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Date: 1/21/2015 2:22:45 PM

Subject: Action Required: Outstanding Travel Requests

Attachments: Outstanding_Travel_FY2015_2nd_Quarter_E040.xlsx

From: sceis-ast@sceis.sc.gov

To: HR Directors, FI Directors

CC: SCEIS Team

Subject: Action Required: Outstanding Travel Requests

Attachment: Outstanding_Travel_FY2015_2nd_Quarter_D170.xlsx

Good Afternoon:

The attached report contains all Travel Requests that have been submitted between July 1 through December 31, 2014, 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