

DATE: May 14, 2019

TO: UAA Travel Coordinators & Financial Managers FROM: Justine Nelson

Accounts Payable & Travel Manager

RE: Instructions for Preparing FY20 Travel Authorizations in FY19

* Restricted funds, 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. You don’t need to worry about the transaction date/report date when encumbering travel occurring in the next FY.
* Unrestricted funds, if the trip will begin before July 1st and end before July 31st encumber the travel this year (FY19) and the trip will be paid against FY19 money.
* Unrestricted funds, if the trip begins after July 1st (FY20), ensure that the report date in TEM has a report date of July 1, 2019. If you are preparing non-employee FY20 travel in Banner through FGAENCB, ensure the transaction date has a date of July 1, 2019.
* Unrestricted funds, FY20 travel purchases such as airfare or registration fees that need to be purchased before July 1st, utilizing the Department Travel Card or ProCard, must be reconciled in PaymentNet4 (PNET) to the UAA Prepaid Travel Tickets balance sheet account utilizing accounting 104110/no org/0446 for airfare purchases, and to the UAA Prepaid Miscellaneous balance sheet account utilizing accounting 104110/no org/0445 for registration fees. In the notes section put the travel authorization number, FY20 travel, and the correct accounting to be charged in FY20. Please email a copy of the purchase, the authorization and the FY20 JV to expense the airfare and/or registration fees to the Accounts Payable Office at [uaa\_accountspayable@alaska.edu.](mailto:uaa_accountspayable@alaska.edu.) The JV will be processed once we are in FY20.

**IMPORTANT TIPS TO REMEMBER:**

* **You must use a July 1st report date in TEM to utilize the FY20 temporary budgets.**
* **For general encumbrance on paper TAs, use a July 1st transaction date when you are encumbering the travel.**
* **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.**