Important: Although funding associated with new FY ACCS codes will not be available prior to October 1st, Subject to Availability of Funds (SAF) processing allows users to record their intended new FY ACCS codes when the TA is created, but prevents the associated new FY funds from being obligated prior to the start of the new FY. Funding for reimbursable project codes or newly established project codes may not be immediately available on October 1 which may further delay the obligation of the new FY funds. Users should contact their LO Budget Office to obtain the appropriate new FY ACCS code when preparing TAs with a trip date that begins or ends in the new FY.

In order to ensure expenses incurred in the current Fiscal Year (FY) and the new FY are appropriately funded against the correct FY budget, users should select current FY accounting (ACCS) codes for expenses incurred prior to October 1 and select new FY ACCS codes for expenses incurred on or after October 1.

Travel Authorizations (TAs) entered in Travel Manager ON or BEFORE the last business day in July, with a trip date beginning or ending in the new Fiscal Year (FY) should cite only current FY accounting for the current FY trip dates and should override the Lodging and M&IE expense amounts to exclude the new FY expenses. The TA may be amended on or after the first business day in August to include the new FY expense amounts and add a new FY accounting code to allocate the new FY expenses.

Users creating or amending TAs on or after the first business day in August with a trip date beginning or ending in the new FY should select both current FY ACCS codes and new FY ACCS codes and allocate the expenses appropriately.

Steps for Preparing TAs BEFORE Last Business Day in July:

The following steps will minimize processing errors with TAs that contain trip dates in the new Fiscal Year when entered in the current FY:

1. Create the TA using the actual trip dates. As with any other TA, the system will calculate the Lodging and M&IE and the user may add any additional expenses that are expected to be incurred.

2. Add the Preset comments to include the SAF comment:

   “APPROVAL OF TRAVEL SCHEDULED TO BE ACCOMPLISHED ON OR AFTER OCTOBER 1, 20XX IS CONTINGENT UPON APPROVAL OF FYXX FUNDS.”
3. Enter any comments on the Trip Information tab, as needed.

**Note:** In addition to any comments entered by the user, once the Approving Official stamps the TA “Approved,” SAF processing will automatically generate a comment which states:

“This document is Conditionally Approved, Subject To Availability of Funds (SAF). CBA OBLIGATION #: <Obligation Number> Organization ID: <Org Code> TRAVELER PO#: <PO Number>.”

4. If purchasing common carrier tickets in the current year for a trip starting on or after October 1st of the next year, the user must include the following statement:

“Approved to purchase ticket for FY<New FY> with FY<Current FY> funds due to multiyear funding/no-year funding.”

The User can add this comment by clicking on Other Authorizations in the ITM Document Toolbar, and then clicking on the selection titled AUTHORIZED COM. CARR PURCH W/ FY10 FUNDS (See Figure 1 below).

This will move the selection to the bottom of the screen, associating it with the document (See Figure 2 below).

On the Document Summary screen of the electronic document, the selection name will appear under the Other Authorizations section, but the statement will not appear in the comments (See Figure 3 below).

The statement will appear in the Remarks section on the .pdf (Preview Document) version (See Figure 4 below).

5. Override the Lodging and M&IE expense amounts to exclude the new FY expenses.

6. Select a current FY accounting code(s) to fund current FY expenses.

7. Confirm the current FY allocated amounts appear correctly based on the override method used.

8. Complete the TA under normal processing procedures.

9. On or after the first business day in August, create an Amendment to include/fund the new FY expenses. The Amendment must include both the current FY and the new FY expenses.
**Figure 3**

![Image of Gelco Travel Manager 9.0 interface](Image)

**Figure 4**

---

5) OTHER AUTHORIZATIONS

AUTHORIZED COM. CARR PURCH W/ FY10 FUNDS (1)

<table>
<thead>
<tr>
<th>Description</th>
<th>EST COST</th>
<th>ADV AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>850.00</td>
<td>0.00</td>
</tr>
<tr>
<td>M&amp;IE-PerD</td>
<td>619.50</td>
<td>619.50</td>
</tr>
</tbody>
</table>

TOTALS: 1,469.50
ADVANCE AUTHORIZED: 0.00

---

7) ACCT CLASSIFICATIONS

NO ACCT CODE

---

8) REMARKS

PREPARED BY:

AUTHORIZED BUSINESS CALLS

APPROVAL OF TRAVEL SCHEDULED TO BE ACCOMPLISHED ON OR AFTER OCTOBER 1, 2010 IS CONTINGENT UPON APPROVAL OF FY11 FUNDS.

