

Processing Cross Fiscal Year Travel

Overview

Introduction The guide provides the procedures for how to “Zero” out FY23 lodging for Cross Fiscal Year (FY) travel funding and how to process FY23 travel funding.

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Crossing the FY Funding

Introduction This section provides the procedures for creating a trip with reservations for lodging that runs the duration of the trip crossing FY's.

Procedures See below.

Step	Action
1	<p>ETS Reservations made by selecting the Make Reservations drop-down must be added to the authorization, to complete. The Trip Details will cover the full trip including the dates that cross into the next FY.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>[Site 1] Begin: Topeka, KS, United States on 29-Sep-2022 to Washington, DC, United States</p> <p>Departing Date:* <input type="text" value="29-Sep-2022"/> </p> <p>Departing Time:* <input type="text" value="Morning - 08:00 AM"/> </p> <p>Departing From: * <input type="text" value="Topeka, KS, United States"/> </p> <p>Going To:* <input type="text" value="Washington, DC, United States"/> </p> <p>Arrival Date:* <input type="text" value="29-Sep-2022"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> </p> <p>Reason For Stop:* Temporary Duty</p> <p style="text-align: center;"> <input type="button" value="Add Site"/> <input type="button" value="Add Break"/> </p> </div> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>[Site 2] End: Washington, DC, United States on 05-Oct-2022 to Topeka, KS, United States</p> <p>Returning Date:* <input type="text" value="05-Oct-2022"/> </p> <p>Returning From: Washington, DC, United States</p> <p>Returning To:* <input type="text" value="Topeka, KS, United States"/> </p> <p>Arrival Date:* <input type="text" value="05-Oct-2022"/> </p> <p>Arrival Time:** <input type="text" value="Afternoon - 04:00 PM"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> </p> </div>

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Crossing the FY Funding, Continued

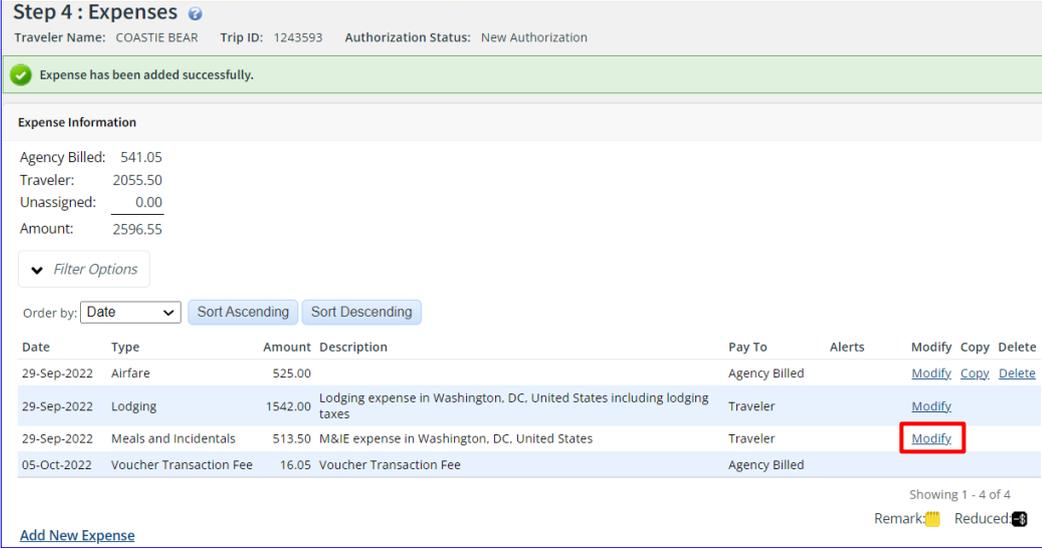
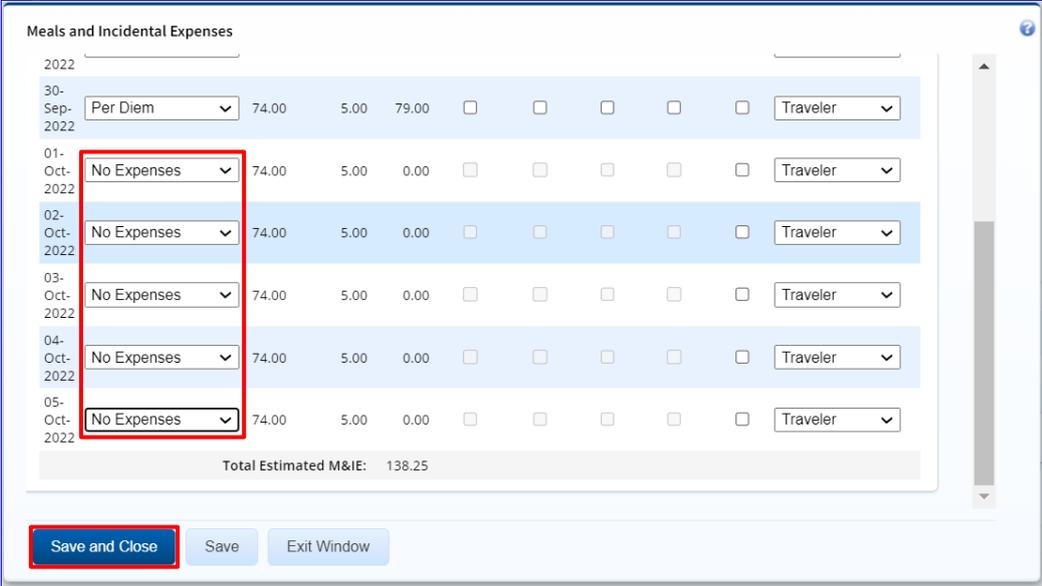
Procedures,
continued

