Travel with FY24 to FY25 Crossover

Guide in how to enter and process travel that crosses over the fiscal year. Specific for FY24- FY25 guidance.

Start the Trip Authorization as you normally would.

For the dates include the entire trip dates, where the start date is on or before Sept. 30 and the return date is on or after Oct. 1

Departing Date:*	26-Sep-2024	
Departing Time:*	08:00 AM 🗸	
Departing From: *	Washington, DC, United States	
Going To:*	Seattle, WA, United States	
Arrival Date:*	26-Sep-2024	
Mode of Transportation:*	Commercial Plane	
Reason For Stop:*	Temporary Duty	

Add Site Add Break	< Comparison of the second s	
[Site 2] End: Seattle, WA, Unite	d States on 04-Oct-2024 to Washington, DC, United States	
Returning Date:* Returning From:	04-Oct-2024	
Returning To:*	Washington, DC, United States	6
Arrival Date:*	04-Oct-2024	
Arrival Time:**	04:00 PM 🗸	
Mode of Transportation:*	Commercial Plane	

*Required **Required if trip duration is less than three days In the Expenses Step, only ente expenses that occur on or before Sept. 30. The only exception will be the Voucher Fee.

Please note: Round Trip Airfare and Rental Car will be included as FY24 expenses.

Lodging and M&IE will need to manually modified. Select Modify on the Lodging line

raveler Nam	e:	Trip ID:	Authorizat	ion Status: New Authorization			
Expense h	as been added	successfully.					
xpense Infor	mation						
Travel Charg	e Card: 1266.	.50					
Fraveler:	2444.	.25					
Unassigned:	0.	.00					
Amount:	3710.	.75					
✓ Filter O	ptions						
 ✓ Filter O Order by: D 	ate V	Sort Ascending	Sort Descending				
 ✓ Filter O Order by: D Date 	ate V Type	Sort Ascending Amo	Sort Descending		Pay To	Alerts	Modify Copy De
 Filter O Order by: D Date 26-Sep-2024 	ate Type Airfare	Sort Ascending Amo 85	Sort Descending ount Description		Pay To Travel Charge Card	Alerts	Modify Copy Del <u>Modify Copy De</u> l
 Filter O Order by: D Date 26-Sep-2024 26-Sep-2024 	ate Type Airfare Lodging	Sort Ascending Amo 85 172	Sort Descending ount Description 0.00 4.00 Lodging expens including lodging	e in Seattle, WA, United States g taxes	Pay To Travel Charge Card Traveler	Alerts	Modify Copy Del <u>Modify Copy Del</u> <u>Modify</u>
 Filter O Order by: D Date 26-Sep-2024 26-Sep-2024 26-Sep-2024 	ate Type Airfare Lodging Meals and In	Sort Ascending Amo 85 172 cidentals 72	Sort Descending ount Description 0.00 4.00 Lodging expens including lodgin 0.25 M&IE expense in	e in Seattle, WA, United States g taxes n Seattle, WA, United States	Pay To Travel Charge Card Traveler Traveler	Alerts	Modify Copy Del Modify Copy Del Modify Modify
 Filter O Order by: D Date 26-Sep-2024 26-Sep-2024 26-Sep-2024 26-Sep-2024 26-Sep-2024 	ate Type Airfare Lodging Meals and In Rental Car	Sort Ascending Amo 85 172 cidentals 72 40	Sort Descending ount Description 0.00 4.00 Lodging expens including lodgin 0.25 M&IE expense in 0.00	e in Seattle, WA, United States g taxes n Seattle, WA, United States	Pay To Travel Charge Card Traveler Traveler Travel Charge Card	Alerts	Modify Copy Del Modify Copy Del Modify Modify Modify Copy Del

Add New Expense

On the dates beginning Oct. 1 and after will need to have the reimbursement type to No Expense.

Repeat for each day.

