DATE: May 4, 2017

TO: UAF Travel Coordinators & Financial Managers

FROM: Geoff Jacobs
Transaction Manager

RE: Fiscal Year End Travel

- Fund #3, process as normal, keeping in mind that when a trip starts and finishes in the same fiscal year the date establishing the encumbrance in banner should reflect that years date.

- Fund #1, if the trip is going to Start before July 1st and complete before July 31st encumber the travel this year (FY17) and the trip will be paid against FY17 money.

- Fund #1, if the trip starts after July 1st (FY18), ensure that the report date if using TEM or the transaction date if using a general encumbrance in Banner has a date of July 1st 2017. Non-employee travel (recruitment or visiting professionals) will use the paper process.

- Fund #1, FY18 travel purchases such as “airfare” or “registration fees” that need to be purchased before July 1st, purchased on the Department Travel Card or Pro Card must be reconciled in PaymentNet 4 to the UAF prepaid travel balance sheet utilizing accounting 103010 no org 0446. In the notes section put the authorization number, FY18 travel, and the correct accounting to be charged. Please email a copy of the purchase and the authorization to the Travel Office at uaf-ofa-travel@alaska.edu with the subject line of FY17 prepaid travel, the authorization number, and the traveler’s last name. “YOU” need to prepare a reverse JV to process after the new fiscal year for everything you put in account 0446.

- Remember all university travel must have an approved authorization with the accounting information before any financial commitment or purchases can be made on behalf of the University.