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2	<p>Once the reservation and authorization are created, members will enter anticipated expenses. Expenses that occur in the new FY such as Taxi and Mileage back from airport, can be left off at this time and added during the amendment process. Expenses that are calculated daily like lodging and M&IE will need to be manually modified. Select Modify from the Lodging expense line.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Step 4 : Expenses</p> <p>Traveler Name: COASTIE BEAR Trip ID: 1243593 Authorization Status: New Authorization</p> <p>Expense has been added successfully.</p> <p>Expense Information</p> <p>Agency Billed: 541.05 Traveler: 2055.50 Unassigned: 0.00 Amount: 2596.55</p> <p>Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>29-Sep-2022</td> <td>Airfare</td> <td>525.00</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>29-Sep-2022</td> <td>Lodging</td> <td>1542.00</td> <td>Lodging expense in Washington, DC, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td style="border: 2px solid red;">Modify</td> <td></td> <td></td> </tr> <tr> <td>29-Sep-2022</td> <td>Meals and Incidentals</td> <td>513.50</td> <td>M&IE expense in Washington, DC, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>05-Oct-2022</td> <td>Voucher Transaction Fee</td> <td>16.05</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Showing 1 - 4 of 4 Remark: Reduced</p> <p>Add New Expense</p> </div>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	29-Sep-2022	Airfare	525.00		Agency Billed		Modify	Copy	Delete	29-Sep-2022	Lodging	1542.00	Lodging expense in Washington, DC, United States including lodging taxes	Traveler		Modify			29-Sep-2022	Meals and Incidentals	513.50	M&IE expense in Washington, DC, United States	Traveler		Modify			05-Oct-2022	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Agency Billed																																																																					
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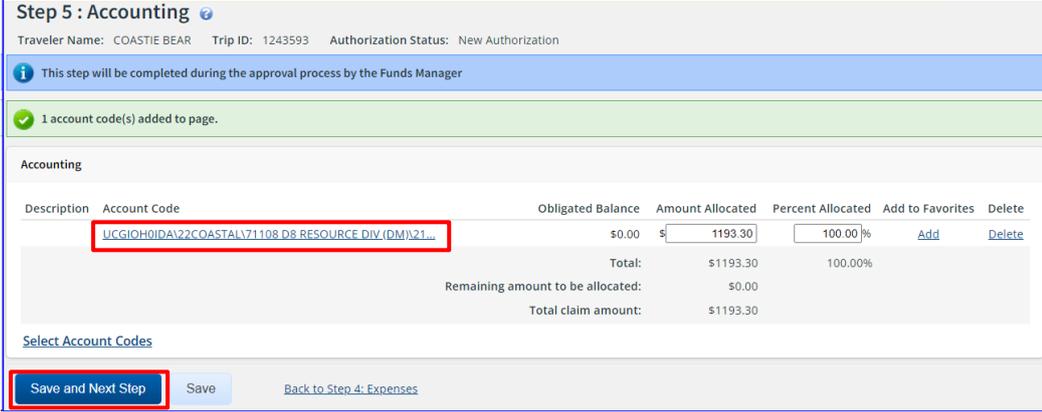
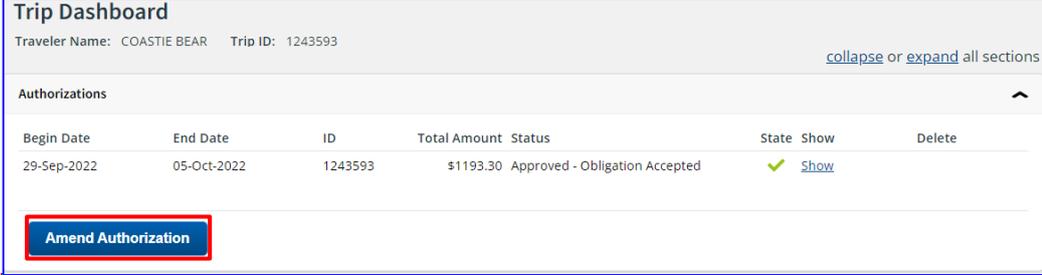
Procedures,
continued

