

FY18 Year End Travel

Important Highlights

In past years, the approaching fiscal year has been added as a drop-down menu funding year selection on eTravel Authorities processed in the eCheck system.

This year, FY19 will not be added as a selection since a different process will be used for travel authorities beginning July 1, 2018.

UGA's policy will still require travel authorizations; however, beginning July 2018, we will no longer encumber them.

After FY2018 closeout, Accounts Payable will review outstanding travel authorizations and **convert the authorization only** into PeopleSoft. **NO TRAVEL ENCUMBRANCE AMOUNTS WILL BE CONVERTED INTO PEOPLESOFT.**

Accounting will create accruals for FY2018 funds that were encumbered for travel but not yet expended. This will capture those unexpended amounts and use them in PeopleSoft when the travel expense reports are submitted for payment.

When the traveler is ready to be reimbursed for expenses for a trip encumbered with FY2018 money, an expense report will need to be created in the PeopleSoft Expenses module. When adding the budget reference year, expense report initiators will have to remember to input 2018 as the budget reference year. If the budget reference year is not keyed against 2018, and instead 2019 is keyed, it will be processed from FY2019 money, not the FY2018 accrual. Before the expense report is initiated, the original travel authorization will need to be associated (or linked) to it. These TA's will begin with C (to indicate that it was converted from the old system) then the original travel authority's 7 numeric digits, then two zeroes.

To limit errors, corrections, and manual interventions associated with this conversion, all travel completed on or before June 22, 2018 needs to be submitted for reimbursement prior to noon on June 27, 2018. Accounts Payable is available to provide guidance for extenuating circumstances.

Travel Authorizations and Year End: What You Need to Know

Example 1: I have a travel authority that I need to submit that is for travel occurring before July 1, 2018.

Account Number(s)	Reimbursement Type	Amount	Fiscal Year
1. Your Account	Domestic Travel ▼	\$ 500.00	2018 ▼
2.	Select Type --> ▼	\$	▼
3.	Select Type --> ▼	\$	▼
TOTAL: \$		500.00	

Itemized estimate of costs

Meals: \$	
Lodging: \$ 500.00	Mode of Travel: Personal Vehicle ▼
Transportation: \$	
Mileage: \$	
Other: \$	
TOTAL: \$	500.00

**Travel reimbursements should not exceed amount allowable under University Travel Regulations.

[To view per diems for your travel destination, please click here.](#)

Nature of Official Business:

(Maximum characters: 150) You have 129 characters left.

Dates Absent from Campus: - (MM/DD/YYYY)

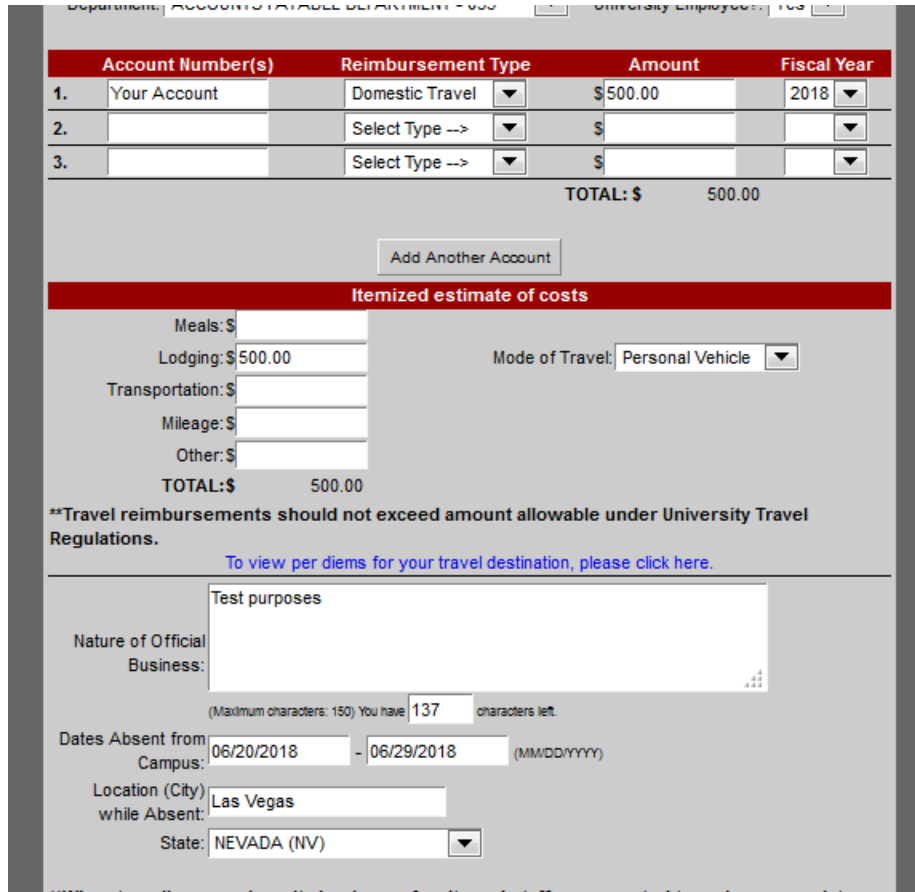
Location (City) while Absent:

State: ▼

For example 1, since the travel will conclude before the end of the current fiscal year, the only funding option is to use FY18 funds. When completing your TA, you will select fiscal year FY 2018 and complete the travel authorization as normal.

NOTE: Travel reimbursements for trips the conclude on or before June 22, 2018 should be reimbursed by noon on June 27th. Our conversion process will only convert authorizations into PeopleSoft that have travel return dates that are greater than June 22, 2018.

Example 2: I have a travel authority that I need to submit that is for travel occurring June 20th through June 29th. It will be charging FY 2018 funds.



Account Number(s)	Reimbursement Type	Amount	Fiscal Year
1. Your Account	Domestic Travel	\$ 500.00	2018
2.	Select Type -->	\$	
3.	Select Type -->	\$	
TOTAL: \$		500.00	

Itemized estimate of costs

Meals: \$
 Lodging: \$ 500.00
 Transportation: \$
 Mileage: \$
 Other: \$
TOTAL: \$ 500.00

Mode of Travel: Personal Vehicle

****Travel reimbursements should not exceed amount allowable under University Travel Regulations.**

[To view per diems for your travel destination, please click here.](#)

Nature of Official Business: Test purposes
 (Maximum characters: 150) You have 137 characters left.

Dates Absent from Campus: 06/20/2018 - 06/29/2018 (MM/DD/YYYY)

Location (City) while Absent: Las Vegas
 State: NEVADA (NV)

For example 2, since the travel will conclude before the end of the current fiscal year, the only funding option is to use FY18 funds. When completing your TA, you will select fiscal year FY 2018 and complete the travel authorization as normal.

Since the trip does not conclude on or before June 22nd, this TA will be converted into PeopleSoft. It will be available to associate to an expense report. Within PeopleSoft, the TA number will begin with the letter C, then followed by the legacy TA number, then two zeros.

NOTE: Travel encumbrances will not be converted into PeopleSoft. Only travel authorizations will be converted into PeopleSoft. If you submit an expense report for reimbursement in PeopleSoft for travel that was originally encumbered against 2018 funds, when assigning the chartfield distribution, Budget Reference 2018 should be keyed. If you do not key 2018 and key 2019 instead, it will post against your FY 2019 funding. The budget reference field will be the only way to tie the expense report to the original funding that was reserved in 2018.

Example 3: I have a travel authority that I need to submit that is for travel beginning in June 2018 and concluding in July 2018. It is being charged to FY 2018 funds.

Name: _____
 Department: ACCOUNTS PAYABLE DEPARTMENT - 035 University Employee?: Yes

Account Number(s)	Reimbursement Type	Amount	Fiscal Year
1. Your Account	Domestic Travel	\$ 500.00	2018
2.	Select Type -->	\$	
3.	Select Type -->	\$	
		TOTAL: \$	500.00

Add Another Account

Itemized estimate of costs

Meals: \$ _____
 Lodging: \$ 500.00 Mode of Travel: Personal Vehicle
 Transportation: \$ _____
 Mileage: \$ _____
 Other: \$ _____
 TOTAL: \$ 500.00

**Travel reimbursements should not exceed amount allowable under University Travel Regulations.
[To view per diems for your travel destination, please click here.](#)

Nature of Official Business: _____
 (Maximum characters: 150) You have 129 characters left.

Dates Absent from Campus: 06/15/2018 - 07/05/2018 (MM/DD/YYYY)
 Location (City) while Absent: Destin
 State: FLORIDA (FL)

For example 3, this fiscal year end, we will still have travel encumbrances. You are allowed to charge travel for the first quarter of the next fiscal year to FY 2018 funding, as long as the travel concludes on or before Sept 30, 2018. When completing your TA, you will select fiscal year FY 2018 and complete the travel authorization as normal.

