

## 2014 FISCAL YEAR (FY) END TRAVEL **REMINDERS**

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

<p>TRAVEL ORDER NUMBERING STRUCTURE</p>	<p>The first digit of the Travel Authorization numbering structure for trips beginning on or after October 1, 2014 is “N”. For additional information related to the standard numbering format users can reference <a href="#">NOAA Travel Advisory 12-8</a> (Change to Travel Authorization Number Format) and NOAA Travel Regulation (NTR) 301-2.1(p) located on the NOAA Finance Office Travel Policy web page at <a href="http://www.corporateservices.noaa.gov/finance/TR.html">http://www.corporateservices.noaa.gov/finance/TR.html</a></p>
<p>FUNDS AVAILABILITY</p>	<p>Accordingly, employees are advised to check with their Budget office to determine the availability of funds before scheduling travel for FY2015</p>
<p>TRAVEL ORDERS</p>	<p>All Travel Orders prepared in FY2014 for travel beginning or ending in FY2015 should be annotated to reflect the following statement:</p> <p><b><i>“Approval of travel scheduled to be accomplished on or after October 1, 2014, is contingent upon availability of FY2015 funds.”</i></b></p> <p><b><i>Note: This statement is available for selection in ITM as a pre-set comment within the Comments section located on the Document Summary page.</i></b></p>
<p>PURCHASE OF TRANSPORTATION TICKETS</p>	<p>FY2014 multi-year or no-year funding may be used to purchase transportation tickets for travel that begins and ends in FY2015, 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><b><i>“Approved to purchase ticket for FY2015 with FY2014 funds due to multi-year funding/no-year funding.”</i></b></p> <p><b><i>Note: This statement is available for selection in ITM as an Other Authorization [AUTHORIZED COM. CARR PURCH W/ FY14 FUNDS] within the Other Authorizations page.</i></b></p>
<p>TEMPORARY DUTY (TDY) PER DIEM, MILEAGE AND OTHER EXPENSES</p>	<p>Per diem, mileage and other expenses should be charged to the fiscal year in which the expenses are actually incurred (e.g., per diem expenses are incurred daily). FY2014 funds will not be used to pay for any travel expense incurred on or after October 1, 2014. For example:</p> <ul style="list-style-type: none"> <li>• All per diem, mileage, ground transportation and other travel-related cost that are incurred prior to October 1, 2014 will be charged to the FY2014 appropriation</li> <li>• All per diem, mileage, ground transportation and other travel-related cost that are incurred on or after October 1, 2014 will be charged to the FY2015 appropriation</li> </ul>

<p>DE-OBLIGATING UN-USED FUNDS</p>	<p>Preparers should begin to review budget reports (MARS, Data Warehouse, Discoverer) to determine if remaining balances on <b>OPEN</b> FY2014 travel obligations can be de-obligated.</p> <p><b>Note: When Travel Manager allows, the de-obligation process should occur through amendment processing within Travel Manager. Users should only be submitting manual de-obligation requests to their servicing Finance Office in the rare instances in which an amendment cannot be processed.</b></p> <p><b>Policy Change to Prior Year De-obligation Process:</b></p> <p>Effective January 1, 2013 <b>prior year funding is no longer immediately returned to the Line Office budget when de-obligations are performed. Offices will be required to</b> contact their respective LO/SO Headquarters Budget Office to request re-use of funds.</p>
<p>TRAVEL VOUCHERS</p>	<p>Users are advised <b>not</b> to create partial vouchers for trips with a trip duration less than 30 days. Attempting to partially pay a traveler for purposes of receiving reimbursement in the current fiscal year will result in the remaining obligated funds being de-obligated.</p>
<p>TRAVEL VOUCHERS</p>	<p>When document stamping resumes for FY15 activity, users should <b>not</b> create a Travel Voucher (TV) from a Travel Authorization (TA) that is still showing a status of SAF APPROVED. Users are advised to wait until the document status of the Travel Authorization indicates DATA LINK before vouchering as SAF APPROVED Travel Authorizations have not completed posting of new fiscal year money.</p>

