




UNIVERSITY OF CENTRAL FLORIDA

Finance & Accounting

12424 Research Parkway, Suite 300
Orlando, FL 32826-3249

Memorandum

To: UCF Financials users
From: Joel Levenson, Associate Controller 
Date: June 24, 2018
Subject: Travel POs will be closed 60 days after travel ends

Beginning July 1, all travel purchase orders (POs) will automatically be closed 60 days after the travel has concluded to ensure timely processing. Prior to the automatic close date, provide the Travel Department with form 41-901, which is available on the Finance & Accounting website (<http://fa.ucf.edu/forms/>), along with all receipts and other relevant information. Blanket travel POs will continue normal procedures.

If you have any questions, please contact the Travel Department at travelfa@ucf.edu.