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To: SCEIS AST <sceis-ast@sceis.sc.gov>  
CC: Ellison, Ruchelle <rellison@aging.sc.gov>  
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Date: 4/24/2015 2:45:33 PM

Subject: Action Required: Outstanding Travel Requests

Attachments: Outstanding\_Travel\_FY2015\_3rd\_Quarter\_E040.xlsx

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**From:** sceis-ast@sceis.sc.gov

**To:** HR Directors, FI Directors

**CC:** SCEIS Team

**Subject:** Action Required: Outstanding Travel Requests

**Attachment:** Outstanding\_Travel\_FY2015\_3rd\_Quarter\_E040.xlsx

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Good Afternoon:

The attached report contains all Travel Requests that have been submitted between July 1 through March 31, 2015, but still need to be approved or cancelled. **Please review this report and determine what action needs to be taken:**

- Changed and resubmitted
- Deleted
- Approved for payment

Once you have made that determination, please take the appropriate action. Remember, even if a Travel Request has no reimbursement amount tied to it, action is still required.

Below is a link to step-by-step instructions to Review, Approve, and Reject Travel Reimbursement Requests:

<https://upperform.sc.gov/gm/folder-1.11.5810>

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/>. Requests need to be sent to SCEIS Travel Management Team.

Thank you,

The SCEIS Team