

Travel Document Notes and Tips for Year End 2024

June Ghostcard Charges for Airfare - The June ghostcard closes on June 25. Since year end is June 28, and we must receive reconciliation reports from each travel agency, airline tickets will post to FY24 but in period 13.

Please note, the first day Travel Reimbursement (TR) documents with June 29, June 30 and FY25 trip end dates can be submitted is July 1, 2024. Any TRs with June 29, June 30 and FY25 trip end dates in the Travel action list prior to July 1, 2024, will be disapproved. We will disapprove them because we don't want to inadvertently include them in the Expense/Year End Payable accrual that Travel will be creating for campus (see guidance below) for TRs not fully approved by the deadline.

Friday, June 28, 2024	4:00 PM	All travel documents with FY24 end dates (excluding June 29 and June 30 trip end dates) need to be approved by the submitting department and in the Travel Department's queue by 4:00 PM	TR's received by the Travel Desk with FY24 travel end dates (excluding June 29 and June 30) will be processed or accrued centrally and posted to FY24. All documents received by Travel after this day and time will need to be accrued by the campus department and the accrual document # added to the Notes on the travel document.
6/29/24 - 6/30/24		Travel reimbursement document black out dates.	Travel reimbursement documents should not be submitted on June 29th or 30th.
Monday, July 1, 2024		First day TR docs with June 29, June 30, and FY25 trip end dates can be created in KFS	First day Travel Reimbursement (TR) docs can be submitted in KFS for June 29, June 30, and FY25 trip end dates.

Travel ending on or prior to June 28

For all trips that end on or before June 28 an Accrual Voucher should not be submitted by the department as long as the TR is in the Travel unit's action list before 4 p.m. June 28. Any documents that are in the Travel queue but not approved by Travel in FY24, will be accrued by Travel. Now is the time to check your travel reimbursements to ensure they are not stuck in workflow pending traveler, FO, DHA or other approval. **Documents not in Travel's action list (route status; ENROUTE, Awaiting Travel Manager Review) must be accrued by the department.** Ashley Meyer will send an email as soon as the Accrual Vouchers have been submitted by Travel so departments can determine if an accrual voucher is needed for their TR. The accrual document number must be added to the notes and attachments section of the TR. Your Accrual Voucher should debit the appropriate Travel Expense OC(s) 6xxx and credit Year End Payable OC 2103, and it should have an auto-reversal date no earlier than mid to late July 2024.

Travel in FY25 with expenses already reimbursed in FY24

For FY25 travel where some expenses have already been paid, recorded to ledger in FY24 (such as Ghostcard purchases, PCard payments for registrations, or other reimbursements made in advance of the trip), the expenses that have posted to the ledger should be booked as Prepaid Expense OC 1740 using an Accrual Voucher. Travel will not accrue any of these prepaid expenses. Your Accrual Voucher would debit Prepaid Expense OC 1740 and credit the appropriate Expense OC 6xxx with an auto-reversal date in mid to late July 2024.

Travel spanning FY24 and FY25

Expenses should be allocated to the appropriate year. Depending on when the TR is approved there may be a need to book either a Prepaid Expense OC 1740 (debit OC 1740 and credit OC 6xxx) or a Year End Payable (debit OC 6xxx and credit OC 2103). It may also be necessary to use a reasonable estimate if the trip extends beyond the July 8 cutoff date for submitting documents. Travel will not complete this type of accrual for campus. Please keep in mind that a Prepaid Expense accrual can only be booked if the

expense is already posted to ledger in FY24 but will be incurred in FY25 (the expense is for the days of travel from July 1, 2024, and beyond). If the expense is not posted to ledger in FY24, do not accrue a Prepaid Expense because the expense isn't recorded, and your Accrual Voucher will be disapproved.

Monday, July 8, 2024	4:00 PM	Campus deadline for submitting & non-central approving of FY24 Year End documents (yearend versions of AV/AD/DI/GLT/ICA/ND/PE/TF/IB/SB)	This is the deadline for campus to SUBMIT documents for FY24. After this deadline, the documents will no longer have the FP13 FY24 drop down option.
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