, but requires supervisory level of Traveler for Chair/Director and above.

I have reviewed the attached trip list report, and seek approval to close the indicated trips. To the best of my knowledge, prepaid expenses are accurate, reasonable in cost, and were used to pay for a legitimate business expense. The business trip is complete, all prepaid expenses were used for legitimate business purposes and no individual either benefited personally, nor does any individual retain a credit for these expenses that may benefit him/her personally.

By approving, I sign on behalf of the Travelers' Supervisors.

I understand that this method of closing trips is being used under an approved exception to close the legacy Travel System, and this method is not to be used for open trips in Concur, or for any future trips.

I understand that this method of closing trips will not be accepted for open cash advances. Open Cash Advances will be subject to established procedures of substantiation using a Final Reimbursement form.

Approval: _____ (signature or attached approval email)