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<p>4</p>	<p>Repeat similar actions for per diem entitlements for Meals and Incidentals, by identifying the expense and clicking Modify.</p>  <p>Step 4 : Expenses</p> <p>Traveler Name: COASTIE BEAR Trip ID: 1243593 Authorization Status: New Authorization</p> <p>Expense has been added successfully.</p> <p>Expense Information</p> <p>Agency Billed: 541.05 Traveler: 2055.50 Unassigned: 0.00 Amount: 2596.55</p> <p>Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>29-Sep-2022</td> <td>Airfare</td> <td>525.00</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>29-Sep-2022</td> <td>Lodging</td> <td>1542.00</td> <td>Lodging expense in Washington, DC, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>29-Sep-2022</td> <td>Meals and Incidentals</td> <td>513.50</td> <td>M&E expense in Washington, DC, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>05-Oct-2022</td> <td>Voucher Transaction Fee</td> <td>16.05</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Showing 1 - 4 of 4 Remark: Reduced</p> <p>Add New Expense</p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	29-Sep-2022	Airfare	525.00		Agency Billed		Modify	Copy	Delete	29-Sep-2022	Lodging	1542.00	Lodging expense in Washington, DC, United States including lodging taxes	Traveler		Modify			29-Sep-2022	Meals and Incidentals	513.50	M&E expense in Washington, DC, United States	Traveler		Modify			05-Oct-2022	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Agency Billed																									
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Crossing the FY Funding, Continued

Procedures,
continued

Step	Action
<p>6</p>	<p>Add and select the POET for the FY22 expenses. Click Save and Next Step. Do not add in additional FY23 reimbursable amounts until after 01 OCT.</p> 
<p>7</p>	<p>Complete the Travel Policy step as normal. Review the Summary and submit for approval.</p>
<p>8</p>	<p>Once the FY23 POET is available after 1 Oct, click Amend Authorization to create an Amendment to the original Authorization.</p> 

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Crossing the FY Funding, Continued

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<p>9</p>	<p>Proceed to the Expenses Step and select Modify on the Lodging Expense line. The dollar amounts will need to be added back in. Enter the appropriate Reimbursement Type, Lodging Amount and Estimated Lodging Tax. Click Apply to Displayed.</p> <p>NOTE: If rates and taxes are the same throughout the trip select the option Apply to All Displayed Expenses. If rates change throughout the trip each line will need to be updated individually.</p> <div data-bbox="328 779 1230 1317" style="border: 1px solid black; padding: 5px;"> <p>Lodging Expenses</p> <p style="text-align: center;">^ Apply to All Displayed Expenses</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px auto; width: 80%;"> <p>Reimbursement Type: Per Diem v</p> <p>Lodging Amount: 257.00</p> <p>Allowed: <input type="text"/></p> <p>Estimated Lodging Tax: </p> <p>Pay To: No Change v</p> <p>Official Day Off: No Change v</p> <p>Shared: No Change v</p> </div> <p style="margin-top: 10px;">Filter Options Apply to Displayed</p> </div>																																																																																																													
<p>10</p>	<p>Once completed, click Save and Close.</p> <div data-bbox="328 1384 1369 1921" style="border: 1px solid black; padding: 5px;"> <p>Lodging Expenses</p> <p>Lodging Site: Washington, DC, United States</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Date</th> <th>Reimbursement Type</th> <th>Per Diem Rate</th> <th>Amount</th> <th>Allowed</th> <th>Estimated Tax</th> <th>Pay To</th> <th>Day Off</th> <th>Shared</th> <th>Notes</th> <th>Alerts</th> </tr> </thead> <tbody> <tr> <td>29-Sep-2022</td> <td>Per Diem</td> <td>257.00</td> <td style="border: 1px solid gray;">257.00</td> <td>257.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>30-Sep-2022</td> <td>Per Diem</td> <td>257.00</td> <td style="border: 1px solid gray;">257.00</td> <td>257.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>01-Oct-2022</td> <td>Per Diem</td> <td>257.00</td> <td style="border: 1px solid gray;">257.00</td> <td>0.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>02-Oct-2022</td> <td>Per Diem</td> <td>257.00</td> <td style="border: 1px solid gray;">257.00</td> <td>0.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>03-Oct-2022</td> <td>Per Diem</td> <td>257.00</td> <td style="border: 1px solid gray;">257.00</td> <td>0.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>04-Oct-2022</td> <td>Per Diem</td> <td>257.00</td> <td style="border: 1px solid gray;">257.00</td> <td>0.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>05-Oct-2022</td> <td>Per Diem</td> <td>257.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> <td><input type="checkbox"/></td> <td>No</td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Running Totals:</td> <td>1542.00</td> <td>514.00</td> <td>0.00</td> <td colspan="4"></td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Estimated Lodging:</td> <td>514.00</td> <td colspan="7"></td> </tr> </tbody> </table> <p style="margin-top: 10px;">Save and Close Save Exit Window</p> </div>	Date	Reimbursement Type	Per Diem Rate	Amount	Allowed	Estimated Tax	Pay To	Day Off	Shared	Notes	Alerts	29-Sep-2022	Per Diem	257.00	257.00	257.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			30-Sep-2022	Per Diem	257.00	257.00	257.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			01-Oct-2022	Per Diem	257.00	257.00	0.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			02-Oct-2022	Per Diem	257.00	257.00	0.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			03-Oct-2022	Per Diem	257.00	257.00	0.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			04-Oct-2022	Per Diem	257.00	257.00	0.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			05-Oct-2022	Per Diem	257.00	0.00	0.00	0.00		<input type="checkbox"/>	No			Running Totals:			1542.00	514.00	0.00					Total Estimated Lodging:			514.00							
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Crossing the FY Funding, Continued

