



# STATEWIDE TRAVEL MANAGEMENT SYSTEM

---

## FASM UPDATE



# **CONSIDERATIONS**

## **1. Trip Form & Transaction Cleanup**

- Review related reports
- STMS will not convert any trip or transaction data from FLAIR to PALM

## **2. After Agency Review**

- If trips need to be cancelled, create a case and escalate to STMS
- If Traveler owes money, contact DFS Collections





# CUTOVER PLANNING



**Dec. 17<sup>th</sup>**

**Last day to submit transactions to FLAIR**

**Dec. 18<sup>th</sup> – 23<sup>rd</sup>**

**No new trips can be created in STMS**

**Dec. 24<sup>th</sup> – Jan. 11<sup>th</sup>**

**STMS down – no users can login**

**Jan. 12<sup>th</sup>**

**STMS & PALM Go Live**

**\*STMS Yuma environment available for Agency training.**



# UAT TIMELINE



**Aug. 7<sup>th</sup> – 24<sup>th</sup>**

**Yuma environment unavailable for refresh**

*\*Trips and Vouchers will be deleted in STMS.*

**Aug. 25<sup>th</sup> – Nov. 6<sup>th</sup>**

**UAT continues (includes Attachments, Trip Report & User Management)**

**TBD**

**Carry Forward testing**

**Oct. – Nov.**

**STMS virtual training sessions by profile**

**\*STMS Yuma environment available for Agency training.**