Since the trip does not conclude on or before June 22nd, this TA will be converted into PeopleSoft. It will be available to associate to an expense report. Within PeopleSoft, the TA number will begin with the letter C, then followed by the legacy TA number, then two zeros.

NOTE: Travel encumbrances will not be converted into PeopleSoft. Only travel authorizations will be converted into PeopleSoft. If you submit an expense report for reimbursement in PeopleSoft for travel that was originally encumbered against 2018 funds, when assigning the chartfield distribution, Budget Reference 2018 should be keyed. If you do not key 2018 and key 2019 instead, it will post against your FY 2019 funding. The budget reference field will be the only way to tie the expense report to the original funding that was reserved in 2018.

Example 4: I have a travel authority that I need to submit that is for travel beginning in June 2018 and concluding in July 2018. It will be charging FY 2018 and FY 2019 funds.

Account Number(s)	Reimbursement Type	Amount	Fiscal Year
1. Your Account	Domestic Travel	\$ 500.00	2018
2.	Select Type -->	\$	
3.	Select Type -->	\$	
TOTAL: \$		500.00	

Add Another Account

Itemized estimate of costs

Meals: \$

Lodging: \$ 500.00

Transportation: \$

Mileage: \$

Other: \$

TOTAL: \$ 500.00

Mode of Travel: Personal Vehicle

****Travel reimbursements should not exceed amount allowable under University Travel Regulations.**

[To view per diems for your travel destination, please click here.](#)

Nature of Official Business: This travel will use funding from fiscal year 2018 and fiscal year 2019. I will need \$250.00 from fiscal year 2019.

(Maximum characters: 150) You have 34 characters left.

Dates Absent from Campus: 06/20/2018 - 07/09/2018 (MM/DD/YYYY)

Location (City) while Absent: Dallas

State: TEXAS (TX)

For example 4, historically at UGA, we have allowed you to note future fiscal year funds on a TA. We would encumber the next fiscal year funding when it became available on July 1. Since we will not have FY 2019 travel encumbrances in PeopleSoft, we have not loaded FY 2019 as a fiscal year option for selection in the eTravel system. You should process this TA by submitting your FY 2018 portion on the TA. In the Nature of Official Business section, you can indicate that the travel will use funding from FY 2018 and 2019. You can note the amount that will need to be used in FY 2019. We will only encumber the FY 2018 portion.

Since the trip does not conclude on or before June 22nd, this TA will be converted into PeopleSoft. It will be available to associate to an expense report. Within PeopleSoft, the TA number will begin with the letter C, then followed by the legacy TA number, then two zeros.

NOTE: Travel encumbrances will not be converted into PeopleSoft. Only travel authorizations will be converted into PeopleSoft. When submitting an expense report for reimbursement, you will want to use two chartfield distribution strings. The first string will reference budget reference year 2018. The budget reference field will be the only way to tie the expense report to the original funding that was reserved in 2018. You will add a second chartfield distribution string that references budget reference year 2019 for the portion that needs to be charged to FY 2019.

Example 5: I have a travel authority that I need to submit that is for travel beginning in June 2018 and concluding in August 2018. It will be charging FY 2018 and FY 2019 funds. I need to have airfare direct billed from the FY 2018 portion.

Account Number(s)	Reimbursement Type	Amount	Fiscal Year
1. Your Account	Foreign Travel	\$ 1500.00	2018
2.	Select Type -->	\$	
3.	Select Type -->	\$	
TOTAL: \$		1500.00	

[Add Another Account](#)

Itemized estimate of costs

Meals: \$		Mode of Travel: Plane	
Lodging: \$		Charge air travel expense directly to the University?: Yes	
Transportation: \$	1500.00	Authorized travel agency: McCormick Travel	
Mileage: \$			
Other: \$			
TOTAL: \$	1500.00		

****Travel reimbursements should not exceed amount allowable under University Travel Regulations.**

[To view per diems for your travel destination, please click here.](#)

Nature of Official Business:

(Maximum characters: 150) You have 27 characters left.

Dates Absent from Campus: - (MM/DD/YYYY)

Location (City) while Absent:

Country:

For example 5, historically at UGA, we have allowed you to note future fiscal year funds on a TA. We would encumber the next fiscal year funding when it became available on July 1. Since we will not have FY 2019 travel encumbrances in PeopleSoft, we have not loaded FY 2019 as a fiscal year option for selection in the eTravel system. You should process this TA by submitting your FY 2018 portion on the TA. In the Nature of Official Business section, you can indicate that the travel will use funding from FY 2018 and 2019. You can note the amount that will need to be used in FY 2019. We will only encumber the FY 2018 portion.

