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

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**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.

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**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.
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