

JUSTIFICATION TO OPEN CLOSED TRIP

Because the "trip" is an accounting document, opening closed trips can lead to accounting errors, overpayments, or debts to the traveler. Additionally, opening closed accounting documents can result in negative audit findings. Signed justification is required to authorize the reopening of a trip. Please complete the following fields and attach to the trip. Once this is done, send your open request to **smhomsley@uams.edu**. Please note reopening of a trip requires resubmission through workflow, and the trip will be worked in the order it is received.

Traveler's SAP ID:

Trip Number in SAP:

Travel Administrator who Approved Trip:

Reason to Reopen:

Justification:

Plan to Avoid this Issue in Future:

Dean/Director/Department Head/Service Line Administrator Signature