## FISCAL YEAR (FY) END TRAVEL PROCESSING DATES

Resource Link: [Year End Guidance \(Finance\)](#), [Year End Guidance \(Financial Systems Division \(FSD\)\)](#), [September 2013 \(CFS General Ledger Month End Closing Calendar\)](#)

Date	Action Item
July 25	All G/L Periods established for New Fiscal Year will be completed by OPEN of business 8/1/14.
July 29	FSD Budget to Complete ACCS Rollover Process
Aug 01	<p>Users will be able to create their FY2015 ACCS codes in ITM and have them pass the ACCS Validation pre-audit when selected on an authorization.</p> <p><i>Note: Any authorizations created in ITM prior to August 1<sup>st</sup> with travel dates that span FY2014 and FY2015 or begin in FY2015 will need to be amended in order to allocate expenses accordingly per the <a href="#">Year End Memo (DOC Travel Policy Memo)</a>.</i></p>
Sept 15	<p><b>Travel documents Selected for Audit and/or Requiring INK Signature</b> <u>must</u> be completed and approved in Travel Manager for reimbursements to be made in FY 2014.</p> <p>In order to <b>guarantee</b> vouchers will be approved for payment by the Finance Office prior to Final FY2014 disbursement run, hard copy documentation <u>must</u> be received by Finance by this date. In addition to the electronic voucher being approved/data linked in Travel Manager.</p> <p><i>Note: The Finance Office will continue to approve vouchers for payment as received up until FY End; however they cannot guarantee reimbursement will be issued prior to the final FY2014 Disbursement scheduled to occur on 09/25 for vouchers received after this date.</i></p> <p><b>This does <u>not</u> apply to travel documents that “Post as Approved”. Travel documents posting as approved will continue to be picked up in the disbursements the following business day up to the Final FY14 Disbursement Date (09/25/14 – 5:00 A.M.)</b></p>
Sept 25	<b>[12:00 P.M.]</b> – Final FY2014 data link process for Local and TDY Vouchers
Sept 26	<b>{5:00 A.M.}</b> – Last disbursement schedules to be sent to Treasury for payment.
Sept. 26- Sept. 27	Travel Vouchers can continue to be created and stamped in Travel Manager; however they will not be picked up for disbursement until CFS opens for FY2015 activity on Oct. 7.
Sept 29	Travel authorizations must be electronically approved in Travel Manager and data linked into CFS to record obligations for FY 2014 (must be electronically approved/data linked by 10:00 PM)

