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Office of Finance and Accounting  
201 Administrative Services Center, P.O. Box 757920, Fairbanks, AK 99775-7920

DATE: May 15, 2019

TO: UAF Travel Coordinators & Financial Managers

FROM: Rachel Jeppsen, Transaction Manager

RE: Fiscal Year End Travel Encumbrance and Purchasing Instructions

TEM/Paper TER Process:

- Fund 3, process as normal, keeping in mind that when a trip starts and finishes in the same fiscal year the date establishing the encumbrance in banner should reflect that years date.
- Fund 1, if the trip is going to start before July 1<sup>st</sup> and complete before July 31<sup>st</sup> encumber the travel this year (FY19) and the trip will be paid against FY19 money.
- Fund 1, if the trip starts after July 1<sup>st</sup> (FY20), ensure that the report date (if using TEM) or the transaction date if using a general encumbrance in Banner has a date of July 1<sup>st</sup> 2019.
- Fund 1, FY20 travel purchases such as airfare or registration fees that must be purchased before July 1<sup>st</sup> on the Department Travel Card or Pro Card:
  - Please reconcile in PaymentNet 4 to the UAF prepaid travel balance sheet using accounting 103010-no org-0446. In the notes section put the authorization number, FY20 travel, and the correct accounting to be charged.
  - Please email a copy of the purchase and the authorization to the Travel Office at [uaf-ofa-travel@alaska.edu](mailto:uaf-ofa-travel@alaska.edu) with the subject line “FY20 Prepaid Travel”, the authorization number, and the traveler’s last name.
  - After June 30<sup>th</sup> and before July 31<sup>st</sup>, Department Travel Coordinators must to prepare a JV to move amounts encumbered on 103010-no org-0446 to the correct funding source.

Concur Travel Processing:

UAF is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: [www.alaska.edu/titleIXcompliance/nondiscrimination](http://www.alaska.edu/titleIXcompliance/nondiscrimination).

- Concur does not establish an encumbrance when a Request is approved, and purchases made with the Travel Agency card or UA Travel Card are held on a general ledger until assigned to an expense report and processed. Fund1 FY20 travel may be requested and booked prior to July 1st, 2019 with no further action needed, as these charges will be applied in the fiscal year in which the expense report is processed (FY20)
- **All Fund 1 FY19 travel ending prior to June 31, 2019 must have an expense report processed, approved and submitted for payment by July 15, 2019.** Fund1 Concur expense reports processed after July 15, 2019 date will be charged to FY20 Fund1 regardless of travel dates.