







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:*	<input type="text" value="26-Sep-2024"/>	
Departing Time:*	<input type="text" value="08:00 AM"/>	
Departing From: *	<input type="text" value="Washington, DC, United States"/>	
Going To:*	<input type="text" value="Seattle, WA, United States"/>	
Arrival Date:*	<input type="text" value="26-Sep-2024"/>	
Mode of Transportation:*	<input type="text" value="Commercial Plane"/>	
Reason For Stop:*	Temporary Duty	

Add Site

Add Break

[Site 2] End: Seattle, WA, United States on 04-Oct-2024 to Washington, DC, United States

Returning Date:*	<input type="text" value="04-Oct-2024"/>	
Returning From:	Seattle, WA, United States	
Returning To:*	<input type="text" value="Washington, DC, United States"/>	
Arrival Date:*	<input type="text" value="04-Oct-2024"/>	
Arrival Time:**	<input type="text" value="04:00 PM"/>	
Mode of Transportation:*	<input type="text" value="Commercial Plane"/>	

*Required

**Required if trip duration is less than three days


In the Expenses Step, only enter 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 be manually modified. Select Modify on the Lodging line

Step 4 : Expenses

Traveler Name: [REDACTED] Trip ID: [REDACTED] Authorization Status: New Authorization

 Expense has been added successfully.

Expense Information



Travel Charge Card: 1266.50
Traveler: 2444.25
Unassigned: 0.00
Amount: 3710.75

[Filter Options](#)

Order by: Date Sort 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	1724.00	Lodging expense in Seattle, WA, United States including lodging taxes	Traveler		Modify		
26-Sep-2024	Meals and Incidentals	720.25	M&IE expense in Seattle, WA, United States	Traveler		Modify		
26-Sep-2024	Rental Car	400.00		Travel Charge Card		Modify	Copy	Delete
04-Oct-2024	Voucher Transaction Fee	16.50	Voucher Transaction Fee	Travel Charge Card				

Showing 1 - 5 of 5

Remark:  Reduced: 

[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: Seattle, WA, United States

Order by: Date Sort Ascending Sort Descending

Date	Reimbursement Type	Per Diem Rate	Amount	Allowed	Estimated Tax	Pay To	Day Off	Shared	Notes	Alerts
26-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
27-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
28-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
29-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
30-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
01-Oct-2024	Per Diem	188.00	188.00	188.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
02-Oct-2024	Actual	188.00	188.00	188.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
03-Oct-2024	No Expenses	188.00	188.00	188.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
04-Oct-2024	Per Diem	188.00	0.00	0.00	0.00	Traveler	<input type="checkbox"/>	No		
Running Totals:			1724.00	1724.00	0.00					

Save and Close Save Exit Window

Lodging Expenses

Filter Options Apply to All Displayed Expenses

Lodging Site: Seattle, WA, United States

Order by: Date Sort Ascending Sort Descending

Date	Reimbursement Type	Per Diem Rate	Amount	Allowed	Estimated Tax	Pay To	Day Off	Shared	Notes	Alerts
26-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
27-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
28-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
29-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
30-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
01-Oct-2024	No Expenses	188.00	0.00	0.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
02-Oct-2024	No Expenses	188.00	0.00	0.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
03-Oct-2024	No Expenses	188.00	0.00	0.00	0.00	Traveler	<input type="checkbox"/>	No		
04-Oct-2024	Per Diem	188.00	0.00	0.00	0.00	Traveler	<input type="checkbox"/>	No		


Save and Close Save Exit Window

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

Select 'Modify' on that line


Step 4 : Expenses

Traveler Name: [REDACTED] Trip ID: [REDACTED] Authorization Status: New Authorization

 Expense has been added successfully.

Expense Information



Travel Charge Card: 1266.50
Traveler: 2444.25
Unassigned: 0.00
Amount: 3710.75

 Filter Options

Order by:

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	1724.00	Lodging expense in Seattle, WA, United States including lodging taxes	Traveler		Modify		
26-Sep-2024	Meals and Incidentals	720.25	M&IE expense in Seattle, WA, United States	Traveler		Modify		
26-Sep-2024	Rental Car	400.00		Travel Charge Card		Modify	Copy	Delete
04-Oct-2024	Voucher Transaction Fee	16.50	Voucher Transaction Fee	Travel Charge Card				

Showing 1 - 5 of 5

Remark:  Reduced: 

[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.

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.

This will change the amount to \$0.00

Once completed all days, Save and Close

Meals and Incidental Expenses

Date	Reimbursement Type	Diem Meals	Incidentals	Amount	Provided	Provided	Provided	Incidentals	Day Off	Pay To	Notes
26-Sep-2024	Per Diem	74.00	5.00	59.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler	
27-Sep-2024	Per Diem	74.00	5.00	79.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler	
28-Sep-2024	Per Diem	74.00	5.00	79.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler	
29-Sep-2024	Per Diem	74.00	5.00	79.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler	
30-Sep-2024	Per Diem	74.00	5.00	79.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler	
01-Oct-2024	Per Diem	87.00	5.00	92.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler	
02-Oct-2024	No Expenses	87.00	5.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler	
03-Oct-2024	No Expenses	87.00	5.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler	
04-Oct-2024	Per Diem	87.00	5.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler	

Total Estimated M&IE: 375.25


Buttons: Save and Close, Save, Exit Window

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

Save and Next Step


Step 4 : Expenses

Traveler Name: [REDACTED] Trip ID: [REDACTED] Authorization Status: New Authorization

 Expense has been added successfully.

