

## SAP TRAVEL CLOSED WEEKS 33-34

### Travel receipts / SAP Travel:

- SAP Travel (travel management background system) changes, the start date of the new SAP Travel is 21.8.2019.
  - **SAP Travel is closed** from the travelers, travel secretaries and approvers between **12.8.2019-20.8.2019**. Travel claims cannot be dealt with during the service break.
  - **Invoices** for travel expenses must be **accepted by Sunday 11.8.2019 at the latest**.
  - **Invoices** for travel expenses can be made with the new SAP Travel from August 21, 2019.
  - If the travel invoices are not dealt and accepted in the existing system, the passenger will have to make travel invoices to the new system again. **We do not recommend adding new travel invoices to existing systems during week 32.**
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- In August 2019, the payment dates for travel invoices will be 1.8.2019 and 13.8.2019.
  - After the introduction of the new SAP Travel, travel invoices will be paid once a week (the payment day is Thursday)

[Travel invoices in summer 2019](#)