Hello,

As we approach Fiscal Year (FY) End on June 30th, please take note of the following deadlines.

- **July 6, 3 PM.** Travel Documents submitted through June 30th must be **completely approved** by July 6th. Documents submitted by June 30th but not approved by **all approvers** by July 6th at 3:00 PM will be returned to avoid an error. This includes Travel Authorizations (TAs) and Travel Reimbursements (TRs).

- **July 14:** Deadline for FY17 Travel Reimbursement (TR) **submissions.** Documents submitted after this date might not be approved before the year end.

- **July 27:** Final approvers must **completely approve** all travel. Documents not approved by **all required approvers** by this date will post expenses to FY18.

The **Deadline to Submit Travel Reimbursements in TEM for Fiscal Year 17 is July 14th.** All FY17 documents must be **completely approved by July 27th** or the expenses will come out of FY18 funding.

Generate your TR (Travel Reimbursement) from your TA (Travel Authorization). Please see the Travel Reimbursement Page for instructions and more information. **Expenses submitted after 60 days must have a “Taxable Reimbursement” expense type in TEM to meet IRS regulations.**

**If Travel Begins in FY17 and Ends in FY18, with Expenses Incurred in Both Fiscal years.**

Expenses will be automatically assigned to the correct year based on the date of the expense. After July 1, all TEM expenses will post to the new fiscal year (FY18). Accounting Services will process a JV to move just the expenses dated in June back to FY17. Expenses with a July date will remain in FY18.

**More about Approval Deadlines.**

**Approvers.** Set up a **Proxy Approver** or set up **VPN Access** to approve from off-site if you will be out of the office. This will help prevent documents from ending in errors and/or not posting to the correct Fiscal Year.

Travel Reimbursements submitted through June 30th must be **completely approved before July 6th at 3PM** to ensure the document does not end in an error. Documents with a June report date not completely approved by 3pm July 6th will either need to be returned or will end in an error. Travelers will need to change the Report Date to a July date and resubmit the document.
Documents submitted beginning July 1st will automatically carry a July date and will not be affected by this issue. Report Dates will not need to be adjusted at any other time.

**Approvers**: set up a Proxy Approver or ensure they have VPN Access to approve from off-site if you will be out of the office as soon as possible. This will help prevent documents from ending in errors and/or not posting to the correct Fiscal Year.

**How to check the Status (Who Has your Document?)**

- Log into TEM
- Find your submitted document in the Expense Reports
- Open your TR and click the Status History tab
- Click on the Workflow Approvals tab to see where your document is in the process (and where it may be stalled).

If your travel was canceled but your TA was approved with reimbursable expenses, please be sure you’ve released the encumbrance from your TA. Please see the blue toolbox on the Travel Authorization page for instructions.

Who can I contact with questions about this announcement?