Date	Action Item
Sept 29	<p><b>[10:00 P.M.]</b> – Document stamping in Travel Manager turned off. Users will not be able to electronically stamp documents in Travel Manager due to CFS being placed in restricted mode for Year End activities.</p> <p>If stamping attempts are made users will receive an error message indicating “<i>Error Opening CFS Database</i>”.</p> <p><i>Note: Should official travel orders be required while CFS is in restricted mode, the Travel Management Center (TMC) will accept a hard copy of the Travel Manager Default Travel Authorization form provided that:</i></p> <ul style="list-style-type: none"> <li> <i>The Travel Authorization has been signed in INK by the traveler’s approving official</i></li> <li> <i>The Travel Authorization includes the following annotation in the comments block “System Downtime – Time Sensitive – Obligation Information not Available.”</i></li> </ul> <p><i>Travel Authorizations processed during System Downtime will be required to complete the electronic approval process in ITM once document stamping resumes.</i></p>
Sept. 29	<p><b>[10:00 P.M.]</b> – Travel Vouchers can continue to be created in Travel Manager; however users will not be able to stamp documents until CFS re-opens for FY2015 activity on Oct. 7. Stamping vouchers while CFS is in restricted mode for Year End activities will result in the following error: “<i>Error Opening CFS Database</i>”</p>
Sept 30	<p>ACCS Mass Delete – A mass purge of all accounting codes that do not contain FY 2015 in the accounting string will be removed from the ACCS Maintenance table. This means any accounting codes that may contain FY 2013 or FY 2014 will no longer appear in the table, leaving only FY 2015 accounting codes. <i>This will <u>not</u> impact ACCS codes that have already been selected on existing documents.</i></p>
Oct 01	<p>All CD 210 packets (including SF326 and travel checklist) should be received by your servicing finance office so they can be included in the report to DOC by October 1.</p> <p>Also, NOAA adjustments for travel costs that should be moved over to 8LP1A01 (Gifts and Bequests Fund) will be initiated by your servicing finance office prior to year end closing.</p>
Oct. 07	<p><b>[9:00 A.M.]</b> – Resume document stamping in Travel Manager.</p> <p><i>Note: Travel documents processed during System Downtime will be required to complete the electronic approval process.</i></p> <p><b>Times indicated for Resuming Document Stamping in Travel Manager are dependent upon CFS being taken out of restricted mode and therefore may vary from the posted times.</b></p>
Oct. 07	<p><b>[12:00 Noon]</b> – Resume Travel Voucher Data link process.</p>

Date	Action Item
Oct. 08	First Disbursement schedule for FY2015
Oct. 14	<p data-bbox="386 352 1414 491"><b>[9:00 P.M.]</b> – Document stamping in Travel Manager turned off. Users will not be able to electronically stamp documents in Travel Manager due to CFS being placed in restricted mode for Year End activities. If stamping attempts are made users will receive an error message indicating “Error Opening CFS Database”.</p> <p data-bbox="386 512 1430 615"><i>Note: Should official travel orders be required while CFS is in restricted mode, the Travel Management Center (TMC) will accept a hard copy of the Travel Manager Default Travel Authorization form provided that:</i></p> <ul data-bbox="435 636 1377 825" style="list-style-type: none"> <li data-bbox="435 636 1377 699">✚ <i>The Travel Authorization has been signed in INK by the traveler’s approving official</i></li> <li data-bbox="435 720 1377 825">✚ <i>The Travel Authorization includes the following annotation in the comments block “System Downtime – Time Sensitive – Obligation Information not Available.”</i></li> </ul> <p data-bbox="386 846 1406 909"><i>Travel Authorizations processed during System Downtime will be required to complete the electronic approval process in ITM once document stamping resumes.</i></p>
Oct. 15	<p data-bbox="386 955 1110 989"><b>[2:30 P.M.]</b> – Resume document stamping in Travel Manager.</p> <p data-bbox="386 1010 1360 1073"><i>Note: Travel Authorizations processed during System Downtime will be required to complete the electronic approval process.</i></p> <p data-bbox="386 1094 1430 1157"><b>Times indicated for Resuming Document Stamping in Travel Manager are dependent upon CFS being taken out of restricted mode and therefore may vary from the posted times.</b></p>
Oct. 16	<p data-bbox="386 1199 1354 1304">Begin SAF Approved TA batch posting – The Financial Systems Division will make numerous attempts to obligate all New Fiscal Year expenses from SAF APPROVED authorizations.</p> <p data-bbox="386 1325 1430 1535"><i>Note: The Financial Systems Division (FSD) is anticipating beginning the SAF Approved TA batch posting on this date. Beginning Oct. 1 the NOAA Budget Office will be working diligently to establish FY15 funds. Once FSD receives confirmation the majority of budgets have been funded the SAF Approved TA batch posting will begin. Once the SAF Approved TA batch posting has begun, FSD will make numerous attempts to obligate all New Fiscal Year expenses from SAF APPROVED authorizations.</i></p> <p data-bbox="386 1556 1052 1589"><b>Additional SAF Approved TA batch posting Dates/Times TBD</b></p>