(1) Approved to purchase ticket for FY2011 with FY2010 funds due to multiyear funding/no-year funding.
Steps for Preparing TAs ON or AFTER First Business Day in August:

1. Create the TA using the actual trip dates. As with any other TA, the system will calculate the Lodging and M&IE and the user may add any additional expenses that are expected to be incurred.

2. Add the Preset comments to include the SAF comment:

   “APPROVAL OF TRAVEL SCHEDULED TO BE ACCOMPLISHED ON OR AFTER OCTOBER 1, 20XX IS CONTINGENT UPON APPROVAL OF FYXX FUNDS.”

3. Enter any comments on the Trip Information tab, as needed.

   **Note:** In addition to any comments entered by the user, once the Approving Official stamps the TA “Approved,” SAF processing will automatically generate a comment which states:

   “This document is Conditionally Approved, Subject To Availability of Funds (SAF). CBA OBLIGATION #: <Obligation Number> Organization ID: <Org Code> TRAVELER PO#: <PO Number>.”

4. If purchasing common carrier tickets in the current year for a trip starting on or after October 1st of the next year, the user must include the following statement:

   “Approved to purchase ticket for FY<New FY> with FY<Current FY> funds due to multiyear funding/no-year funding.”

   The User can add this comment by clicking on Other Authorizations in the ITM Document Toolbar, and then clicking on the selection titled AUTHORIZED COM. CARR PURCH W/ FY10 FUNDS (See Figure 1 above).

   This will move the selection to the bottom of the screen, associating it with the document (See Figure 2 above).

   On the Document Summary screen of the electronic document, the selection name will appear under the Other Authorizations section, but the statement will not appear in the comments (See Figure 3 above).

   The statement will appear in the Remarks section on the .pdf (Preview Document) version (See Figure 4 above).

5. Select a current FY accounting code(s) to fund current FY expenses, if applicable.

6. Select a new FY accounting code(s) to fund new FY expenses. If the desired ACCS code(s) is not setup in Travel Manager, users may add the ACCS code(s) by using the Add button on the Available Accounting Code screen.
7. Allocate expenses to the correct accounting year. If the TA contains both current FY and next FY trip dates, perform allocation to apply the current FY expenses to the current FY ACCS code(s) and the new FY expenses to the new FY ACCS code(s). Allocation occurs in the Accounting window and is only enabled once multiple ACCS codes have been selected.

To allocate, click on Accounting on the Document Toolbar. Then click on one of the Allocate links.

**NOTE:** These links will not appear until multiple ACCS codes have been selected for the document.

Users can allocate using any of the methods available in the ITM software. These are taught as part of ITM New User or Refresher training. Selection of the method of allocation will be determined by the end result that the preparer wishes to accomplish. Click on the desired method of allocation and allocate expenses appropriately.

Allocate by Expense or Allocate by Date Range is recommended for documents where there is one current FY ACCS and one new FY ACCS, and the goal is simply to allocate the expenses between those two codes to apply the appropriate fiscal year funding.
To Allocate by Expense:

There are two ways to allocate by individual expense. The first is to click on the Expense Level Allocation Tab, and then click on one of the links under Allocate by Expense.

Use the dropdown lists to the right of each expense to select the appropriate ACCS. Use the current FY ACCS code for expenses dated September 30th or earlier. Use the new FY ACCS code for expenses dated October 1st or later.

**NOTE:** The label name for the ACCS code will not necessarily reflect the fiscal year associated with the code. The person adding the ACCS code in Travel Manager determines the label name. The label names on the following screens include the fiscal year for demonstration purposes only.
Your finished allocation should look similar to this. Click Done.

Allocation by individual expense can also be done directly from the Expenses screen. Click on Expenses, and then scroll all the way to the right. The Accounting Code column will display the ACCS code that is currently assigned to each expense.

- If multiple ACCS codes have already been selected on the Accounting screen, then they will be listed in the dropdown list for each expense
- If multiple ACCS codes have not been selected on the Accounting screen
  - Click on the binocular icon to the right of the Accounting Code field
  - Select the desired ACCS from the Master List
    - Once a code has been selected in this manner, it will appear in the dropdown lists for each remaining expense on the document.
  - If the desired ACCS code is not listed, click on Accounting to add it from the Accounting screen
To Allocate by a Range of Dates:

Click on the Expense Level Allocation Tab, and then click on one of the asterisks under Date.
The Begin Date fields will be empty. Enter the Begin Date for the expenses that should be applied to the current FY ACCS. Then enter the Begin Date for the expenses that should be applied to the new FY ACCS. Dates may be manually keyed, or may be selected by clicking on the Calendar icon next to each field. Click Save.