Expense Information



Travel Charge Card: 1266.50
Traveler: 2444.25
Unassigned: 0.00
Amount: 3710.75

 Filter Options

Order by:

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	1724.00	Lodging expense in Seattle, WA, United States including lodging taxes	Traveler		Modify		
26-Sep-2024	Meals and Incidentals	720.25	M&IE expense in Seattle, WA, United States	Traveler		Modify		
26-Sep-2024	Rental Car	400.00		Travel Charge Card		Modify	Copy	Delete
04-Oct-2024	Voucher Transaction Fee	16.50	Voucher Transaction Fee	Travel Charge Card				

Showing 1 - 5 of 5

Remark:  Reduced: 

[Add New Expense](#)

Step 5 : Accounting [?](#)

Traveler Name: [REDACTED] Trip ID: [REDACTED] Authorization Status: New Authorization

i This step will be completed during the approval process by the Funds Manager

✓ Account Code created.
1 account 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....	\$0.00	\$ <input type="text" value="2870.75"/>	<input type="text" value="100.00"/> %	Add	Delete
		Total:	\$2870.75	100.00%		
		Remaining amount to be allocated:	\$0.00			
		Total claim amount:	\$2870.75			

[Select Account Codes](#)

[Save and Next Step](#)

[Save](#)

[Back to Step 4: Expenses](#)

Add the POET(s) for FY24 only.
Make sure 100% of the expenses are allocated accordingly, if applicable.

Save and Next Step

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

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.

Trip Dashboard

Traveler Name: [REDACTED] Trip ID: [REDACTED]

[collapse](#) or [expand](#) all sections

Authorizations

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

[Amend Authorization](#)


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

Traveler Name: [REDACTED] Trip ID: [REDACTED] Authorization Status: New Authorization

 Expense has been added successfully.

Expense Information



Travel Charge Card: 1266.50
Traveler: 1704.25
Unassigned: 0.00
Amount: 2970.75

 Filter Options

Order by:

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	1160.00	Lodging expense in Seattle, WA, United States including lodging taxes	Traveler		Modify		
26-Sep-2024	Meals and Incidentals	444.25	M&IE expense in Seattle, WA, United States	Traveler		Modify		
26-Sep-2024	Rental Car	400.00		Travel Charge Card		Modify	Copy	Delete
04-Oct-2024	Checked Baggage Fee	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				

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Remark:  Reduced: 

[Add New Expense](#)

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.

Repeat for each additional day.

Save and Close when complete.

The screenshot displays a 'Lodging Expenses' form with a table of entries. A dropdown menu is open for the 'Reimbursement Type' column on the row for 03-Oct-2024, with 'Per Diem' selected. A 'Save and Close' button is highlighted with a red box. Below the main screenshot, a smaller version of the table is shown with the rows for 01-Oct-2024, 02-Oct-2024, and 03-Oct-2024 highlighted with a red box.

Date	Reimbursement Type	Per Diem Rate	Amount	Allowed	Estimated Tax	Pay To	Day Off	Shared	Notes	Alerts
26-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
27-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
28-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
29-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
30-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
01-Oct-2024	No Expenses	188.00	0.00	0.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
02-Oct-2024	Actual	188.00	0.00	0.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
03-Oct-2024	Per Diem	188.00	0.00	0.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
04-Oct-2024	Reduced	188.00	0.00	0.00	0.00		<input type="checkbox"/>	No		
Running Totals:			1160.00	1160.00	0.00					
Total Estimated Lodging:			1160.00							


Date	Reimburse	Per Diem Rate	Amount	Allowed	Estimated Tax	Pay To	Day Off	Shared	Notes	Alerts
26-Sep-2024	Per Diem									
27-Sep-2024	Per Diem									
28-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
29-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
30-Sep-2024	Per Diem	232.00	232.00	232.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
01-Oct-2024	Per Diem	188.00	188.00	188.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
02-Oct-2024	Per Diem	188.00	188.00	188.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
03-Oct-2024	Per Diem	188.00	188.00	188.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
04-Oct-2024	Per Diem	188.00	0.00	0.00	0.00		<input type="checkbox"/>	No		
Running Totals:			1724.00	1724.00	0.00					
Total Estimated Lodging:			1724.00							

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

Select 'Modify' on that line


Step 4 : Expenses

Traveler Name: [REDACTED] Trip ID: [REDACTED] Authorization Status: New Authorization

 Expense has been added successfully.

