



STATEWIDE TRAVEL MANAGEMENT SYSTEM

FASM UPDATE





UAT TIMELINE



Aug. 7th – 24th

Yuma environment unavailable for refresh

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

Aug. 28th – Oct. 16th

Carry Forward testing

**Payable End Date 9/18/26*

Aug. 28th – Nov. 6th

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

Oct. – Nov.

STMS virtual training sessions by profile

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

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



TRIP FORM CUTOVER ACTIVITIES

Set deadline when trips need to be in FA Queue

- ☐ **Last day to submit transactions 12/17/2026 through STMS.**
- ☐ **Sample: Trips must be in FA Queue by 12/9/2026.**

For any trip forms that are incomplete (not paid, authorized, or cancelled):

- ☐ **After SG6 (1/4/2027) – STMS Team will cancel the trips.**
- ☐ **The trips will be available in STMS after 1/12/27, so new trips can be created in STMS with the details for PALM payment fields.**

GUIDANCE:

ADVANCES BEFORE CUTOVER

Advances paid through STMS prior to cutover:

- ✓ The remaining Reimbursement amount will be paid directly through PALM after 1/12/27.
 - ✓ Note the MTIN
- ✓ Create a Reimbursement in Draft status (prior to cutover).
 - ✓ Create a Case, so STMS Team can set the trip to Reporting Only and include the PALM Reimbursement payment details.

**STMS will extend the time when Advances can be requested beyond the normally established 14 days.*



CUTOVER PLANNING



Dec. 17th

Last day to submit transactions to FLAIR

Dec. 18th – 23rd

No new trips can be created in STMS

Dec. 24th – Jan. 11th

STMS Production down – no users can login

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

Jan. 12th

STMS & PALM Go Live