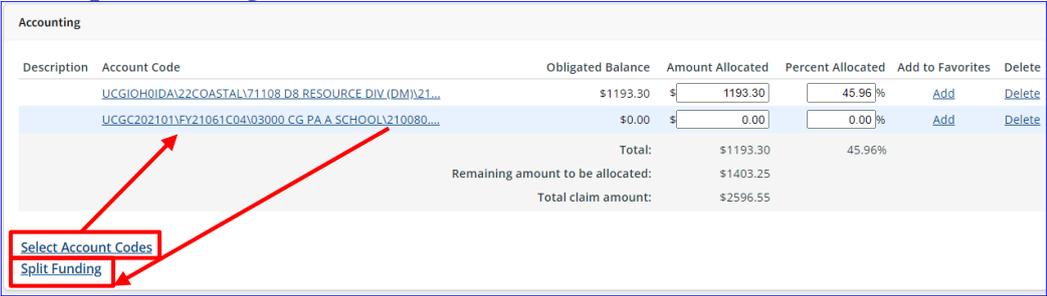
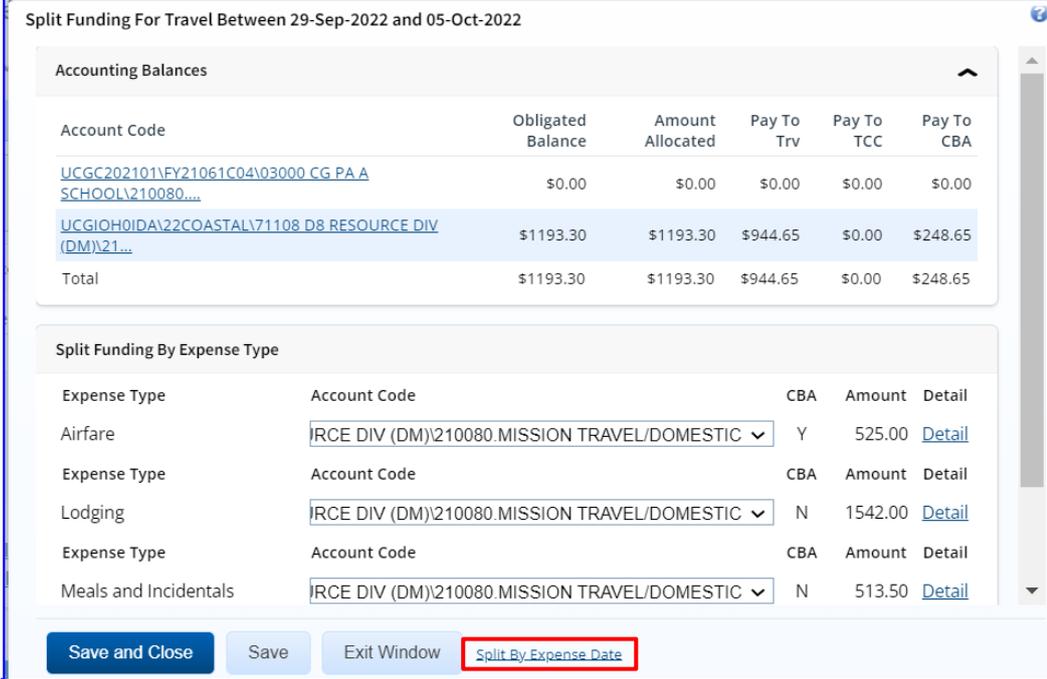
Procedures,
continued

