

Travel Fiscal Year End Deadlines:

- **June 10** – Last day to submit moving expenses for processing. Disbursement Vouchers received after this date will be paid in July (FY26) through Payroll.
- **June 17** – Deadline to order ghost card airline tickets for FY25 travel.
- **Noon, Monday, June 30** – Travel Reimbursements (TR) with end dates on or before June 30 must be approved by the department and in the Travel Services' action list.
 - The Travel Manager will accrue any travel reimbursements received by this deadline but not approved by Travel Services.
 - An email will be sent to the travel arranger listserv by July 3, containing a list of travel reimbursements accrued by the Travel Manager.
 - Travel reimbursements received in Travel Services' action list after the deadline must be accrued by the department.

Action Items:

- Submit FY25 travel reimbursements as soon as possible.
- Accruals for TRs not submitted by the deadline:
 - Add the accrual document number in the notes and attachments section of the travel reimbursement. 53 and 64 accounts do not need to be accrued.
 - We no longer require departments to split travel expenses that span across June 30. Travel that begins on or before June 30 may be accrued entirely to FY25.
 - We no longer require an AV doc number to be included in the notes and attachments section of the TR before we complete final approval. We will review and approve as normal.
- Close any open travel authorizations that will not have a reimbursement, including no-cost travel. If you are unable to cancel or close a TA, it is likely to have a travel advance associated with it and will need to be canceled or closed by Travel Services.
- Travel in FY26 with expenses already reimbursed in FY25 For FY26 travel where some expenses have already been paid, recorded to ledger in FY25 (such as Ghostcard purchases, PCard payments for registrations, or other reimbursements made in advance of the trip), the expenses that have posted to the ledger should be booked as Prepaid Expense OC 1740 using an Accrual Voucher. Travel will not accrue any of these prepaid expenses. Your Accrual Voucher would debit Prepaid Expense OC 1740 and credit the appropriate Expense OC 6xxx with an auto-reversal date in mid to late July 2025.