This will change the amount to \$0.00

Once completed all days, Save and Close

Lodging Expenses

✓ Filter Options
✓ Apply to All Displayed Expenses

Lodging Site: S	Seattle, WA, United	States								
Order by: Da	ate	✓ Sort Ascend	ling Sort Des	cending						
Date	Reimbursement 1	ype Per Diem Rate	Amount	Allowed	Estimated Tax	Pay To		Day Off	Shared N	otes Alerts
26-Sep-2024	Per Diem 🗸	232.00	232.00	232.00	0.00	Traveler	~			
27-Sep-2024	Per Diem 🗸	232.00	232.00	232.00	0.00	Traveler	~			
28-Sep-2024	Per Diem 🗸	232.00	232.00	232.00	0.00	Traveler	~			
29-Sep-2024	Per Diem 🗸	232.00	232.00	232.00	0.00	Traveler	~			
30-Sep-2024	Per Diem 🗸	232.00	232.00	232.00	0.00	Traveler	~			
01-Oct-2024	Per Diem 👻	188.00	188.00	188.00	0.00	Traveler	~			
02-Oct-2024	Actual	188.00	188.00	188.00	0.00	Traveler	~			
03-Oct-2024	No Expenses	188.00	188.00	188.00	0.00	Traveler	~			
04-Oct-2024	Reduced	188.00	0.00	0.00	0.00				No	
		Running Totals:	1724.00	1724.00	0.00					
Save and C	lose	Exit Window								
	Lo	dging Expenses							¢	
		✔ Filter Options	All Displayed Expenses							
		Lodoine City, Contain WA United Stat	h							



8

Next the Meals and Incidentals will need to be manually modified.

Select 'Modify' on that line

Expense ha	as been added successfully				
Expense Inforr	nation				
Travel Charge Traveler: Unassigned: Amount:	e Card: 1266.50 2444.25 0.00 3710.75				
 ✓ Filter O_i Order by: Date 	ate Type	Amount Description	Pay To	Alerts	Modify Copy Dele
 ✓ Filter O, Order by: Di Date 26-Sep-2024 	ate Type Airfare	Amount Description 850.00	Pay To Travel Charge Card	Alerts	Modify Copy Deler
 ✓ Filter O Order by: Di Date 26-Sep-2024 26-Sep-2024 	ptions ate Sort Asce Type Airfare Lodging	Amount Description 850.00 1724.00 Lodging expense in Seattle, WA, United including lodging taxes	Pay To Travel Charge Card Traveler	Alerts	Modify Copy Delet
 Filter O Order by: Di Date 26-Sep-2024 26-Sep-2024 26-Sep-2024 	ate Sort Asce Type Airfare Lodging Meals and Incidentals	Amount Description 850.00 1724.00 Lodging expense in Seattle, WA, United including lodging taxes 720.25 M&IE expense in Seattle, WA, United Sta	Pay To Travel Charge Card itates Traveler :es Traveler	Alerts	Modify Copy Delet Modify Copy Delet Modify Modify
 Filter O Order by: Di Date 26-Sep-2024 26-Sep-2024 26-Sep-2024 26-Sep-2024 	ate Sort Asce Type Airfare Lodging Meals and Incidentals Rental Car	Amount Description 850.00 1724.00 Lodging expense in Seattle, WA, United including lodging taxes 720.25 M&IE expense in Seattle, WA, United Stat 400.00	Pay To Travel Charge Card Traveler tes Traveler Travel Charge Card	Alerts	Modify Copy Deler Modify Copy Deler Modify Modify Image: Copy Deler Modify Modify Image: Copy Deler

On the dates beginning Oct. 1 and after will need to have the reimbursement type to No Expense.

Repeat for each day.

There will be an exception on the return travel day, it is locked and can not be changed. It will show as the 75% of per diem allowed.