Step	Action																
<p>11</p>	<p>M&IE must be modified as well. Enter the full M&IE (meals plus \$5 incidentals) in the M&IE Amount. Make appropriate adjustments to the Reimbursement Type and each meal Provided as necessary. Once complete, click Apply To Displayed.</p> <p>NOTE: If the amounts are the same, using the Apply to All Displayed Expenses will quickly update all dates.</p> <div data-bbox="327 745 1305 1469" style="border: 1px solid blue; padding: 5px;"> <p>Meals and Incidental Expenses</p> <div style="border: 1px solid gray; padding: 10px; margin: 5px;"> <p>^ Apply to All Displayed Expenses</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Reimbursement Type:</td> <td style="padding: 5px;">No Change v</td> </tr> <tr> <td style="padding: 5px;">M&IE Amount:</td> <td style="padding: 5px; background-color: #ffffcc;">79.00</td> </tr> <tr> <td style="padding: 5px;">Breakfast Provided:</td> <td style="padding: 5px;">No Change v</td> </tr> <tr> <td style="padding: 5px;">Lunch Provided:</td> <td style="padding: 5px;">No Change v</td> </tr> <tr> <td style="padding: 5px;">Dinner Provided:</td> <td style="padding: 5px;">No Change v</td> </tr> <tr> <td style="padding: 5px;">No Incidentals:</td> <td style="padding: 5px;">No Change v</td> </tr> <tr> <td style="padding: 5px;">Official Day Off:</td> <td style="padding: 5px;">No Change v</td> </tr> <tr> <td style="padding: 5px;">Pay To:</td> <td style="padding: 5px;">No Change v</td> </tr> </table> <p style="text-align: right; margin-top: 10px;">Apply to Displayed</p> </div> </div>	Reimbursement Type:	No Change v	M&IE Amount:	79.00	Breakfast Provided:	No Change v	Lunch Provided:	No Change v	Dinner Provided:	No Change v	No Incidentals:	No Change v	Official Day Off:	No Change v	Pay To:	No Change v
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Pay To:	No Change v																
<p>12</p>	<p>Click Save and Close.</p> <div data-bbox="327 1541 1129 1798" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: right;">Total Estimated M&IE: 13</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid red; padding: 5px 15px; background-color: #0056b3; color: white; text-decoration: none;">Save and Close</div> <div style="padding: 5px 15px; background-color: #add8e6; text-decoration: none;">Save</div> <div style="padding: 5px 15px; background-color: #add8e6; text-decoration: none;">Exit Window</div> </div> </div>																

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Crossing the FY Funding, Continued

