Congratulations on making it through yet another biennium close!

* July 1st through July 7th Expense Reports (ERs) can be entered and processed in eTravel/Ariba, however, no checks will be issued during this period of time due to the biennium crossover.  Transactions will be stacked and issued on July 9th.
* Ariba, which includes eTravel and all of its transaction methods as well as eProcurement will be down and not available for use as it transitions to the new biennium beginning at 5 PM on July 7th. It will be down until the transition is completed on July 8th sometime around mid-morning to noon. During this transition the Ariba maintenance page will be up. Updates to Ariba’s availability will be posted in Travel Office Website “New” section.
* After the crossover, any expense reports started prior to July 9th, 2015 and still in a composing status or submitted and not fully approved will require the budget to be re-chosen. Please see the link below regarding entering budgets on an ER.

<http://f2.washington.edu/fm/travel/sites/default/files/camtasia/budget1.htm>