29-

30-

Sep-2024 01-

Oct-

2024

02-

Oct-

2024

2024 04-

2024

03-Oct-

Sep-2024

This will change the amount to \$0.00

Once completed all days, Save and Close

Meals and Incidental Expenses Date Reimbursement Type Notes Diem Day Pay Io Incidentals Amount Provided Provided Incidentals . Meals Off 26-Per Diem \square Traveler ~ Sep-✓ 74.00 5.00 \square 59.25 2024 27-Per Diem Sep-✓ 74.00 5.00 Traveler ~ 79.00 2024 28-Per Diem ✓ 74.00 5.00 Traveler ~ Sep-79.00 2024 29-Per Diem Sep-✓ 74.00 5.00 79.00 Traveler ~ 2024 30-Per Diem Sep-✓ 74.00 5.00 79.00 Traveler ~ 2024 01-Per Diem Traveler Oct-✓ 87.00 5.00 92.00 ~ 2024 Actual . 02-EUM GMR/PMR Sa Exit Window No Expenses Meals and Incidental Expenses Occasional Meals Per Diem ✓ 74 Per Diem Reduced Per Diem ✓ 74. Back to Step 3: Site Details ▶ 87.00 5.00 0.00 Traveler ~ No Expenses Traveler ♥ 87.00 ~ No Expenses 5.00 0.00 No Expenses ▶ 87.00 5.00 0.00 Traveler ~ Oct- Per Diem 87.00 5.00 0.00 Total Estimated M&IE: 375.25 Save and Close Save Exit Window

0

Once all the expenses that occurred in FY24 only have been entered select

Save and Next Step

Step 4 : Expenses 💡				
Traveler Name:	Trip ID: Authorization Status: New Authorization			
Expense has been added successf	ully.			
Expense Information				
Travel Charge Card: 1266.50 Traveler: 2444.25 Unassigned: 0.00 Amount: 3710.75 V Filter Options Order by: Date V Sort A	scending Sort Descending			
Date Type	Amount Description	Pay To	Alerts	Modify Copy Delete
26-Sep-2024 Airfare	850.00	Travel Charge Card		<u>Modify Copy Delete</u>
26-Sep-2024 Lodging	1724.00 Lodging expense in Seattle, WA, United States including lodging taxes	Traveler		Modify
26-Sep-2024 Meals and Incidentals	s 720.25 M&IE expense in Seattle, WA, United States	Traveler		<u>Modify</u>
26-Sep-2024 Rental Car	400.00	Travel Charge Card		<u>Modify</u> <u>Copy</u> <u>Delete</u>
04-Oct-2024 Voucher Transaction Fee	16.50 Voucher Transaction Fee	Travel Charge Card		
				Showing 1 - 5 of 5
			Ro	mark: Reduced:-

Add New Expense



Save and Next Step

Complete the remaining steps of the authorization as normal. Submit for approval.

tep 5 : Accounting 💡					
raveler Name: Trip ID: Au	thorization Status: New Authorization				
This step will be completed during the approval process by	y the Funds Manager				
Account Code created. 1 account code(s) added to page.					
ccounting					
Description Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete
UCGR240088\24DCMM1407\03000 CG PA A SCHOOL\210023	\$0.00 \$	2870.75	100.00 %	Add	Delete
	Total: Remaining amount to be allocated: Total claim amount:	\$2870.75 \$0.00 \$2870.75	100.00%		
Select Account Codes					
Save and Next Step Save Back to Step	<u>4: Expenses</u>				



Trip Dashboard

uthorizations					
Begin Date	End Date	ID	Total Amount Status	State Show	Delete
.6-Sep-2024	04-Oct-2024	1254346	\$2870.75 Approved - Obligation Accepted	Show	

Once travel has ended, and a continuing resolution has been approved for FY25, an amendment will need to be done to account for the FY25 expenses prior to vouchering.



Once in the Expenses Step, add any expenses that occurred on or after Oct. 1. (i.e. fuel, return flight baggage, tolls, POV milage back from airport, etc)

The Lodging and M&IE will need to be modified to add back in the FY25 dates.

Select Modify on Lodging

Step 4 : Expenses 💡				
raveler Name:	Trip ID: Authorization Status: New Autho	rization		
Expense has been added success	fully.			
xpense Information				
ravel Charge Card: 1266.50 raveler: 1704.25 Jnassigned: 0.00 4mount: 2970.75 ✓ <i>Filter Options</i> Order by: Date ✓ Sort A	Ascending Sort Descending			
Date Type	Amount Description	Pay To	Alerts	Modify Copy Delete
26-Sep-2024 Airfare	850.00	Travel Charge Card		Modify Copy Delete
26-Sep-2024 Lodging	Lodging expense in Seattle, WA, United St including lodging taxes	ates Traveler		<u>Modify</u>
26-Sep-2024 Meals and Incidental	s 444.25 M&IE expense in Seattle, WA, United State	es Traveler		<u>Modify</u>
26-Sep-2024 Rental Car	400.00	Travel Charge Card		Modify Copy Delete
04-Oct-2024 Checked Baggage Fe	e 50.00	Traveler		Modify Copy Delete
04-Oct-2024 Fuel	50.00	Traveler		Modify Copy Delete
04-Oct-2024 Voucher Transaction Fee	16.50 Voucher Transaction Fee	Travel Charge Card		
Add New Expense			Rem	Showing 1 - 7 of 7 ark:

