

**Subject:** Scheduled Downtime: Finance Portal Upgrade  
**From:** IT Operations + Financial Systems  
**To:** All Users of Reimbursement & Claim Portals  
**Date:** 4 January 2018

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Dear Users,

Please be advised that the **Finance Portal** will be **unavailable from 5 January (18:00) until 7 January (12:00)** for scheduled upgrades.

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This affects:

- Travel declaration uploads
  - Request for Payment submissions
  - Budget tracking dashboards
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No data will be lost. Queued submissions will resume automatically once the upgrade is complete.

 Need help? Contact [portal-support@university.edu](mailto:portal-support@university.edu)

Thank you,

**Luis Rettig**

Systems Reliability Lead