If a document requires allocation by one of the methods not outlined above and you require assistance, please contact the Client Services Help Desk at 301-444-3400, Option 2.

8. Click on Pre-Audits and review any Fiscal Year End Warnings. For a complete list of warnings and errors, please refer to the ITM 9.0 Reference Messages document. This document can be found at [http://www.corporateservices.noaa.gov/~cbs/travel.htm](http://www.corporateservices.noaa.gov/~cbs/travel.htm) under the ITM 9.0 Reference Library section.

9. Make corrections as needed after review of Pre-Audit results.

10. Complete the TA under normal processing procedures, allowing the document to follow customary routing and approval processes. Once approved, the document will receive the following status stamps:

   APPROVED

   DATA LINK

   SAF APPROVED

   Only funding associated with current FY accounting is data linked and obligated. Funding associated with new FY accounting is not obligated until after October 1 – see the next processing step performed by the Financial Systems Division (FSD).

11. On or shortly after October 1, FSD will run a process to obligate funds allocated to new FY ACCS codes on all SAF Approved TAs. When the new year expenses obligate, the process will indicate the following status stamp:

   DATA LINK Stamped by SAF batch routine
12. If the funds associated with new FY accounting do not obligate after several attempts, FSD will notify the preparer of the TA. The preparer will need to create an Amendment to correct the new FY accounting.

**IMPORTANT:** The Amendment is a complete replacement of the original document. Therefore, both the current FY accounting (previously processed and obligated) and the new FY accounting (not yet obligated) MUST be included on the Amendment.

**Steps for Reviewers/Approvers:**

The following applies to TAs created or amended on or after the first business day in August containing new FY Begin or End trip dates/ACCS codes:

1. Review/Approve the SAF authorization following the same steps used to review/approve a normal non-SAF document.

2. Once the document is stamped Reviewed or Approved, the pre-audit screen will appear, just like it does for normal non-SAF documents. Users will notice several Fiscal Year End Warnings. For a complete list of warnings and errors, please refer to the ITM 9.0 Reference Messages document. This document can be found at [http://www.corporateservices.noaa.gov/~cbs/travel.htm](http://www.corporateservices.noaa.gov/~cbs/travel.htm) under the ITM 9.0 Reference Library section.

3. Approvers: Stamping a document Approved will automatically add the following message to the Comments section of the document:

   “This document is Conditionally Approved, Subject To Availability of Funds (SAF). CBA OBLIGATION #: <Obligation Number>  Organization ID: <Org Code>  TRAVELER PO#: <PO Number>.”

   To view/confirm this comment, users may:
   a. Click on Document Information and then click on the Trip Information tab
   b. Preview Document and scroll to the Comments section

   Users will not see this comment until completion of the approval stamping process.

4. Approvers should wait for the obligation information to display as a message on the Home Page, just like any other authorization. However, the message displayed will state one of the following depending on trip dates:

   a) For a TA created in the current FY with trip dates beginning in the current FY and ending in the new FY:

   “CBA Obligation#:NNNNNNN-000(IN)”
   TRAVELER PO#:NNNNNNN-000(IN)”
   “NEWFY amounts SAF APPROVED but not posted. (WN)”

   These messages indicate current FY funds successfully posted/obligated and the new FY funding amounts did not post/obligate as a result of SAF.
b) For a TA created in the current FY with trip dates beginning and ending in the new FY:

“$0 document not processed through interface (W1)”
“NEWFY amounts SAF APPROVED but not posted. (W 2)”

These messages indicate funding was not obligated on behalf of the TA as the ACCS code(s) selected on the TA is(are) exclusive to the new FY.

5. Upon approval, SAF TAs will be placed in a status of SAF APPROVED. Expense amounts allocated to the current FY will be obligated at that time. Expenses allocated to the new FY will be suspended until FSD runs the SAF Batch Posting process on or shortly after October 1st. Once that occurs and expenses allocated to the new FY are successfully obligated, the TA status will be updated to DATA LINK.

Vouchers:

• With the exception of long-term TDY travel, preparers are advised not to create vouchers against SAF authorizations until the authorization status has updated from SAF APPROVED to DATA LINK.