



User Impact Notice #4

September 17, 2019

Overview: Fiscal Year Crossover Travel Tips and Tricks

During the changeover between fiscal years (FY), these tips will guide Travel Managers and travelers to a smooth travel request and expense reimbursement process. This document covers questions affecting travel as we reach the beginning/end of a fiscal year.

Please keep in mind that Defense Agencies Initiative (DAI) has scheduled downtime from October 1-10th in preparation for FY20. All reimbursements will be held until after October 10, 2019.

What should I do if my trip crosses over fiscal years?

Currently, DTM does not support trips that crossover from one fiscal year to the next. When in doubt, use the TravelBot; question 6 covers the fiscal year crossover limitation. We advise travelers to book trips the cross fiscal years in DTS.

What should I do if I require travel in the new fiscal year?

Book it! You can book a FY20 trip in DTM as long as an FY20 Line of Accounting (LOA) and funds are available. Remember to adjust your expense report for the appropriate LOA before submitting. Keep in mind that your expense report will be held at DAI and your reimbursement will not process until after October 10, 2019.

What if my trip departs before FY20 funding is available?

If you must depart before FY20 funds are available, coordinate with your Travel Manger to receive the required higher level of approval. Your document will process through approval and ticket so long as FY20 LOAs and funds are available. Remember to adjust your expense report for the appropriate LOA before submitting. Keep in mind that your expense report will be held at DAI and your reimbursement will not process until after October 10, 2019.

What should I do if I am using FY19 funds for a trip occurring in FY20?

We recommend that you coordinate with your Travel Manger for the business rules on travel crossing fiscal years may vary agency to agency. You will need to change your LOA to the appropriate FY20 LOA on your expense report. Keep in mind that your expense report will be

DID YOU KNOW?

You can book travel for FY20 in FY19. Just remember to allocate to the FY20 LOA on your expense report. FY20 GSA City Pair Fares are already loaded in DTM.



held at DAI and your reimbursement will not process until after October 10, 2019.

What should I do if I booked travel in DTM during the FY crossover?

Do not fret; you will still be able to travel. However, there will be a delay for your trip reimbursement. FY20 budgets may not be available for up to 2 weeks after the start of the fiscal year. Please notify your Travel Manager so they can track your reimbursement.

What should I do if I require traveling during the fiscal year crossover?

You can still travel, however you should book your travel in DTS to avoid extended delays for your reimbursement.