On the days on Oct. 1 and after, select the Per Diem or other reimbursement type as applicable.

This will bring up the text field under Amount and allowed that will need to be filled in accordingly.

Lodging Expenses

Date 26-Sep-2024 27-Sep-2024

0.00.07.100

28-Sep-2024 29-Sep-2024

30-Sep-2024 01-Oct-2024

02-Oct-2024

04-Oct-2024 F

Repeat for each additional day.

Save and Close when complete.

						ung	0011200								
	D	Date	Reimburs	ement Type	e Per Diem Rat	2	Amount	Allowed	Estimated Tax	Pay To		Day Off	Shared	Notes /	Alerts
	2	26-Sep-2024	Per Dien	n 🗸	232.0		232.00	232.00	0.00	Traveler	~				
	2	27-Sep-2024	Per Dien	n 🗸	232.0		232.00	232.00	0.00	Traveler	~				
	2	28-Sep-2024	Per Dien	n 🗸	232.0		232.00	232.00	0.00	Traveler	~				
	2	29-Sep-2024	Per Dien	n 🗸	232.0		232.00	232.00	0.00	Traveler	~				
	3	30-Sep-2024	Per Dien	n 🗸	232.0		232.00	232.00	0.00	Traveler	~				
	0	01-Oct-2024	No Expe	enses 🗸	188.0	D	0.00	0.00	0.00	Traveler	~				
	0	02-Oct-2024	Actual		188.0	0	0.00	0.00	0.00	Traveler	~				
	0	03-Oct-2024	No Expe	nses	188.0	D	0.00	0.00	0.00	Traveler	~				
	C	04-Oct-2024	Reduced		188.0	D	0.00	0.00	0.00				No		
					Running Totals	:	1160.00	1160.00	0.00						
							1160.00								
				lotal E	stimated Lodging	:	1100.00								
rse		Save and CI	ose	Save	stimated Lodging Exit Window		1100.00								
rse em		Save and Cl	lose	Save	Exit Window		1100.00								
em em	·	Save and Cl	lose	Save	Exit Window	0.00	Traveler		✓						
em em em	- - -	Save and Cl 23 23	ose	Save 232.00	Exit Window 232.00 232.00	0.00	Traveler		 			1			
em em em	× × ×	Save and Cl 23 23 23	lose 2.00 2.00 2.00	Save 232.00 232.00 232.00	Exit Window 232.00 232.00 232.00 232.00	0.00 [0.00 [0.00 [Traveler Traveler Traveler		 						
em em em em	× × ×	Save and Cl 233 233 233 18	lose 2.00 2.00 2.00 8.00	Save 232.00 232.00 232.00 188.00	Exit Window 232.00 232.00 232.00 188.00	0.00 [0.00 [0.00 [0.00 [Traveler Traveler Traveler Traveler		 <						
em em em em em		Save and Cl 23 23 23 18 18	Lose	Save 232.00 232.00 232.00 188.00 188.00	Exit Window 232.00 232.00 232.00 188.00 188.00	0.00 (0.00 (0.00 (0.00 (0.00 (0.00 (Traveler Traveler Traveler Traveler Traveler		 						
em em em em em em em		Save and Cl 23: 23: 23: 18: 18: 18: 18:	lose 2.00 [Save 232.00 232.00 232.00 188.00 188.00 188.00	Exit Window 232.00 232.00 188.00 188.00 188.00	0.00 [0.00 [0.00 [0.00 [0.00 [0.00 [Traveler Traveler Traveler Traveler Traveler Traveler		 <						
em em em em em em		Save and Cl 233 233 233 184 184 184 184 184 184	ose 2.00 [Save 232.00 232.00 232.00 188.00 188.00 188.00 0.00	Exit Window 232.00 232.00 232.00 188.00 188.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Traveler Traveler Traveler Traveler Traveler Traveler		 <						

Next the Meals and Incidentals will need to be manually modified to add the FY25 dates back in.

