



TO: All Faculty & Staff
FROM: Sonia Rodriguez, Accounts Payable Manager
DATE: May 31, 2017
RE: FY17 Year-End Travel and Expense Report Deadlines

This is to inform all faculty and staff of very important year-end deadlines regarding travel expense reports and travel credit cards. Due to the fact that CUNY's fiscal year ends June 30, 2017, these are very firm dates that cannot be extended, so please share this memo with anyone involved in the processing of travel related transactions.

Expense Reports

All Expense Reports for travel completed by June 30th must be received in Accounts Payable no later **than July 10th, to be processed a FY17 expense.** Any expense reports received after that date will be returned and must be reentered into CUNYfirst after July 27th as a FY18 expense. In addition, any expense reports still pending in CUNYfirst as of July 18th will be automatically deleted by CUNY Central and will need to be reentered after July 27th as a FY18 expense.

Due to the year-end close for travel, no expense reports should be entered into CUNYfirst from July 10th – 27th. Any expense reports inadvertently entered during that time will be automatically sent back to you by CUNY Central and will need to be re-entered after July 27th. Since we are not made aware of which ones are sent back, the traveler will be responsible for knowing whether their report was returned to them and needs to be reentered.

Accounts Payable will begin accepting FY18 expense reports after July 27th.

Travel Authorizations

Travel Authorizations are MANDATORY for all out of town travel. However, since CUNYfirst Travel Authorizations encumber current fiscal year funds, we are asking that no travel FY18 travel authorizations be created in CUNYfirst prior to July 1, 2017 as these will encumber funds booked against your FY17 budget.

If a Travel Authorization for FY18 travel is needed prior to July 1st, a hard copy Travel Authorization must be used. Hard copy Travel Authorizations will be available upon request in the Accounts Payable office, Shuster Hall room 016.

Travel authorizations created and submitted beginning July 1, 2017 will be charged to your FY18 budget.

Travel Card

All transactions posted in Citibank by June 23rd will be considered FY17 expenses and will be uploaded to CUNYfirst by June 27th. Transactions posted to Citibank after June 23rd will be considered FY18 expenses and will be uploaded onto CUNYfirst after July 27th. In addition, any travel card charges occurred prior to June 23rd and not reconciled by July 10th will be charged to the departments FY18 budget no matter when the expense occurred. For this reason, it is imperative that all credit card transactions are reconciled as quickly as possible.

All travel card transactions that appear in “MY Wallet” by close of business on June 27th must be submitted in an Expense Report(s) accompanied by the corresponding, approved, travel authorization, supporting receipts, conference booklet/agenda and received by Accounts Payable **no later than Monday, July 10, 2017.**

Those who have travel charges that fall between fiscal years for any one single business travel will need to submit two separate Expense Reports in the following manner:

- The first Expense Report should contain any expenses posted to the T-Card by June 27th. These must be submitted to Accounts Payable no later than Monday July 10th along with the appropriate approved Travel Authorization, supporting receipts and conference invitation. These expenses will be charged to FY17 funds.
- The second Expense Report should contain any expenses posted to the T-Card after June 27th. These can be submitted to Accounts Payable after July 27th and must reference the first Expense Report. These expenses will be charged to FY18 funds.

For additional information, please contact the Accounts Payable Office at X-8263.

To review transactions in “My Wallet” navigate to:

- Financial Supply Chain
- Employee Self-Service
- Travel & Expenses
- My Wallet