

Travel Services Year End Procedures

Manual Travel Vouchers

The following instructions detail the processes and timelines that apply for closing out manual travel vouchers prepared, submitted and paid manually during FY25.

- a. September 19, 2025 – Travel vouchers must be received in the ESC TDY Travel Section by this date to be processed by the end of the fiscal year 2025.

Electronically Processed Travel

The closeout process for vouchers processed in E2 Solutions is more streamlined, with special consideration in relation to year-end. The traveler creates a Travel Authorization prior to travel. Once the Authorization is approved by the Approving Official, it will interface into Delphi creating an obligation i.e., setting aside the funds. When the Travel Voucher is processed, regardless of whether it is submitted before end of year or in the next fiscal year, it is paid against the encumbered funds created by the Authorization. Therefore, there should be no need for establishing estimates at year-end. However, there are situations that will require special consideration regarding travel that begins in FY25 and will end during FY26 as well as travel arrangements that must be made in FY25 for travel that will not begin until FY26. These will be discussed in more detail below.

Travel for Trips Taken in FY 2025

All trip authorizations for travel to be taken in FY25 should be processed and finally approved in E2 Solutions by close of business on September 24, 2025. Authorizations that are finally approved and received after the cut-off date will be processed, if possible, and will establish an obligation.

All travel vouchers should be processed and finally approved in E2 Solutions by close of business on September 24, 2025. Vouchers received after the cut-off date will be processed, if possible, and will be offset against established obligations.

Vouchers for trips, where the Authorization was created and not finally approved until after the cut-off date, can still be processed in E2 Solutions but will not be interfaced into Delphi for payment until the financial system comes up in FY26. *The CRITICAL nature of the date ,September 24, 2025, in order to obligate funds in Delphi, i.e., reserve funds, the Authorization must be created by the traveler and finally APPROVED by the Approving Official prior to the last interface of FY25.*

Trips Bridging the Fiscal Years

Trips that begin in FY25 but will end sometime in FY26 may require special attention.

If the FY25 fund is a **multi-year fund** and can be used for FY26, there is no need to follow the Trips Bridging the Fiscal Years instructions.

One year funding must follow the instructions for trips bridging fiscal years.

Furthermore, if the funds are identified correctly, the expenditure/obligation will be recorded to the appropriate accounts and the obligation that was created in FY25 citing only FY25 funds will be de-obligated. FY25 funds that were tied up via the authorization at year-end, and then later de-obligated in FY26 when the voucher was processed, would result in the loss of use of those FY25 funds de-obligated in FY26 as they would have expired.

A manual workaround has been developed to avoid the loss of FY25 funds. The workaround will allow the traveler to create their Authorization in E2 Solutions in the normal manner. However, prior to signing and forwarding to their Approving Official, they will need to make a few manual adjustments that will, in effect, reverse out the expenses that would be applicable to FY26 such as lodging, M&IE or any other expense. **Step by step guidance can be found directly below under Travel Authorization and Travel Voucher.**

The following instructions are provided for preparing **Travel authorizations in E2 Solutions for trips that will begin in FY25 and end in FY26, i.e., bridging the two fiscal years.** These instructions must be followed to accurately account for travel expenses in FY25. ***Note: Departing on date and Returning on date are your actual trip dates.*** If the traveler requires assistance in making the adjustments, they can contact the ESC E2 Solutions Help desk at 1 (866) 641-3500 Option 7.

Travel Authorization for Trips bridging the fiscal years

1. Book airfare, lodging and rental car as normal.
2. In Expenses Step 4, add only expenses you expect to incur in the month of September.
3. On the Expenses Page Step 4 select Modify on the Lodging expense. **You will need to zero out any lodging expense in FY26 by changing the Per Diem drop down to show No Expenses,** select Save and Close. Select Modify on the Meals and Incidentals expense line. **You will need to zero out any M&IE in FY26 by changing the Per Diem drop down to show No Expenses,** Select Save and Close.
4. Go to Accounting Step 5 and add FY25 line(s) of accounting only.
5. Summary Step 7, go through the normal steps and send your document for approval.

Travel Vouchers require an amendment to the authorization before they can be processed for trips bridging the fiscal years.

1. **Amend Authorization when FY26 funds are available in Delphi**
2. Before creating the travel voucher, you must first modify the expenses for FY26 (add back lodging and M&IE and any other FY26 expenses you may have).
3. In Expenses Step 4, add in all expenses incurred in September and October with the correct date they were incurred.
4. On the Expenses Page Step 4, **select Modify on the Lodging expense line.** You will need to add any lodging expense in FY26 **by changing the No Expenses drop down to show Per Diem;** you will then need to enter in the amount of lodging for those days under the Amount column. Select Save and Close. **Select Modify on the Meals and Incidentals expense line.** You need to add any M&IE in FY26 **by changing the No Expenses drop down to show Per Diem,** Select Save and Close.
5. Go to Accounting Step 3 and add additional line(s) of accounting for FY26. You will then need to **allocate your expenses by Date.**
6. Continue on to Summary Step 7 and go through the normal steps to send your document for approval.
7. When you are ready to complete the voucher, create as usual.

Travel for Trips to be taken in FY26

Travel for trips that will be booked in FY25 for travel that is taking place only in FY26 need to be booked using the Make Reservations feature available through the quick links on the E2 homepage.



Start a Travel Document

What would you like to do today?

Make Reservations



Go

After the reservations are confirmed, the confirmation code will pop up on the next screen with the option to create authorization or save for later. Create the authorization and process in FY26 once accounting and funding are available. **Four business days** (no sooner) prior to departure the traveler will then need to **call the TMC** and provide the confirmation code to complete booking and ensure ticketing.

Travel for trips that will be booked in early FY26 with multi-year funds can be completed through the normal E2 reservation and authorization approval process.

If the traveler cannot process the authorization due to lack of funding or accounting code not available in Delphi, the traveler will need to contact the TMC. The traveler will provide the TMC with the confirmation code provided on the reservations page of the authorization to complete booking and ensure ticketing. When the traveler returns from their trip, they will then be able to process their authorization, once approved and obligated, create the voucher for approval and payment.

Should you have questions pertaining to this process please, contact ESC E2 Solutions Help desk number is 1 (866) 641-3500, Option 7.

Permanent Change of Station (PCS)

The following instructions detail the processes and timelines that apply for closing out PCS authorizations and vouchers submitted and paid during FY25. These instructions apply to all ESC customers serviced by the PCS Office, AMK-341, at the Aeronautical Center in Oklahoma City.

- a. September 19, 2025 – All HR coordinated PCS packages should be received by September 19, 2025 and will be completed by September month end.
- b. September 19, 2025 – All International PCS orders and orders prepared by others must be received by September 19, 2025.
- c. September 19, 2025 – The cut-off date for all PCS travel vouchers for FY25 is September 19, 2025. Any vouchers received after the cut-off date will be processed in October 2025.
- d. Email PCS orders and vouchers to 9-AMC-AMK343-PCS-Travel@faa.gov with “Authorization/Voucher Assistance” in the subject line. If you need assistance, please contact the PCS office at (405) 954-2060.