

TEM/Travel Support Announcement

Date: June 6, 2014

Topic: Fiscal Year 14 Year End Travel Reconciliation – **JULY 3, 2014 DEADLINE**

As you all know, Fiscal year (FY) 14 is coming to a close and in order for us to transition into FY 15 smoothly, we need to begin (or at least begin thinking about) reconciling all travel for FY 14. With that said, all travel for FY 14 must be reconciled by **July 3, 2014**. That means, if you have travel that ended or will end on or before June 30, 2014, you must request reimbursement for expenses related to those trips by **July 3, 2014**.

What If I Return From a Trip at the End of June? How Can I Reconcile My Expenses by July 3rd?

If you believe you need an extension for one reason or another, PLEASE contact us as soon as you know you will need more time. We will be granting extensions on a CASE BY CASE basis.

What If I Have Travel That Begins in FY 14 and Ends in FY 15, With Expenses Incurred in Both Fiscal Years?

Travel expenses need to be claimed in the fiscal year in which they occurred, so expenses against June itinerary dates need to be posted in FY 14, and expenses against July itinerary dates need to be posted in FY 15.

When a traveler returns from a trip that began in FY 14 and ends in FY 15, the month of June will probably be closed. So, the department should key the Travel Reimbursement with a July date in the TEM "Report Date" field (on the first TEM page). This makes all the expenses post to the new fiscal year... which of course will be wrong for expenses against June travel dates.

However, Accounting Services has a report which shows them June travel day expenses that posted to a July date, and they pass a JV to move just those June expenses back to FY 14, as a FY 14 accrual period entry. That causes the department's travel expenses to appear in the correct FY.

Who can I contact with questions about this announcement?

If you have any other questions or concerns related to this announcement, or regarding TEM in general, please don't hesitate to contact Cole or Devlin at:

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