E2 Solutions
Fiscal Year End Travel – Trip Dates in New Fiscal Year
Guidance for Completing a Travel Authorization

Important: Although funding associated with new FY ACCS codes will not be available prior to October 1, the TDY Year End 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 local 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.

Steps for Preparing Travel Authorizations (TAs):

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 necessary Year End comments in the Remarks, as applicable:

   - ***"Approval of travel scheduled to be accomplished on or after October 1, 2021, is contingent upon availability of FY2022 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"***.

   - ***"Approved to purchase ticket for FY22 with FY21 funds due to multiyear funding/no-year funding".***

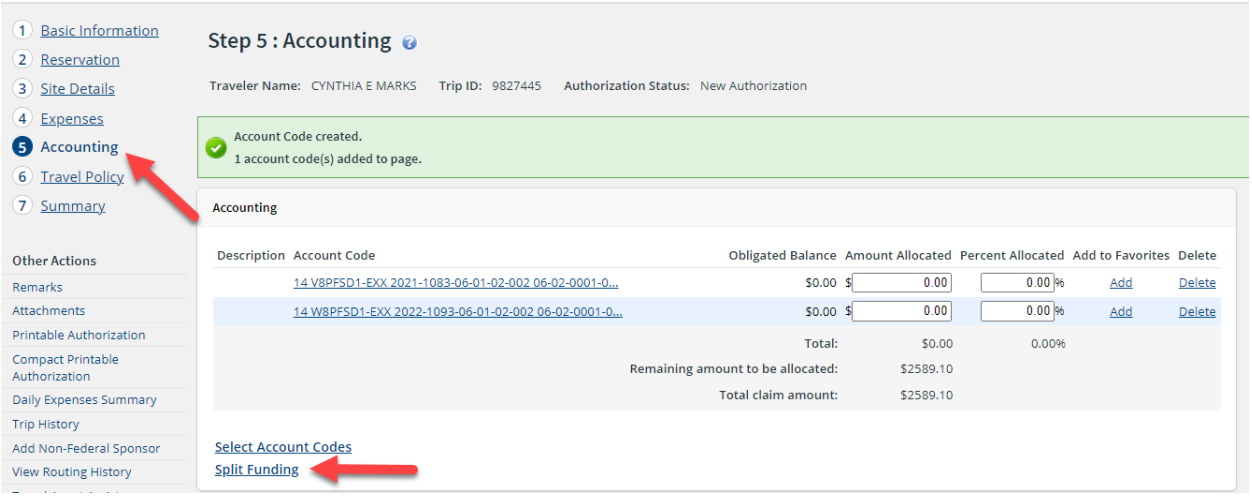
3. Select a current FY accounting code(s) to fund current FY expenses, if applicable.

4. Select a new FY accounting code(s) to fund new FY expenses.

5. Allocate expenses to the correct accounting year. If the TA contains both current FY and next FY trip dates, perform allocation by Expense Date 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. Then click on Split Funding and select the *Split By Expense Date* link.

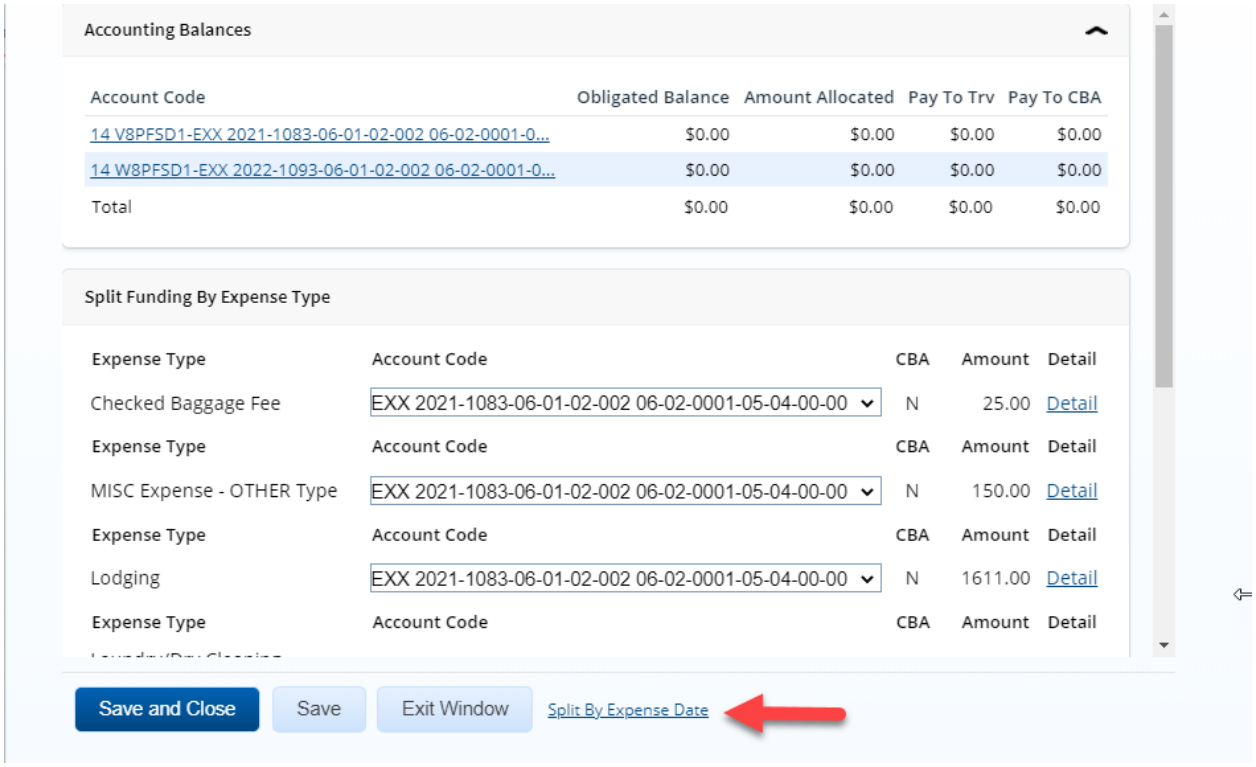
   NOTE: *These links will not appear until multiple ACCS codes have been selected for the document.*



