



Travel
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Office of Finance and Accounting

201 Administrative Services Center, P.O. Box 757920, Fairbanks, Alaska 99775-7920

DATE: May 2, 2018
TO: UAF Travel Coordinators & Financial Managers
FROM: Rachel Jeppsen
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 (FY18) and the trip will be paid against FY18 money.
- Fund #1, if the trip starts after July 1st (FY19), 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 2018.
- Fund #1, FY19 travel purchases such as airfare or registration fees that must be purchased before July 1st on the Department Travel Card or Pro Card must be reconciled in PaymentNet 4 to the UAF prepaid travel balance sheet using accounting 103010-no org-0446. In the notes section put the authorization number, FY19 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 “FY19 prepaid travel”, the authorization number, and the traveler’s last name. After June 30th and before July 31st, Department Travel Coordinators must to prepare a JV to move amounts encumbered on 103010-no org-0446 to the correct funding source.
- **Please 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.**