

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

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

FUNDS AVAILABILITY	Employees are advised to check with their Budget office to determine the availability of funds before scheduling travel for FY2021
TRAVEL ORDERS	<p>All Travel Orders prepared in FY2020 for travel beginning or ending in FY2021 should be annotated to reflect the following statement:</p> <p><i>“Approval of travel scheduled to be accomplished on or after October 1, 2020 is contingent upon the availability of FY2021 funds. No such travel may be undertaken or fiscal obligations related to such travel may be incurred until such funds have been appropriated and become legally available for obligation”</i></p>
PURCHASE OF TRANSPORTATION TICKETS	<p>FY2020 multi-year or no-year funding may be used to purchase transportation tickets for travel that begins and ends in FY2021, 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><i>“Approved to purchase ticket for FY2021 with prior year funds due to multi-year funding/no-year funding.”</i></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). FY2020 funds will not be used to pay for any travel expense incurred on or after October 1, 2020. For example:</p> <ul style="list-style-type: none"> • All per diem, mileage, ground transportation and other travel-related cost that are incurred prior to October 1, 2020 will be charged to the FY2020 appropriation • All per diem, mileage, ground transportation and other travel-related cost that are incurred on or after October 1, 2020 will be charged to the FY2021 appropriation
DE-OBLIGATING UN-USED FUNDS	<p>Preparers should begin to review budget reports (MARS, Data Warehouse or Discoverer) to determine if remaining balances on OPEN FY2020 travel obligations can be de-obligated.</p> <p><i>Note: It is essential that all obligations be continuously monitored for correctness and validity. The following is a valuable tool to be used by each Financial Management Center (FMC). FMCs should conduct the continuous review by using the NOAA CBS Data Warehouse Discoverer workbook identified as Certification –of-Obligations which was specifically developed for this review.</i></p>

FISCAL YEAR (FY) END TRAVEL PROCESSING DATES

Resource Link: [Year End Guidance \(Finance\)](#), [Year End Guidance \(Financial Systems Division \(FSD\)\)](#), [September 2020 \(CFS General Ledger Month End Closing Calendar\)](#)

Date	Action Item
July 29	<p>FY21 Project Code Rollover Process to be completed by C.O.B.</p> <p>This process creates <u>new</u> project codes with the first character changed in the new fund code.</p>
July 30	<p>FY21 Project Codes will be available to select on Travel Authorizations in E2 Solutions (E2).</p> <p><i>Note: Any authorizations created in E2 prior to July 29th with travel dates that span FY2020 and FY2021 or begin in FY2021 will need to be amended in order to allocate expenses accordingly per the Year End Memo (DOC Travel Policy Memo).</i></p>
August 04	<p>FY21 City Pair fares are loaded and available for booking through the Online Booking Engine (OBE) and the Travel Management Center (TMC).</p> <p><i>Special COVID-19 Note: Due to current circumstances, an awarded carrier may not have flights loaded into the GDS yet for travel due to airline or country restrictions. If this is the case for your particular country/post, please make note of it and send detailed information to ClientServices@noaa.gov so we can report the issue to CWT. GSA has not announced any specific steps they will be taking if a carrier temporarily does not have schedules in the GDS due to COVID-19 situations.</i></p> <p><i>Note: Reservations booked for FY21 travel prior to the FY21 fares being loaded will need to be refreshed as these bookings were made with the current FY20 contract carrier at the lowest commercial fare.</i></p> <p>CWT has recommended that travelers/arrangers who booked reservations for travel October 01 and beyond before the CPP FY21 fares were programmed to review their reservations for accuracy.</p>

Date	Action Item
August 11 (tentative)	<p>CWT will start running reports to reprice reservations that have currently been booked for travel after October 1, 2019. In the next week or two CWT will go through all reservations and either make the appropriate updates or alert the traveler they need to contact the TMC.</p> <ul style="list-style-type: none"> • If the contract carrier is the same for FY21, the TMC will reprice the current itinerary with the new FY21 contract fare and send a copy of the itinerary via email to the Traveler/Travel Arranger with the new fare. The Traveler/Travel Arranger will need to retrieve/refresh their reservation details in E2 and update the pricing in the Travel Authorization. • If the contract carrier changed for FY21, the Traveler/Travel Arranger will receive an email from the TMC. The Traveler/Travel Arranger may either log into E2 (recommended) and change their itinerary and book the new contract carrier fare or they can call the TMC for assistance (full service TMC Fee will apply)
Sept. 10	<p>CMD224 process on all Fund Codes to be completed by C.O.B.</p> <ul style="list-style-type: none"> • This process adds FY21 Budget Categories to all <u>existing</u> Project Codes that will be used for the upcoming Fiscal Year. • This process is also used for those agencies, BIS and EDA, that don't use the Project Code Rollover Process.
Sept. 11	<p>FY21 Budget Categories for all existing Project Codes will be available to select on Travel Authorizations in E2.</p>
Sept. 14	<p>CD-370s, <i>if required</i>, must be submitted by September 14th in order to pay using FY20 funds.</p>

