**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’19 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’19 for travel planned for FY’20:
	+ - These Travel Authorizations have encumbrances booked against the FY’19 budget
		- After FY’20 budget is loaded in mid-July, these Travel Authorizations will be rolled over by Production Support and the encumbrances re-established in FY’20
* Travel Authorizations created and submitted after July 1 will be for FY’20. Budgets need to be loaded before they can be budget checked to reflect FY’20. All Business Units will be notified when budgets are loaded by the University Budget Office
* On July 18, Production Support will cancel any unused FY’19 Travel Authorizations based on travel dates
* Any travel occurring up to and including June 21st can be submitted on one TA for FY’19. For travel between June 22 and June 30, separate TA’s must be created for travel card related expenses (FY’20) and employee reimbursed expenses (FY’19).

Year End Unique Scenarios:

* If travel will complete by June 22, create one travel authorization for FY’19 for both travel card and employee paid expenses
* If travel will complete between June 23 and June 30 create two travel authorizations: one for travel card transactions (FY’20) and one for employee paid expenses (FY’19)
* If travel spans FY’19 and FY’20 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’19 travel dates
		- One for FY’20 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. The prepay auditor will have until July 18th to change the accounting date to June 30 if expenses are for FY’19**
* 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 18, the prepay auditor will have the ability to change the accounting date to June 30 for FY’19 related expense reports submitted during this time period. This feature will be turned OFF at the end of business on July 18.
* No FY’20 expense reports should be created from July 1 – July 31. The prepay auditor should send all FY’20 expense reports back to the expense user.
* Production Support will send back all unapproved FY’19 expense reports on July 16. 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’20.
* Expense report processing will be put on hold from July 18 until after the credit card year-end processing is complete (expected date July 31)
* Any expense reports entered on or after July 18 will hit the FY’20 budget even if travel took place in FY’19
* 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’19 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 22nd can be submitted on one Expense Report.

Year End Unique Scenarios:

* + **During the period from July 1 through July 18, only Expense Reports for FY’19 can be submitted or approved.** The prepay auditor should send all FY’20 expense reports back to the expense user. **No Expense Reports for FY’20 can be submitted or approved until July 31**
* The last day of travel that will be counted as FY’19 for travel card transactions is June 22. The last day for employee paid transactions is June 30th
	+ If all travel is completed by June 22, create one expense report for FY’19 for both travel card and employee paid expenses
	+ If travel completes between June 23 and June 30 create two expense reports: one for travel card transactions (FY’20) and one for employee paid expenses (FY’19)
	+ If travel spans across FY’19 and FY’20 for **employee paid** transactions (for example travel begins on June 23 and ends on July 7) create separate ERs:
		- One for FY’19 travel dates
		- One for FY’20 travel dates

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| **Type** | **How to process**  | **Travel Dates** | **Year** | **Impact** |
| Travel Authorization - Travel Card and Employee Reimbursable transactions  | All transactions can be on one TA | Up to and including June 22nd  | FY’19 |  |
| Travel Authorization - Employee Reimbursable transactions  | Separate TA for employee reimbursable transactions |  June 23-30  | FY’19 |  |
| Travel Authorization - Travel Card transactions  | Separate TA for travel card transactions |  June 23-30  | FY’20 | If the TA is created prior to July 1, funds will be encumbered in FY’19 and rolled over to FY’20 when the budget is available |
| Travel Authorization - Travel Card and Employee Reimbursable transactions | All expense line types can be on one TA | After July 1 | FY’20 | If the TA is created prior to July 1, funds will be encumbered in FY’19 and rolled over to FY’20 when the budget is available |
| Expense Report - Travel Card and Employee Reimbursable transactions | All transactions can be on one ER | Up to and including June 22nd  | FY’19 | The Prepay auditor can change the accounting date to June 30 up to and including July 18  |
| Expense Report - Employee Reimbursable transactions  | Separate ER for employee reimbursable transactions |  June 23-30  | FY’20 | The Prepay auditor can change the accounting date to June 30 up to and including July 18 |
| Expense Report - Travel Card transactions  | Separate ER for travel card transactions |  June 23-30  | FY’20 |  |
| Expense Report - Travel Card and Employee Reimbursable transactions | All transactions can be on one ER | After July 1 | FY’20 |  |