

TRAVEL REP YEAR-END CHECKLIST

****The 2013 Year-End Calendar is located at:***

<http://controller.vpfa.fsu.edu/Finance-Reporting-Services/Fiscal-Year-End-Calendar>

Please review frequently as dates are subject to change.

****Notify travelers and approvers of year-end dates and allow sufficient time to process items prior to deadlines.***

T-CARDS

Continue using the Travel Card during year-end. Process and approve all items for payment timely. My Wallet charges should be processed and approved by 6/18/13. The 6/18, 6/25 & 7/2 T-card downloads will be available on 7/2/13 for processing.

TRAVEL AUTHORIZATIONS

Please review and cancel/delete any unnecessary Travel Authorizations. Travel Authorizations entered and approved for trips ending on or after April 1, 2013 and not applied to an Expense Report will rollover into the new fiscal year. Travel Authorizations for trips ending prior to April 1, 2013 and not applied to an Expense Report by 6/18/13 will be closed.

CASH ADVANCES

Before requesting a cash advance, please exhaust all funding sources for the trip (i.e. personal funds and/or University Travel Card). Contact Travel at travel@admin.fsu.edu for trips ending after 5/31/13 for additional guidance if a cash advance is absolutely necessary.

Process any outstanding cash advances for settlement on Expense Reports by 6/12/13 if trip ends prior to this date and funds are due back to the University. In cases where the traveler is owed money or the cash advance amount and the expense report amount equal and the trip ends by 6/18/13, process the Expense Report by 6/18/13 if possible. Delete any cash advances that will not be issued.

EXPENSE REPORTS (including non-travel items)

All Expense Reports are to be processed and to the pre-pay audit level by 6/18/13 except for Cash Advance Settlements as detailed above. Please process Expense Reports as soon as the trip is complete to avoid an end-of-year backlog in Travel. Any Expense Reports entered but not paid will be deleted and the department will have to re-enter these in the new fiscal year. Delete any unnecessary Expense Reports.

MISC. TRAVEL ITEMS

- ☐ Last day to submit checks for ALL Expense Refunds - 6/12/13.
- ☐ Last day to submit Payment Request Forms for Conference Registration payments 30 days in advance of due date - 6/18/13.
- ☐ Process Travel Purchase Orders for payment or indicate that they are Void and return to Travel Office MC 2391, Attn: Kelley Smith by 6/18/13.

SECURITY ACCESS

Security access will be turned off for Travel Reps after close of business on Tuesday, 6/18/13 and will be returned on Tuesday 7/2/13.