Select 'Modify' on that line

tep 4 : Expenses 💡				
raveler Name: Trip	ID: Authorization Status: New Authorization	1		
Expense has been added successfully				
xpense Information				
iravel Charge Card: 1266.50 iraveler: 1704.25 Jnassigned: <u>0.00</u> Amount: 2970.75 ✓ <i>Filter Options</i> Order by: Date ✓ Sort Asce	nding Sort Descending			
Date Type	Amount Description	Pay To	Alerts	Modify Copy Delete
26-Sep-2024 Airfare	850.00	Travel Charge Card		Modify Copy Delete
26-Sep-2024 Lodging	Lodging expense in Seattle, WA, United States including lodging taxes	Traveler		<u>Modify</u>
26-Sep-2024 Meals and Incidentals	444.25 M&IE expense in Seattle, WA, United States	Traveler		<u>Modify</u>
26-Sep-2024 Rental Car	400.00	Travel Charge Card		<u>Modify</u> <u>Copy</u> <u>Delete</u>
04-Oct-2024 Checked Baggage Fee	50.00	Traveler		Modify Copy Delete
04-Oct-2024 Fuel	50.00	Traveler		<u>Modify</u> <u>Copy</u> <u>Delete</u>
Voucher Transaction 64-Oct-2024 Fee	16.50 Voucher Transaction Fee	Travel Charge Card		
Add New Expense			Re	Showing 1 - 7 of 7 emark: ^[11] Reduced:

On the days on Oct. 1 and after, select the Per Diem or other reimbursement type as applicable.

Repeat for each additional day.

29-

Sep-

2024 30-

Sep-

2024 01-

Oct-

2024 02-

Oct-

2024 03-Oct-

2024 04-

Oct-

2024

This will add the total amount back in for those days.

Save and Close when complete.

Meals and Incidental Expenses 29-Sep-Per Diem ✓ 74.00 5.00 Traveler 79.00 × 2024 30-Per Diem Traveler Sep-✓ 74.00 5.00 79.00 ~ 2024 01-Traveler Oct-No Expenses 87.00 5.00 0.00 ~ × 2024 Actual 02-EUM Traveler ~ Oct-87.00 5.00 0.00 2024 GMR/PMR 03-No Expenses Oct-87.00 Traveler ~ 5.00 0.00 Occasional Mea 2024 Per Diem 04-Reduced Traveler Oct-87.00 5.00 69.00 ¥ 2024 Total Estimated M&IE: 444.25 Meals and Incidental Exp Save Exit Window Save and Close Per Diem Per Diem ✓ 74.00 5.00 79.00 Traveler ¥ Per Diem ✓ 87.00 Traveler 5.00 92.00 ¥ Traveler Per Diem ✓ 87.00 \Box 5.00 92.00 ¥ ♥ 87.00 Traveler Per Diem 5.00 92.00 ¥ ▶ 87.00 Per Diem Traveler 5.00 69.00 ¥ Total Estimated M&IE: 720.25

0

Use the Select Account Code, to bring up the dialog box to add the FY25 POET.

After the POET has been added use the Split Funding option to allocate the expenses according to date

Account C	ode created. code(s) added to page.					
Accounting						
Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete
	UCGR240088\24DCMM1407\03000 CG PA A SCHOOL\210023	\$2870.75 \$	2870.75	75.33 %	Add	Delete
	UCGR240091\24DCMM1409\03000 CG PA A SCHOOL\210023	\$0.00 \$	0.00	0.00%	<u>Add</u>	Delete
		Total:	\$2870.75	75.33%		
		Remaining amount to be allocated:	\$940.00			
		Total claim amount:	\$3810.75			
Select Acco	unt Codes					
Split Fundin	Ig					

In the Split Funding – select the option Split by Expense Date

The first date set will use the first day of travel as the beginning date and 30-Sep-2024 as the Ending date.

