FY 2017 CUNYfirst T&E Processing – Year-end

Travel Authorizations

Year End Actions:

- **Travel Authorizations are MANDATORY for all travel expenses.** If no TA exists then the user needs to fill out a paper TA, scan it and attach it to the expense report
- For FY’17 TA’s, when the travel has not taken place and the approved Travel Authorization is not or will not be associated with an Expense Report, cancel the Travel Authorization in CUNYfirst by June 30 to relieve the associated encumbrance and return funds to the budget. This can only be done by the user or the proxy
  - Use the query CU_FSTE_TA_STALE_RPTS - Stale Travel Authorizations to identify stale Travel Authorizations
- Travel Authorizations approved in FY’17 for travel planned for FY’18:
  - These Travel Authorizations have encumbrances booked against the FY’17 budget
  - After FY’18 budget is loaded in mid-July, these Travel Authorizations will be rolled over by Production Support and the encumbrances re-established in FY’18
- Travel Authorizations created and submitted after July 1 will be for FY’18. Budgets need to be loaded before they can be budget checked to reflect FY’18. All Business Units will be notified when budgets are loaded by the University Budget Office
- On July 19, Production Support will cancel any unused FY’17 Travel Authorizations based on travel dates
- Any travel occurring up to and including June 23rd can be submitted on one TA. For travel between June 24 and June 30, separate TA’s must be created for travel card related expenses and employee reimbursed expenses.

Year End Unique Scenarios:

- If travel will complete by June 23, create one travel authorization for FY’17 for both travel card and employee paid expenses
- If travel will complete between June 24 and June 30 create two travel authorizations: one for travel card transactions (FY’18) and one for employee paid expenses (FY’17)
- If travel spans FY’17 and FY’18 and expenses are only “employee paid” expenses (for example, travel begins on June 23 and ends on July 7) create separate TA’s:
  - One for FY’17 travel dates
  - One for FY’18 travel dates
Expense Reports

Year End Actions:

- If no TA has been created and an expense report is created without a TA, the expense will be booked in the fiscal year in which the Expense Report is submitted. Accounts Payable will have until July 17th to change the accounting date to June 30 if expenses are for FY'17.
- If an expense report is created from a travel authorization, the expense report will inherit the budget date from the TA.
- From July 1 through July 17, Accounts Payable will have the ability to change the accounting date to June 30 for FY'17 related expense reports submitted during this time period. This feature will be turned OFF at the end of business on July 17.
- No FY’18 expense reports should be created from July 1 – July 25. Accounts Payable should send all FY’18 expense reports back to the expense user.
- CUNY Central Production Support will send back all unapproved FY’17 expense reports on July 18. Those with travel authorizations will be deleted. The expense user must then create a new Expense Report and the expenses will be charged to FY’18.
- Expense report processing will be put on hold from July 18 until after the credit card year-end processing is complete (expected date July 25)
- Any expense reports entered on or after July 18 will hit the FY’18 budget even if travel took place in FY’17.
- ALL expense reimbursements should be processed through the T&E module. No non-PO vouchers should be entered directly in AP
  - All expense reports for FY 2017 travel must comply with the following submission and approval calendar and guidelines:
    - Approvals must include Supervisors, Department Approvers (if required by the Business Unit) and the AP approver
  - Any travel occurring up to and including June 23rd can be submitted on one Expense Report.

Year End Unique Scenarios:

- During the period from July 1 through July 17, only Expense Reports for FY’17 can be submitted or approved. Accounts Payable should send all FY’18 expense reports back to the expense user. No Expense Reports for FY’18 can be submitted or approved until July 25.
- The last day of travel that will be counted as FY’17 for travel card transactions is June 23. The last day for employee paid transactions is June 30th.
  - If all travel is completed by June 23, create one expense report for FY’16 for both travel card and employee paid expenses
  - If travel completes between June 24 and June 30 create two expense reports: one for travel card transactions (FY’18) and one for employee paid expenses (FY’17)
- If travel spans across FY’17 and FY’18 for **employee paid** transactions (for example, travel begins on June 23 and ends on July 7) create separate ERs:
  - One for FY’17 travel dates
  - One for FY’18 travel dates

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<thead>
<tr>
<th>Type</th>
<th>Travel Dates</th>
<th>How to process</th>
<th>Year</th>
<th>Impact</th>
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<td>Travel Authorization - Travel Card and</td>
<td>Up to and including June 23rd</td>
<td>All transactions can be on one TA</td>
<td>FY’17</td>
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<td>Travel Authorization - Employee Reimbursable</td>
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<td>Separate TA for employee reimbursable transactions</td>
<td>FY’17</td>
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<td>Separate TA for travel card transactions</td>
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