

UNCLASSIFIED//

RTTUZYUW RHOIAAA0001 2291406-UUUU--RHSSUU.

ZNR UUUUU

R 161403Z AUG 24

FM COMDT COGARD WASHINGTON DC

TO ALCGFINANCE

BT

UNCLAS

ALCGFINANCE 029/24

SUBJ: GUIDANCE FOR TEMPORARY DUTY TRAVEL ORDERS CROSSING

FISCAL YEARS

REF: (A) FY24 FINANCIAL MANAGEMENT AND REPORTING CLOSEOUT GUIDANCE,
ALCGFINANCE 023/24

1. This guidance shall be used for temporary duty travel crossing fiscal years (FY). Specifically, this applies to cases where advanced preparation in FY24 is required to effectively facilitate travel in FY25. FY24 travel is any that occurs on or before 30 September 2024. FY25 travel is any that will occur from 01 October 2024 through 30 September 2025.

2. For travel that begins in FY24 and crosses into FY25:

a. Do NOT obligate FY25 funding in FY24. CG-83 will distribute FY25 funding to projects and tasks (POETs) only after a Continuing Resolution is enacted, at which time FY25 obligations can be made.

b. 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, with exception to travel occurring in the first week(s) of FY25, per paragraphs 3 and 4.

c. Per Diem/Lodging/Incidentals: The FY24 portion of these travel expenses must be charged to the FY24 POET, while the portion of these travel expenses occurring in FY25 must be charged to the FY25 POET.

d. Enter the following in the travel order remarks: "Full transportation expenses are authorized on the FY24 POET. All other related expenses from the date of travel through 30 September 2024 are authorized to be charged to the FY24 POET. All travel expenses from 01 October 2024 through the end of travel will be charged to the FY25 POET subject to an approved appropriation and budget authority."

e. In ETS: No later than 30 September 2024, all FY25 travel portions must be set to "no entitlements" to ensure FY24 funds are not charged for FY25 entitlements. After 30 September, amend the original travel authorization with the FY25 POET and fund the FY25 entitlements.

3. Paragraph 10.a. of reference (A) is amended as follows: for CONUS travel commencing 01 through 07 October (inclusive) 2024:

a. Due to airfares being charged at the time of ticket issuance, full roundtrip airfare may be charged to the FY24 POET to ensure a timely reservation and availability.

b. All other travel entitlements, including rental cars, shall be charged to the FY25 POET and funded accordingly upon receipt of budget authority.

4. Paragraph 10.a. of reference (A) is amended as follows: for OCONUS travel commencing 01 through 21 October (inclusive) 2024:

a. Due to airfare being charged at the time of ticket issuance, and the significant lead time necessary to reserve international airfare, full roundtrip airfare may be charged to the FY24 POET to ensure a timely reservation and availability.

b. All other travel entitlements, including rental cars, shall be charged to the FY25 POET and funded accordingly upon receipt of budget authority.

5. Direction during a Lapse in Appropriations:

a. In the case of a lapse in appropriations, members will cancel their travel unless it meets one of the excepted/exempted missions outlined in the Consolidated Lapse in Appropriations Guidance, located at:

https://uscg.sharepoint-mil.us/sites/CGCC/Appropriations_Lapse.

Upon cancellation, the SATO airfare fee will still be paid using funding from the FY in which the travel obligation was created.

b. Travelers in a travel status will await further instruction as whether to return to unit or remain in place.

6. Only obligate the required FY24 portion of all TDY travel. Do not charge FY25 expenses to FY24 when entering travel in ETS.

7. Except in emergent cases, all FY24 obligations must be entered into ETS. No unobligated or unfunded Direct Access open authorizations or group authorizations are authorized in ETS after 27 September 2024.

8. For deferred travel or travel which starts in FY24, travelers should submit a travel voucher for FY24 expenses incurred as soon as is practicable. Per reference (A), all travel actions, including approval of travel vouchers and funding for travel authorizations (TAs) must be completed by 27 September 2024 to be processed in FY24. Upward adjustment voucher payments submitted after this date will not be paid out until approximately 30 days after the financial system is restored. No increases in FY24 authorizations/obligations can be transmitted prior to 15 November 2024. Vouchers that are more than the authorization must be adjusted before 27 September 2024 to ensure funds are obligated and the voucher is paid while the system is online.

9. During FSMS shutdown period (1 October - 14 October), hold all travel authorizations in ETS at the AO level. This will prevent errors and mispayments. When FSMS comes back online, AOs can then approve authorizations for payment in FSMS.

10. For more information regarding ETS, please visit:

<https://www.dcms.uscg.mil/ppc/travel/ets2/> or email the Travel Management Office at

HQS-SMB-CG-1332-TravelManagementOffice@uscg.mil

11. POC: For more information regarding TDY travel preparations, contact CDR Mario Teixeira, CG-833.

12. CAPT P. J. Granati, Office of Resource Management (CG-83), sends.

13. Internet release is authorized.

BT

#0001

NNNN

UNCLASSIFIED//