Select the FY24 POET from the drop down window.

Select Add Split Funding button

Split Funding For Travel Between 26-Sep-2024 and 04-Oct-2024

Accounting Balances						^	î.
Account Code		Obligated Balance	Amount Allocated	Pay To Trv	Pay To TCC	Pay To CBA	
UCGR240088\24DCMM1407\030 SCHOOL\210023	00 CG PA A	\$2870.75	\$2870.75	\$1916.66	\$954.09	\$0.00	
UCGR240091\24DCMM1409\030 SCHOOL\210023	00 CG PA A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total		\$2870.75	\$2870.75	\$1916.66	\$954.09	\$0.00	
Split Funding By Expense Type							
Expense Type	Account Code			CBA	Amount	Detail	
Checked Baggage Fee	00 CG PAASCHOO	L\210023.TRVL_PC	S_EMPLOY	EE 🗸 N	50.00	<u>Detail</u>	
Expense Type	Account Code			CBA	Amount	Detail	
Rental Car	00 CG PAASCHOO	L\210023.TRVL_PC	S_EMPLOY	EE 🗸 N	400.00	<u>Detail</u>	
Expense Type	Account Code			CBA	Amount	Detail	_
11 F		1040000 TOUR DO			050.00	- 1 T	•
Split Funding For Travel Between	1 26-Sep-2024 and 04-0	ct-2024					
Split Funding By Expense Date							
Expense Beginning:	26-Sep-2024	12					
Expense Ending:	30-Sep-2024	12					
Account Code:	00 CG PAA SCHOOL	210023.TRVL_PCS_	EMPLOYEE	~			
	Add Split Funding						
L	, ice opint analig						
From To	Account Code			Amoun	t De	lete	
No split fund date range	has been entered.						

Next Date set will begin with 01-Oct-2024 and end with the final day of travel.

In the drop down select the new FY25 POET

Select Add Split Fund button

Review the screen to ensure the dates are correct and all the remaining amount to be allocated reads \$0.00

Save and Close once complete

Split Funding For Travel Between 26-Sep-2024 and 04-Oct-2024 Split Funding By Expense Date Expense Beginning: 12 01-Oct-2024 Expense Ending: 04-Oct-2024 Account Code: 00 CG PAA SCHOOL\210023.TRVL PCS EMPLOYEE V Add Split Funding From Account Code To Amount Delete UCGR240088\24DCMM1407\03000 CG PA A SCHOOL\210023. 2785.25 USD Delete 26-Sep-2024 30-Sep-2024 TRVL_PCS_EMPLOYEE \$2785.25 Total: Remaining amount to be allocated: \$1025.50 \$3810.75 mount: Account Code То Amount Delete From UCGR240088\24DCMM1407\03000 CG PA A SCHOOL\210023. 26-Sep-2024 30-Sep-2024 2785.25 USD Delete TRVL_PCS_EMPLOYEE UCGR240091\24DCMM1409\03000 CG PA A SCHOOL\210023. 01-Oct-2024 04-Oct-2024 1025.50 USD Delete TRVL PCS EMPLOYEE \$3810.75 Total: \$0.00 Remaining amount to be allocated: \$3810.75 Total claim amount: Save and Close Save Exit Window Split By Expense Type



Authorization Status: New Authorization

		<u>collapse</u> or <u>expand</u> all				
rmation - <u>Edit D</u>	etails					
e of Travel:	MISSION TRAVEL					
ecific Travel Purpose	: FY24-25 crossover					
Jocument Number:	70Z0TDY24500042					
Reservation - <u>Edit Details</u>						
1 No reservations found.						
Site Details - <u>Edit Details</u>						
[Site 1] Begin: Washing	ton, DC, United States on 26-Sep-2024 to Seattle, WA, United State	s ·				
'te 2] End: Seattle, W	A, United States on 04-Oct-2024 to Washington, DC, United States					
aile						
12						

Continue through steps 6 & 7 as normal and once complete submit for approval.

Once the authorization has been approved and the status shows Obligation Accepted, voucher as normal.

Please remember FSMS will be down Sept. 28-Oct 15 for year end processing. These dates will impact the actions in this guide.