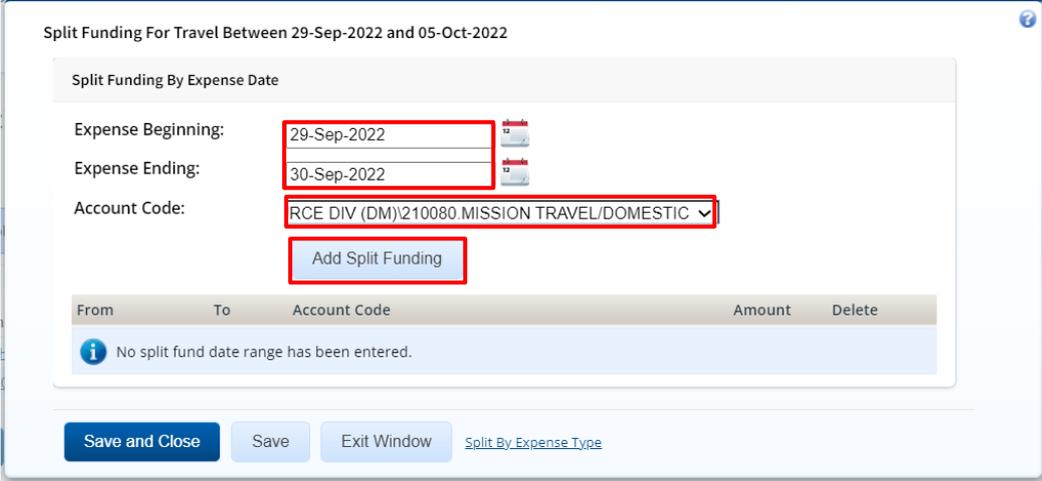
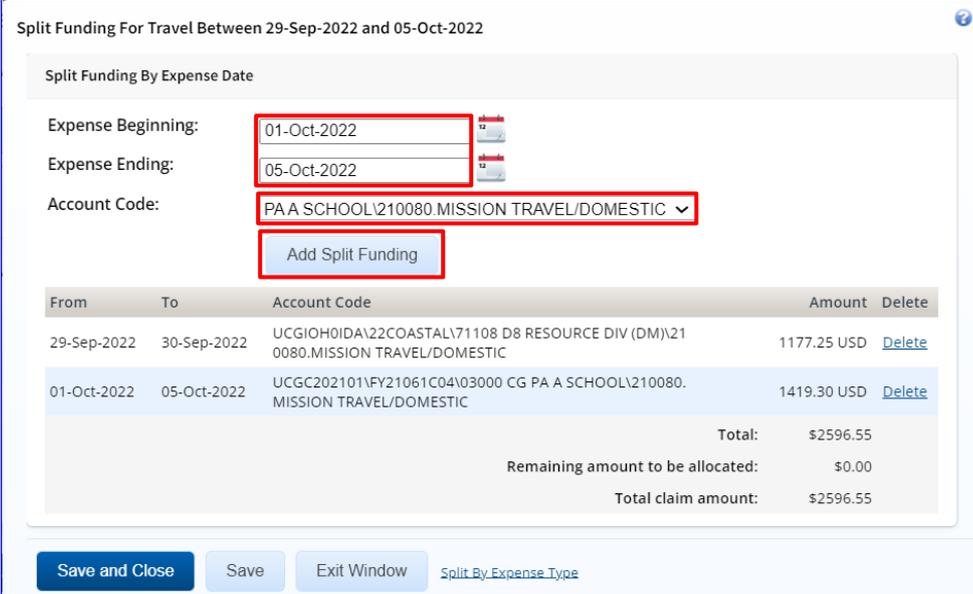
Procedures,
continued

