

## FISCAL YEAR (FY) END TRAVEL **REMINDERS**

Resource Link: [Year End Memo](#) (DOC Travel Policy Memo)

FUNDS AVAILABILITY	Accordingly, employees are advised to check with their Budget office to determine the availability of funds before scheduling travel for FY2013
TRAVEL ORDERS	<p>All Travel Orders prepared in FY2012 for travel beginning or ending in FY2013 should be annotated to reflect the following statement:</p> <p><b><i>“Approval of travel scheduled to be accomplished on or after October 1, 2012, is contingent upon availability of FY2013 funds.”</i></b></p> <p><b><i>Note: This statement is available for selection in ITM as a pre-set comment within the Comments section located on the Document Summary page.</i></b></p>
Purchase of Transportation Tickets	<p>FY2012 multi-year or no-year funding may be used to purchase transportation tickets for travel that begins and ends in FY2013, provided the reservations will be ticketed (purchased) in the Current FY. The authorized travel should be for the purpose for which the funds were appropriated. The travel orders should be annotated to reflect the following statement:</p> <p><b><i>“Approved to purchase ticket for FY2013 with FY2012 funds due to multi-year funding/no-year funding.”</i></b></p> <p><b><i>Note: This statement is available for selection in ITM as an Other Authorization [AUTHORIZED COM. CARR PURCH W/ FY12 FUNDS] pre-set comment within the Comments section located on the Document Summary page.</i></b></p>
Temporary Duty (TDY) Per Diem, Mileage and Other Expenses	<p>Charges for per diem, mileage and other expenses are charged to the fiscal year in which the expenses are actually incurred (e.g., per diem expenses are incurred daily). FY2012 funds will not be used to pay for any travel expense incurred on or after October 1, 2012. For example:</p> <ul style="list-style-type: none"> <li>• All per diem, mileage, ground transportation and other travel-related cost that are incurred prior to October 1, 2012 will be charged to the FY2012 appropriation</li> <li>• All per diem, mileage, ground transportation and other travel-related cost that are incurred on or after October 1, 2012 will be charged to the FY2013 appropriation</li> </ul>
De-obligating Un-used Funds	<p>Preparers should begin to review budget reports (MARS or Data Warehouse Discoverer) to determine if remaining balances on <b>OPEN</b> FY2012 travel obligations can be de-obligated.</p> <p><b><i>Note: When Travel Manager allows, the de-obligation process should occur through amendment processing within Travel Manager. Users should only be submitting manual de-obligation requests to their servicing Finance Office in the rare instances in which an amendment cannot be processed.</i></b></p>

## FISCAL YEAR (FY) END TRAVEL PROCESSING DATES

Resource Link: [Year End Guidance \(Finance\)](#), [Year End Guidance \(Financial Systems Division \(FSD\)\)](#), [September 2012 \(CFS General Ledger Month End Closing Calendar\)](#)

Date	Action Item
July 27	FSD Budget to Complete ACCS Rollover Process
Aug. 01	<p>Users will be able to create their FY2013 ACCS codes in ITM and have them pass the ACCS Validation pre-audit when selected on an authorization.</p> <p><i>Note: Any authorizations created in ITM prior to August 1<sup>st</sup> with travel dates that span FY2012 and FY2013 or begin in FY2013 will need to be amended in order to allocate expenses accordingly per the <a href="#">Year End Memo (DOC Travel Policy Memo)</a>.</i></p>
Sept 14	<p>Travel documents Selected for Audit and/or Requiring INK Signature <u>must</u> be completed and approved in Travel Manager for reimbursements to be made in FY 2012. In order to <b>guarantee</b> vouchers will be approved for payment by the Finance Office prior to Final FY2012 disbursement run, hard copy documentation <u>must</u> be received by Finance by this date. In addition to the electronic voucher being approved/data linked in Travel Manager.</p> <p><i>Note: The Finance Office will continue to approve vouchers for payment as received up until FY End; however they cannot guarantee reimbursement will be issued prior to the final FY2012 Disbursement scheduled to occur on 09/25 for vouchers received after this date.</i></p> <p><b>This does <u>not</u> apply to travel documents that “Post as Approved”. Travel documents posting as approved will continue to be picked up in the disbursements the following business day up to the Final FY12 Disbursement Date (09/25/12 – 5:00 A.M.)</b></p>
Sept 24	<p>All CD 210 packets (including SF326 and travel checklist) should be received by your servicing finance office so they can be included in the report to DOC by October 1.</p> <p>Also, NOAA adjustments for travel costs that should be moved over to 8LP1A01 (Gifts and Bequests Fund) will be initiated by your servicing finance office prior to year end closing.</p>
Sept 23	<b>[12:05 P.M. and 6:00 P.M.]</b> – Additional data link process for Local and TDY Vouchers
Sept 25	<b>{5:00 A.M.}</b> – Last disbursement schedules to be sent to Treasury for payment.
Sept 27	<b>[3:00 P.M.]</b> – Final FY2012 data link process for Local and TDY Vouchers
Sept 27	Travel authorizations must be electronically approved in Travel Manager and data linked into CFS to record obligations for FY 2012 (must be electronically approved/data linked by 10:00 PM)