Date	Action Item
Sept. 25	<p>Travel documents that are Selected for Audit <u>must</u> be completed and Final Approved in E2 for reimbursements to be made in FY 2020.</p> <p>DOC standardized auditing of travel across all bureaus</p> <ul style="list-style-type: none"> • 100% Invitational Travel • 100% Non-Federally Sponsored Travel • 100% Travel Advances • 10% random sampling of all Temporary Duty (TDY) Travel Vouchers • 2% random sampling of all Local vouchers <p>Local and TDY travel vouchers must be completed and approved in E2 by September 25th, to ensure reimbursement is made in FY 2020. Vouchers received after September 25th will be paid during the first disbursement of FY 2021.</p> <p><i>Note: The Finance Office will continue to approve vouchers for payment as received up until Fiscal Year End; however they cannot guarantee reimbursement will be issued prior to the final FY2020 Disbursement scheduled to occur on 09/28/20 for vouchers received after this date.</i></p> <p><i>This does <u>not</u> apply to travel documents that “Post as Approved”. Travel documents posting as approved (e.g. <u>Not Selected for Audit</u>) will continue to be picked up for disbursements the following business day up to the Final FY20 Disbursement Date (09/28/20 – 5:00 A.M.)</i></p>
Sept. 27	<p>[Early Ticketing] – CWT will begin ticketing reservations for trips that are <u>fully</u> approved in E2 that have airfare allocated to FY20 accounting. Early ticketing will continue through September 30.</p> <p><i>Note: Fully approved trips that have airfare allocated to FY21 accounting will be ticketed per normal business procedures (e.g. three (3) business days prior to departure).</i></p> <p>DOC will <u>not</u> allow early ticketing at the request of the traveler (to upgrade with personal miles/dollars) for travel in the new FY. Travelers will be advised to call and request early ticketing for new FY travel once the new FY opens.</p>
Sept. 28	<p>[5:00 A.M. ET] – Last disbursement schedules to be sent to Treasury for payment.</p>
Sept. 29	<p>[11:00 A.M. ET] – Turn off all E2 Voucher cron jobs.</p> <p>Local and TDY Vouchers that are Final Approved after cron jobs have been turned off will remain in an APPROVED status until cron job schedules resume.</p> <p>Cron job schedules will resume once CBS becomes available for FY21 activity on October 2nd 2020 at 6:00 A.M.</p>

Date	Action Item
Sept. 29	<p>[11:00 A.M. ET] – Turn off TIBCO services.</p> <p>Travel Authorizations that are Final Approved after TIBCO services have been turned off will remain in a Pending Obligation status until TIBCO services resume.</p> <p>TIBCO services will resume once CBS becomes available for FY21 activity on October 2, 2020 at 6:00 A.M.</p> <ul style="list-style-type: none"> • Users will still be able to book reservations and route documents for final Approval. • Reservations will still be able to be ticketed provided the authorization has received Final Approval.
Oct. 02	<p>[6:00 A.M. ET] First Disbursement schedule for FY2021.</p>
Oct. 02	<p>[7:00 A.M. ET] – TIBCO services resume.</p> <p>All travel authorizations in a Pending Obligation status will begin posting in to the financial system.</p> <p>Times indicated for Resuming TIBCO services are dependent upon CFS being taken out of restricted mode and therefore may vary from the posted times.</p>
Oct. 02	<p>[7:00 A.M. ET] – E2 Voucher cron jobs resume.</p> <p>All Local and TDY Vouchers in an APPROVED status will begin posting in to the financial system during normal batch job schedules.</p> <p>Times indicated for Resuming TIBCO services are dependent upon CFS being taken out of restricted mode and therefore may vary from the posted times.</p>
Oct. 08	<p>Begin New FY posting – FSD will make numerous attempts to obligate all New Fiscal Year expenses from Conditionally Approved authorizations.</p>