Step	Action																																												
13	Enter any additional expenses that occurred after 1 Oct, such as taxi to airport for return flight, mileage from Airport to home, checked baggage etc. Once all expenses have been entered, click Save and Next Step (not shown)																																												
14	<p>Click Select Account Codes and add the FY23 POET. Once the POET is added, click Split Funding.</p>  <p>The screenshot shows an 'Accounting' window with a table of account codes. The table has columns for Description, Account Code, Obligated Balance, Amount Allocated, Percent Allocated, Add to Favorites, and Delete. Two rows are visible, with the second row highlighted. Below the table, there are buttons for 'Select Account Codes' and 'Split Funding', both of which are highlighted with red boxes. Red arrows point from these buttons to the table.</p> <table border="1" data-bbox="343 763 1369 918"> <thead> <tr> <th>Description</th> <th>Account Code</th> <th>Obligated Balance</th> <th>Amount Allocated</th> <th>Percent Allocated</th> <th>Add to Favorites</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td></td> <td>UCGIOH0IDA\22COASTAL\71108 D8 RESOURCE DIV (DM)\21...</td> <td>\$1193.30</td> <td>\$ 1193.30</td> <td>45.96%</td> <td>Add</td> <td>Delete</td> </tr> <tr> <td></td> <td>UCGC202101\FY21061C04\03000 CG PA A SCHOOL\210080....</td> <td>\$0.00</td> <td>\$ 0.00</td> <td>0.00%</td> <td>Add</td> <td>Delete</td> </tr> <tr> <td colspan="2">Total:</td> <td>\$1193.30</td> <td></td> <td>45.96%</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Remaining amount to be allocated:</td> <td></td> <td>\$1403.25</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total claim amount:</td> <td></td> <td>\$2596.55</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete		UCGIOH0IDA\22COASTAL\71108 D8 RESOURCE DIV (DM)\21...	\$1193.30	\$ 1193.30	45.96%	Add	Delete		UCGC202101\FY21061C04\03000 CG PA A SCHOOL\210080....	\$0.00	\$ 0.00	0.00%	Add	Delete	Total:		\$1193.30		45.96%			Remaining amount to be allocated:			\$1403.25				Total claim amount:			\$2596.55					
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15	<p>Click Split by Expense Date.</p>  <p>The screenshot shows a 'Split Funding For Travel' window. It has two main sections: 'Accounting Balances' and 'Split Funding By Expense Type'. The 'Accounting Balances' section has a table with columns for Account Code, Obligated Balance, Amount Allocated, Pay To Trv, Pay To TCC, and Pay To CBA. The 'Split Funding By Expense Type' section has a table with columns for Expense Type, Account Code, CBA, Amount, and Detail. At the bottom of the window, there are buttons for 'Save and Close', 'Save', 'Exit Window', and 'Split By Expense Date', with the last one highlighted by a red box.</p> <table border="1" data-bbox="363 1137 1326 1384"> <thead> <tr> <th>Account Code</th> <th>Obligated Balance</th> <th>Amount Allocated</th> <th>Pay To Trv</th> <th>Pay To TCC</th> <th>Pay To CBA</th> </tr> </thead> <tbody> <tr> <td>UCGC202101\FY21061C04\03000 CG PA A SCHOOL\210080....</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>UCGIOH0IDA\22COASTAL\71108 D8 RESOURCE DIV (DM)\21...</td> <td>\$1193.30</td> <td>\$1193.30</td> <td>\$944.65</td> <td>\$0.00</td> <td>\$248.65</td> </tr> <tr> <td>Total</td> <td>\$1193.30</td> <td>\$1193.30</td> <td>\$944.65</td> <td>\$0.00</td> <td>\$248.65</td> </tr> </tbody> </table> <table border="1" data-bbox="363 1413 1326 1697"> <thead> <tr> <th>Expense Type</th> <th>Account Code</th> <th>CBA</th> <th>Amount</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>Airfare</td> <td>IRCE DIV (DM)\210080.MISSION TRAVEL/DOMESTIC</td> <td>Y</td> <td>525.00</td> <td>Detail</td> </tr> <tr> <td>Lodging</td> <td>IRCE DIV (DM)\210080.MISSION TRAVEL/DOMESTIC</td> <td>N</td> <td>1542.00</td> <td>Detail</td> </tr> <tr> <td>Meals and Incidentals</td> <td>IRCE DIV (DM)\210080.MISSION TRAVEL/DOMESTIC</td> <td>N</td> <td>513.50</td> <td>Detail</td> </tr> </tbody> </table>	Account Code	Obligated Balance	Amount Allocated	Pay To Trv	Pay To TCC	Pay To CBA	UCGC202101\FY21061C04\03000 CG PA A SCHOOL\210080....	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	UCGIOH0IDA\22COASTAL\71108 D8 RESOURCE DIV (DM)\21...	\$1193.30	\$1193.30	\$944.65	\$0.00	\$248.65	Total	\$1193.30	\$1193.30	\$944.65	\$0.00	\$248.65	Expense Type	Account Code	CBA	Amount	Detail	Airfare	IRCE DIV (DM)\210080.MISSION TRAVEL/DOMESTIC	Y	525.00	Detail	Lodging	IRCE DIV (DM)\210080.MISSION TRAVEL/DOMESTIC	N	1542.00	Detail	Meals and Incidentals	IRCE DIV (DM)\210080.MISSION TRAVEL/DOMESTIC	N	513.50	Detail
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Crossing the FY Funding, Continued

Procedures,
continued

Step	Action																														
<p>16</p>	<p>Enter the FY22 Expense Beginning date and 30 Sep as the Expense Ending date. Select the FY22 POET from the drop-down and click Add Split Funding.</p> <p>NOTE: Full trip Begin and End Dates are displayed at the top for reference.</p> 																														
<p>17</p>	<p>Repeat using 1 Oct for the Expense Beginning date and the last day of travel for the Expense Ending date. Select the FY23 POET from the drop-down and click Add Split Funding.</p>  <table border="1" data-bbox="367 1601 1284 1825"> <thead> <tr> <th>From</th> <th>To</th> <th>Account Code</th> <th>Amount</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>29-Sep-2022</td> <td>30-Sep-2022</td> <td>UCGIOH0IDA\22COASTAL\71108 D8 RESOURCE DIV (DM)\210080.MISSION TRAVEL/DOMESTIC</td> <td>1177.25 USD</td> <td>Delete</td> </tr> <tr> <td>01-Oct-2022</td> <td>05-Oct-2022</td> <td>UCGC202101\FY21061C04\03000 CG PA A SCHOOL\210080.MISSION TRAVEL/DOMESTIC</td> <td>1419.30 USD</td> <td>Delete</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total:</td> <td>\$2596.55</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Remaining amount to be allocated:</td> <td>\$0.00</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Total claim amount:</td> <td>\$2596.55</td> <td></td> </tr> </tbody> </table>	From	To	Account Code	Amount	Delete	29-Sep-2022	30-Sep-2022	UCGIOH0IDA\22COASTAL\71108 D8 RESOURCE DIV (DM)\210080.MISSION TRAVEL/DOMESTIC	1177.25 USD	Delete	01-Oct-2022	05-Oct-2022	UCGC202101\FY21061C04\03000 CG PA A SCHOOL\210080.MISSION TRAVEL/DOMESTIC	1419.30 USD	Delete	Total:			\$2596.55		Remaining amount to be allocated:			\$0.00		Total claim amount:			\$2596.55	
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Crossing the FY Funding, Continued

