Office of Finance and Accounting  
201 Administrative Services Center, P.O. Box 757920, Fairbanks, AK 99775-7920

TO: UAF Travel Coordinators & Financial Managers  
FROM: Geoff Jacobs  
Transaction Manager  
DATE: May 2, 2014  
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 year's date.

- Fund #1, if the trip is going to start before July 1st and complete before July 31st you can encumber the travel this year (FY14) and the trip will be paid against (FY14) money.

- Fund #1, if the trip starts after July 1st (FY15), the authorization will be processed in TEM. Please ensure that the report date has a date of July 1st 2014 or later. Non-employee travel (recruitment or visiting professionals) authorizations will be processed on paper and encumbered in banner, please encumber the money with the transaction date in Banner reflecting July 1st 2013 or later.

- Fund #1, FY15 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 accounting 103010 no org 0446 and in the notes section put the authorization number, FY15 travel, and the correct accounting to be charged. Please email a copy of the purchase and the authorization to the Travel Office at uaf-tem@alaska.edu with the subject line of FY15 prepaid travel with 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.