Allocating by Expense Date 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 a Range of Dates:

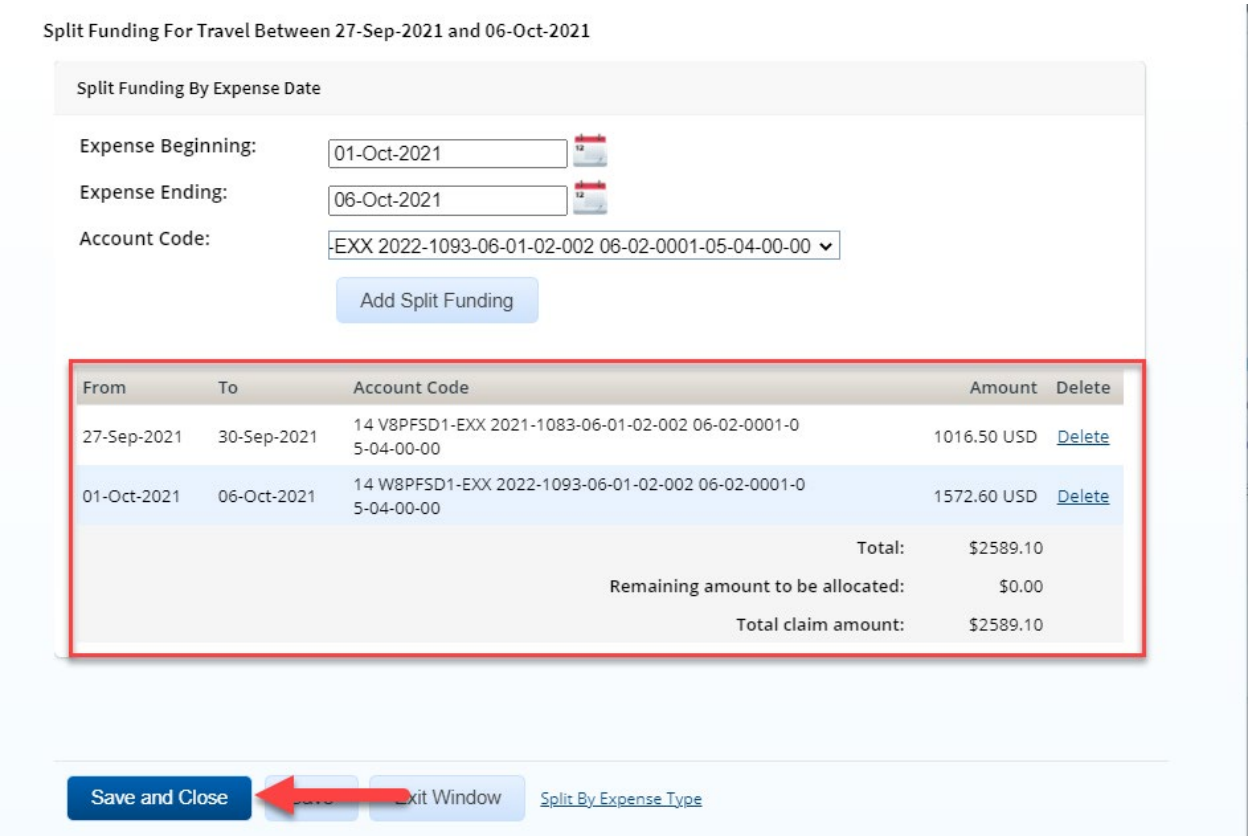
Click on the *Split By Expense Date* link.



The Expense Begin and End Date fields will default to the Trip Begin and End Dates. Enter the Begin and End Date for the expenses that should be applied to the current FY ACCS. Then select the current FY ACCS from the Account Code dropdown menu and click on the Add Split Funding button.

Next, enter the Begin and End Date for the expenses that should be applied to the new FY ACCS. Then select the new FY ACCS from the Account Code dropdown menu and click on the *Add Split Funding* button.

Dates may be manually keyed, or may be selected by clicking on the Calendar icon next to each field. Click Save and Close.



If a document requires allocation by another method and you require assistance, please contact the Client Services Help Desk at 301-444-3400, Option 2 or email via clientservices@noaa.gov.

6. 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 messages in the Trip History:

   FINAL APPROVED

   OBLIGATION ACCEPTED

   CONDITIONALLY APPROVED FOR NEW FISCAL YEAR ITEM(S).

   Funding associated with both fiscal years is passed over to the financial system; however only funding associated with the current FY accounting is 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).

7. On or after October 1, FSD will run a process to obligate funds allocated to new FY ACCS codes on all CONDITIONALLY APPROVED TAs. When the new year expenses obligate, the process will indicate the following messages in the Trip History:

   OBLIGATION ACCEPTED

   TRIP IS FULLY OBLIGATED

8. 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.

Vouchers:

- With the exception of long-term TDY travel, preparers are advised not to create vouchers against CONDITIONALLY APPROVED authorizations until the Trip History receives a message indicating TRIP IS FULLY OBLIGATED.