Procedures,
continued

Step	Action																														
<p>18</p>	<p>Verify both date ranges and POET selections are displayed and see the amounts allocated to each. Confirm the Remaining amount to be allocated is \$0.00. Click Save and Close.</p> <p>Complete the Amendment with the remaining steps, verify the Review Summary and submit for approval.</p> <div data-bbox="327 705 1369 1355" style="border: 1px solid black; padding: 5px;"> <p>Split Funding For Travel Between 29-Sep-2022 and 05-Oct-2022</p> <p>Split Funding By Expense Date</p> <p>Expense Beginning: <input type="text" value="01-Oct-2022"/> </p> <p>Expense Ending: <input type="text" value="05-Oct-2022"/> </p> <p>Account Code: <input type="text" value="PAA SCHOOL\210080.MISSION TRAVEL/DOMESTIC"/> </p> <p><input type="button" value="Add Split Funding"/></p> <table border="1" data-bbox="375 1019 1332 1265"> <thead> <tr> <th>From</th> <th>To</th> <th>Account Code</th> <th>Amount</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>29-Sep-2022</td> <td>30-Sep-2022</td> <td>UCGIOH0IDA\22COASTAL\71108 D8 RESOURCE DIV (DM)\210080.MISSION TRAVEL/DOMESTIC</td> <td>1177.25 USD</td> <td>Delete</td> </tr> <tr> <td>01-Oct-2022</td> <td>05-Oct-2022</td> <td>UCGC202101\FY21061C04\03000 CG PA A SCHOOL\210080.MISSION TRAVEL/DOMESTIC</td> <td>1419.30 USD</td> <td>Delete</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total:</td> <td>\$2596.55</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Remaining amount to be allocated:</td> <td>\$0.00</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Total claim amount:</td> <td>\$2596.55</td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Save and Close"/> <input type="button" value="Save"/> <input type="button" value="Exit Window"/> Split By Expense Type</p> </div>	From	To	Account Code	Amount	Delete	29-Sep-2022	30-Sep-2022	UCGIOH0IDA\22COASTAL\71108 D8 RESOURCE DIV (DM)\210080.MISSION TRAVEL/DOMESTIC	1177.25 USD	Delete	01-Oct-2022	05-Oct-2022	UCGC202101\FY21061C04\03000 CG PA A SCHOOL\210080.MISSION TRAVEL/DOMESTIC	1419.30 USD	Delete	Total:			\$2596.55		Remaining amount to be allocated:			\$0.00		Total claim amount:			\$2596.55	
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<p>19</p>	<p>After 15 OCT and once the Authorization is in an Authorization Approved-Obligated Accepted status, a voucher can be created.</p> <p>The Voucher process will be completed as normal, except in the accounting step. The Split Funding by Expense Date will need to be repeated using Steps 14-18 in this guide.</p>																														

Next FY Travel Funding

Introduction This section provides the procedures for completing travel funding in the next FY.

Important Information

- Do not forward the Authorization until 01 OCT but ensure you have 72 hours prior to travel to allow for ticketing.
- Travelers traveling in the first days of the FY may need to either purchase airfare using a FY22 POET in the authorization, See ALCGFINANCE for guidance, or may need to call SATO to purchase ticket with GTCC with travel approval documents.

Procedures See below.

Step	Action
1	Create Authorization including all reservations for travel.
2	Funds check will be turned off beginning 01 OCT to allow the authorizations to process prior to budgets being applied to the POETs.
3	Prior to being able to voucher, the authorization will need to pass a funds check which will require the traveler or AO to resubmit the authorization after 15 OCT.
4	Once travelers have an approved authorization which has passed a funds check after 15 OCT, travelers will be able to voucher.
5	
6	
7	
