R 131857Z SEP 24 MID120001385211U
FM COMCOGARD PSC WASHINGTON DC
TO ALCGPSC
BT
UNCLAS
ALCGPSC 123/24
SSIC 7000
SUBJ:  E-GOV TRAVEL SYSTEM (ETS) FY24-25 CROSSOVER GUIDANCE
A. ALCGFINANCE 023/24, FY24 FINANCIAL MANAGENT AND REPORTING CLOSEOUT GUIDANCE
B. ALCGFINANCE 029/24, GUIDANCE FOR TEMPORARY DUTY TRAVEL
ORDERS CROSSING FISCAL YEARS
1. This ALCGPSC provides guidance for ETS use in preparation for FY25 and
required actions for users and approvers.
2. Preparation for FY25:
a. To better support the traveler, CWT Sato Travel will turn off the funds
check function in ETS while funds are loaded into FSMS, between 01 October
and 14 October 2024. ETS bulletins will provide updates on the funds check
status. During this time, travelers may still enter authorizations/vouchers
into ETS, but it will not transmit into FSMS, until FSMS functionality is
fully restored. Travelers should obtain travel approvals using the normal
routing process to ensure reservations are ticketed. Travel crossing into
or originating in FY25 cannot be vouchered until the Office of Resource
Management (CG-83) applies funds to the funding reference data (POET) as
per ref (B).
b. Travel originating in FY25. With exception to travel funded by single-year,
expiring appropriations occurring within timeframes specified in paragraphs
3 and 4 of reference (B), travel should not be obligated until October 2024.
When booking travel that crosses fiscal years, airfare and rental cars fully
reserved and paid to SATO: FY24 funds may pay for the entire reservation, to
include roundtrip flights, even if the return flight or rental car return
occurs in FY25. One-way fares are charged to the fiscal year in which the
travel occurs. Lodging must be set to no reimbursement for the FY25 dates
and later adjusted via an amendment, to reflect expenses in the correct
fiscal year. Ref (B) discusses airfare procurement.
c. Open Authorizations (OA) from Direct Access: Members in receipt of PCS,
Separation, or Reserve orders must check ETS for an OA to use for planning
travel. Reserve members will see an OA for Active Duty for Training - Annual
Training (ADT-AT) periods; however, contingency travel requires direct entry
of a POET to create authorizations. Ref (C) provides guidance on the
transition from OAs to direct entry of a POET for reimbursement to attend
C-schools (TDY).
3. Required actions for users:
a. Travelers must use ETS to book official travel. To minimize travel costs
and meet system goals for electronic booking, calls to CWT Sato Travel should
be limited to complex travel needs such as international flights without
contracted fares, urgent travel within 48 hours, and booking the Alaska
Marine Highway System. For deferred travel or travel which starts in FY24,
travelers should submit a travel voucher for FY24 expenses incurred as soon
as FSMS functionality is restored. The deadline for entering travel
authorizations/obligations in ETS is 27 SEP 24. Upward adjustment voucher

payments submitted after the cut-off date will not be paid out until 30 days after the financial system is restored. No increases in FY24 authorizations/obligations can be transmitted prior to 15 NOV 24. Vouchers that are more than the authorization must be adjusted before 27 SEP 24 to ensure funds are obligated and the voucher is paid while the system is online.

b. Cardholders are required to file a travel voucher within three (3) days of travel completion and should use split disbursement to pay the balance. Personnel with unreimbursed travel must notify AOs to take corrective action.

c. Travelers should immediately notify the Funds Approver when travel is cancelled so unit funds managers can de-obligate the funds. Funds approvers or funds managers must manually de-obligate unused travel obligations for trips cancelled after ticketing.

d. Unused travel obligations: Travel PO numbers that end with "-CBA" must not be de-obligated under any circumstance. The best mitigation method at this time is to minimize CBA usage by ensuring CBA is approved only when necessary. Members with a GTCC should not use the CBA unless extenuating circumstances exist. Members without a GTCC should be actively working to obtain one.

4. Required actions for approvers:

a. Approving Officials (AOs) and funds managers (FMs) are reminded of their responsibilities as Treasury Funds Certifying Officials. Funds approvers must ensure the POET is accurate and, where applicable, ensure documentation supporting the use of a POET belonging to another organization is uploaded. AOs should verify the form of payment, to wit: Traveler, Travel Charge Card, or Agency Billed, is properly selected and allowed by policy. Additionally, AOs should scrutinize the class of airfare selected and, before vouchering, account for any upward adjustment in costs to ensure the travel remained within policy.  AOs and FMs are reminded to review and de-obligate all unnecessary travel documents.

b. AOs should question their members to identify authorizations or vouchers that do not have final approval or are no longer needed and delete unnecessary claims. Command Travel Managers should use available GTCC balance reports to encourage reconciliation before the end of the FY.

5. PCS travel claim guidance: Military personnel must submit PCS travel claims to their AO for completion using mLINQS. Once the AO has approved the mLINQS portion the member will enter into ETS. The Pay and Personnel Center (PPC) website provides user guides on the PCS travel claim process.

6. During the FSMS shutdown period (1 October – 14 October), hold all travel authorizations in ETS at the AO level. With the exception of CBA travel authorizations. AO's will need to send the "Printable Travel Authorization to the Travel Management Center, copying Michael.A.Duchossois@uscg.mil and Matthew.A.Falor2@uscg.mil for verbal authorization to use the CBA. This will prevent errors and mispayments. When FSMS comes back online, AOs can then approve authorizations for payment in FSMS.

7. Travel assistance is available through the online help tool in ETS, guidance on the PPC website, and from the AO supporting the unit. The ETS website remains the best resource for ETS-related news, training, and tips for processing travel. Users can access the website at: (Copy and Paste the URL Below into Browser) https://www.dcms.uscg.mil/ppc/Travel/ETS/Guides/

8. For other related questions, please contact Mr. Michael A. Duchossois,

(PSC-BOPS-r) at (703) 254-7175 or Michael.A.Duchossois@uscg.mil or Mr. Matthew A Falor, (PSC-BOPS-r) at (703) 258-5996 or Matthew.A.Falor2@uscg.mil.

9. RDML Z. Merchant, Commander, Personnel Service Center, sends.

10. Internet release is authorized.