

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 FY24.

- a. September 20, 2024 – Travel vouchers must be received in the ESC TDY Travel Section by this date to be processed by the end of the fiscal year 2024.

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 FY24 and will end during FY25 as well as travel arrangements that must be made in FY24 for travel that will not begin until FY25. These will be discussed in more detail below.

Travel for Trips Taken in FY 2024

All trip authorizations for travel to be taken in FY24 should be processed and finally approved in E2 Solutions by close of business on September 25, 2024. 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 25, 2024. 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 FY25. *The CRITICAL nature of the date ,September 25, 2024, 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 FY24.*

Trips Bridging the Fiscal Years

Trips that begin in FY24 but will end sometime in FY25 may require special attention.

If the FY24 fund is a **multi-year fund** and can be used for FY25, 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 FY24 citing only FY24 funds will be de-obligated. FY24 funds that were tied up via the authorization at year-end, and then later deobligated in FY25 when the voucher was processed, would result in the loss of use of those FY24 funds deobligated in FY25 as they would have expired.

A manual workaround has been developed to avoid the loss of FY24 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 FY25 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 FY24 and end in FY25, i.e., bridging the two fiscal years.** These instructions must be followed to accurately account for travel expenses in FY24. ***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

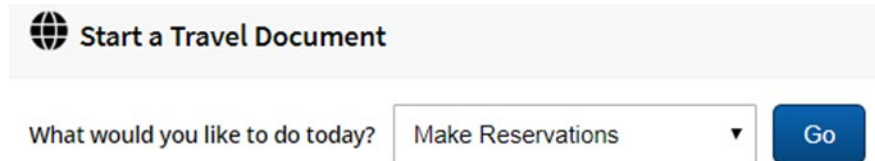
1. Book airfare, lodging and rental car as normal.
2. In Expenses Step 4, add only expenses you expect to incur in the month of September.
3. On the Expenses Page Step 4 select Modify on the Lodging expense. **You will need to zero out any lodging expense in FY25 by changing the Per Diem drop down to 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 FY25 by changing the Per Diem drop down to show No Expenses,** Select Save and Close.
4. Go to Accounting Step 5 and add FY24 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 FY25 funds are available in Delphi**
2. Before creating the travel voucher, you must first modify the expenses for FY25 (add back lodging and M&IE and any other FY25 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 FY25 **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 FY25 **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 FY25. 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 FY25

Travel for trips that will be booked in FY24 for travel that is taking place only in FY25 need to be booked using the Make Reservations feature available through the quick links on the E2 homepage.



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 FY25 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 FY25 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 FY24. These instructions apply to all ESC customers serviced by the PCS Office, AMK-341, at the Aeronautical Center in Oklahoma City.

- a. September 20, 2024 – All HR coordinated PCS packages should be received by September 20, 2024 and will be completed by September month end.
- b. September 20, 2024 – All International PCS orders and orders prepared by others must be received by September 20, 2024.
- c. September 20, 2024 – The cut-off date for all PCS travel vouchers for FY24 is September 20, 2024. Any vouchers received after the cut-off date will be processed in October 2024.
- 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.