Expense Information



Travel Charge Card: 1266.50
Traveler: 1704.25
Unassigned: 0.00
Amount: 2970.75

 Filter Options

Order by:

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	1160.00	Lodging expense in Seattle, WA, United States including lodging taxes	Traveler		Modify		
26-Sep-2024	Meals and Incidentals	444.25	M&IE expense in Seattle, WA, United States	Traveler		Modify		
26-Sep-2024	Rental Car	400.00		Travel Charge Card		Modify	Copy	Delete
04-Oct-2024	Checked Baggage Fee	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				

Showing 1 - 7 of 7

Remark:  Reduced: 

[Add New Expense](#)

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

Repeat for each additional day.

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

Save and Close when complete.

Meals and Incidental Expenses

29-Sep-2024	Per Diem	74.00	5.00	79.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler
30-Sep-2024	Per Diem	74.00	5.00	79.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler
01-Oct-2024	No Expenses	87.00	5.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler
02-Oct-2024	Actual	87.00	5.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler
03-Oct-2024	EUM	87.00	5.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler
04-Oct-2024	GMR/PMR	87.00	5.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler
05-Oct-2024	No Expenses	87.00	5.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler
06-Oct-2024	Occasional Meals	87.00	5.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler
07-Oct-2024	Per Diem	87.00	5.00	69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler
08-Oct-2024	Reduced	87.00	5.00	69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler

Total Estimated M&IE: 444.25

Meals and Incidental Exp

29-Sep-2024	Per Diem									
30-Sep-2024	Per Diem	74.00	5.00	79.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler
01-Oct-2024	Per Diem	87.00	5.00	92.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler
02-Oct-2024	Per Diem	87.00	5.00	92.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler
03-Oct-2024	Per Diem	87.00	5.00	92.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler
04-Oct-2024	Per Diem	87.00	5.00	69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traveler

Total Estimated M&IE: 720.25

Step 5 : Accounting ?

Traveler Name: [REDACTED] Trip ID: [REDACTED] Authorization Status: New Authorization

i This step will be completed during the approval process by the Funds Manager

✓ Account Code created.
1 account 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	\$ <input type="text" value="2870.75"/>	<input type="text" value="75.33"/> %	Add	Delete
	UCGR240091\24DCMM1409\03000 CG PA A SCHOOL\210023....	\$0.00	\$ <input type="text" value="0.00"/>	<input type="text" value="0.00"/> %	Add	Delete
		Total:	\$2870.75	75.33%		
		Remaining amount to be allocated:	\$940.00			
		Total claim amount:	\$3810.75			

[Select Account Codes](#)

[Split Funding](#)

Save and Next Step

Save

[Back to Step 4: Expenses](#)

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

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					
Account Code	Obligated Balance	Amount Allocated	Pay To Trv	Pay To TCC	Pay To CBA
UCGR240088\24DCMM1407\03000 CG PA A SCHOOL\210023....	\$2870.75	\$2870.75	\$1916.66	\$954.09	\$0.00
UCGR240091\24DCMM1409\03000 CG PA A SCHOOL\210023....	\$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 PA A SCHOOL\210023.TRVL_PCS_EMPLOYEE	N	50.00	Detail
Rental Car	00 CG PA A SCHOOL\210023.TRVL_PCS_EMPLOYEE	N	400.00	Detail
Expense Type	Account Code	CBA	Amount	Detail

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

Split Funding By Expense Date

Expense Beginning: 


Expense Ending: 


Account Code:


From	To	Account Code	Amount	Delete
 No split fund date range has been entered.				

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

Split Funding By Expense Date

Expense Beginning: 

Expense Ending: 

Account Code: 

From	To	Account Code	Amount	Delete
26-Sep-2024	30-Sep-2024	UCGR240088\24DCMM1407\03000 CG PA A SCHOOL\210023. TRVL_PCS_EMPLOYEE	2785.25 USD	Delete
Total:			\$2785.25	
Remaining amount to be allocated:			\$1025.50	
Total claim amount:			\$3810.75	

From	To	Account Code	Amount	Delete
26-Sep-2024	30-Sep-2024	UCGR240088\24DCMM1407\03000 CG PA A SCHOOL\210023. TRVL_PCS_EMPLOYEE	2785.25 USD	Delete
01-Oct-2024	04-Oct-2024	UCGR240091\24DCMM1409\03000 CG PA A SCHOOL\210023. TRVL_PCS_EMPLOYEE	1025.50 USD	Delete
Total:			\$3810.75	
Remaining amount to be allocated:			\$0.00	
Total claim amount:			\$3810.75	

[Split By Expense Type](#)

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

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.

...y ?


██████████ Trip ID: ██████████ Authorization Status: New Authorization

[collapse](#) or [expand all](#)

Information - [Edit Details](#)

Type of Travel: MISSION TRAVEL
Specific Travel Purpose: FY24-25 crossover
Document Number: 70Z0TDY24500042

Reservation - [Edit Details](#)

 No reservations found.

Site Details - [Edit Details](#)

[Site 1] Begin: Washington, DC, United States on 26-Sep-2024 to Seattle, WA, United States

[Site 2] End: Seattle, WA, United States on 04-Oct-2024 to Washington, DC, United States

[Details](#)

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