Date	Action Item
Sept 27	<p><b>[10:00 P.M]</b> – Document stamping in Travel Manager turned off. Users will not be able to electronically stamp documents in Travel Manager due to CFS being placed in restricted mode for Year End activities.</p> <p>If stamping attempts are made users will receive an error message indicating “<i>Error Opening CFS Database</i>”.</p> <p><i>Note: Should official travel orders be required while CFS is in restricted mode, the Travel Management Center (TMC) will accept a hard copy of the Travel Manager Default Travel Authorization form provided that:</i></p> <ul style="list-style-type: none"> <li> <i>The Travel Authorization has been signed in INK by the traveler’s approving official</i></li> <li> <i>The Travel Authorization includes the following annotation in the comments block “System Downtime – Time Sensitive – Obligation Information not Available.”</i></li> </ul> <p><i>Travel Authorizations processed during System Downtime will be required to complete the electronic approval process in ITM once document stamping resumes.</i></p>
Sept 28	<p>ACCS Mass Delete – A mass purge of all accounting codes that do not contain FY 2013 in the accounting string will be removed from the ACCS Maintenance table. This means any accounting codes that may contain FY 2010 or FY 2012 will no longer appear in the table, leaving only FY 2013 accounting codes. <i>This will <u>not</u> impact ACCS codes that have already been selected on existing documents.</i></p>
Oct. 01	<p><b>{6:00 A.M. – 12:00 Noon}</b> - First Disbursement schedule for FY2013</p>
Oct. 02	<p><b>[9:00 A.M.]</b> – Resume document stamping in Travel Manager.</p> <p><i>Note: Travel Authorizations processed during System Downtime will be required to complete the electronic approval process.</i></p> <p><b>Times indicated for Resuming Document Stamping in Travel Manager are dependent upon CFS being taken out of restricted mode and therefore may vary from the posted times.</b></p>
Oct. 03	<p>Begin SAF Approved TA batch posting – The Financial Systems Division will make numerous attempts to obligate all New Fiscal Year expenses from SAF APPROVED authorizations.</p> <p><b>Additional SAF Approved TA batch posting Dates/Times TBD</b></p>

Date	Action Item
Oct. 05	<p><b>[9:00 P.M.]</b> – Document stamping in Travel Manager turned off. Users will not be able to electronically stamp documents in Travel Manager due to CFS being placed in restricted mode for Year End activities. If stamping attempts are made users will receive an error message indicating “Error Opening CFS Database”.</p> <p><i>Note: Should official travel orders be required while CFS is in restricted mode, the Travel Management Center (TMC) will accept a hard copy of the Travel Manager Default Travel Authorization form provided that:</i></p> <ul style="list-style-type: none"> <li> <i>The Travel Authorization has been signed in INK by the traveler’s approving official</i></li> <li> <i>The Travel Authorization includes the following annotation in the comments block “System Downtime – Time Sensitive – Obligation Information not Available.”</i></li> </ul> <p><i>Travel Authorizations processed during System Downtime will be required to complete the electronic approval process in ITM once document stamping resumes.</i></p>
Oct. 06	<p><b>[2:00 P.M.]</b> – Resume document stamping in Travel Manager.</p> <p><i>Note: Travel Authorizations processed during System Downtime will be required to complete the electronic approval process.</i></p> <p><b>Times indicated for Resuming Document Stamping in Travel Manager are dependent upon CFS being taken out of restricted mode and therefore may vary from the posted times.</b></p>
Oct. 09	<p><b>[9:00 P.M.]</b> – Document stamping in Travel Manager turned off. Users will not be able to electronically stamp documents in Travel Manager due scheduled System Maintenance. If stamping attempts are made users will receive an error message indicating “Error Opening CFS Database”.</p> <p><i>Note: Should official travel orders be required while CFS is in restricted mode, the Travel Management Center (TMC) will accept a hard copy of the Travel Manager Default Travel Authorization form provided that:</i></p> <ul style="list-style-type: none"> <li> <i>The Travel Authorization has been signed in INK by the traveler’s approving official</i></li> <li> <i>The Travel Authorization includes the following annotation in the comments block “System Downtime – Time Sensitive – Obligation Information not Available.”</i></li> </ul> <p><i>Travel Authorizations processed during System Downtime will be required to complete the electronic approval process in ITM once document stamping resumes.</i></p>

Date	Action Item
Oct. 10	<p><b>[2:30 P.M.]</b> – Resume document stamping in Travel Manager.</p> <p><i>Note: Travel Authorizations processed during System Downtime will be required to complete the electronic approval process.</i></p> <p><b>Times indicated for Resuming Document Stamping in Travel Manager are dependent upon CFS being taken out of restricted mode and therefore may vary from the posted times.</b></p>
Oct. 17	<p><b>[9:00 P.M.]</b> – Document stamping in Travel Manager turned off. Users will not be able to electronically stamp documents in Travel Manager due scheduled System Maintenance. If stamping attempts are made users will receive an error message indicating “Error Opening CFS Database”.</p> <p><i>Note: Should official travel orders be required while CFS is in restricted mode, the Travel Management Center (TMC) will accept a hard copy of the Travel Manager Default Travel Authorization form provided that:</i></p> <ul style="list-style-type: none"> <li> <i>The Travel Authorization has been signed in INK by the traveler’s approving official</i></li> <li> <i>The Travel Authorization includes the following annotation in the comments block “System Downtime – Time Sensitive – Obligation Information not Available.”</i></li> </ul> <p><i>Travel Authorizations processed during System Downtime will be required to complete the electronic approval process in ITM once document stamping resumes.</i></p>
Oct. 18	<p><b>[Noon]</b> – Resume document stamping in Travel Manager.</p> <p><i>Note: Travel Authorizations processed during System Downtime will be required to complete the electronic approval process.</i></p> <p><b>Times indicated for Resuming Document Stamping in Travel Manager are dependent upon CFS being taken out of restricted mode and therefore may vary from the posted times.</b></p>