The noted travel agency will contact Accounts Payable to seek approval to bill for the airline ticket and then forward an invoice to Accounts for payment. Accounts Payable will process the airline ticket payment using FY 2018 funds.

Since the trip does not conclude on or before June 22nd, this TA will be converted into PeopleSoft. It will be available to associate to an expense report. Within PeopleSoft, the TA number will begin with the letter C, then followed by the legacy TA number, then two zeros.

NOTE: Travel encumbrances will not be converted into PeopleSoft. Only travel authorizations will be converted into PeopleSoft. When submitting an expense report for the FY 2019 portion, the chartfield distribution string will need to show 2019 for the Budget Reference field.

Example 6: I have a travel authority that I need to submit that is for travel beginning in July 2018 and ending in September 2018 that will charge FY 2018 funds.

Account Number(s)	Reimbursement Type	Amount	Fiscal Year
1. Your Account	Foreign Travel	\$2500.00	2018
2.	Select Type -->	\$	
3.	Select Type -->	\$	
TOTAL: \$		2500.00	

Add Another Account

Itemized estimate of costs

Meals: \$500.00
 Lodging: \$500.00
 Transportation: \$1500.00
 Mileage: \$
 Other: \$

TOTAL: \$ 2500.00

Mode of Travel: Plane
 Charge air travel expense directly to the University?: Yes
 Authorized travel agency: McCormick Travel

****Travel reimbursements should not exceed amount allowable under University Travel Regulations.**

[To view per diems for your travel destination, please click here.](#)

Nature of Official Business: Studies Abroad. Funding split between fiscal years. Airfare to be paid from FY 2018. \$5000.00 will be paid from FY 2019.

(Maximum characters: 150) You have 27 characters left.

Dates Absent from Campus: 07/15/2018 - 09/20/2018 (MM/DD/YYYY)

Location (City) while Absent: Cozumel

Country: MEXICO

For example 6, this fiscal year end, we will still have travel encumbrances. You are allowed to charge travel for the first quarter of the next fiscal year to FY 2018 funding, as long as the travel concludes on or before Sept 30, 2018. When completing your TA, you will select fiscal year FY 2018 and complete the travel authorization as normal.

Since the trip does not conclude on or before June 22nd, this TA will be converted into PeopleSoft. It will be available to associate to an expense report. Within PeopleSoft, the TA number will begin with the letter C, then followed by the legacy TA number, then two zeros.

NOTE: Travel encumbrances will not be converted into PeopleSoft. Only travel authorizations will be converted into PeopleSoft. If you submit an expense report for reimbursement in PeopleSoft for travel that was originally encumbered against 2018 funds, when assigning the chartfield distribution, Budget Reference 2018 should be keyed. If you do not key 2018 and key 2019 instead, it will post against your FY 2019 funding. The budget reference field will be the only way to tie the expense report to the original funding that was reserved in 2018.

Example 7: I have a travel authority that I need to submit that is for travel beginning in July 2018 and ending in August 2018 that will charge FY 2019 funds.

For example 7, this travel authorization will need to be submitted in PeopleSoft on July 1st. It will not be encumbered. UGA will still require a travel authorization when a traveler is traveling more than 50 miles from the state of Georgia. The only change is that it will no longer be encumbered. You should use Budget Reference 2019 when submitting your travel authorization and expense report.

REMEMBER

- 1) We will have travel authorizations in PeopleSoft. We will NOT have travel encumbrances in PeopleSoft. **At the end of FY 2019 (June 30, 2019)**, we will release information on how you need to handle funds that you would like to be used for travel in the first quarter of FY 2020. Do not worry about what that procedure will be as you will be given guidance closer to the end of next fiscal year.
- 2) PeopleSoft will be available July 1 for creating travel authorizations. If you have someone that is traveling July 1, 2018-July 4, 2018 and they will only be using FY 2019 funds, then do a TA in eCheck and show one penny for the amount to be charged to FY 2018. Make a note in the Nature of Official Business field that the travel is occurring July 1 and will charge FY 2019 funding. We will not encumber the penny, but we will convert the travel authorization into PeopleSoft so it is available to associate with a TA.
- 3) We will be converting TA's that have travel end dates of June 23, 2018 or after. If you have a traveler with a trip concluding on or before June 22, get their expense reimbursement submitted on or before noon on June 27, 2018.