

TEM Support Announcement

Date: May 3rd 2015

Topic: Fiscal Year 15 Year End Travel Reconciliation – **July 10, 2015 DEADLINE**

As you all know, Fiscal year (FY) 15 is coming to a close and in order for us to transition into FY 16 smoothly, we need to begin (or at least begin thinking about) reconciling all travel for FY 15. With that said, all travel for FY 15 must be reconciled by **July 10, 2015**. That means, if you have travel that ended or will end on or before June 30, 2015, you must request reimbursement for expenses related to those trips by **July 10, 2015**.

What If I Return From a Trip at the End of June? How Can I Reconcile My Expenses by July 10th?

Please be sure to generate your TR from your TA. Please be sure to submit your TR before July 10th. If you know an approver will be out of town, please contact Travel Services at x3341 as soon as possible.

What If I Have Travel That Begins in FY 15 and Ends in FY 16, 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 15, and expenses against July itinerary dates need to be posted in FY 16.

When a traveler returns from a trip that began in FY 15 and ends in FY 16, 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 15, as a FY 15 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 Samantha or Devlin at:

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