



Greetings!

As we quickly approach year-end, it is never too early to plan, plan, plan! We will have more information about year-end dates/deadlines in the upcoming weeks. In the meantime, please review the following tips for your year-end preparation:

What is the UAF Fiscal Year (FY)?

- Annual spend from July 1 - June 30 (Ex. July 1, 2023 - June 30, 2024 = FY24).
- Fiscal Year End (FYE) processes and deadlines are established to help with budget planning and recognizing spend in the appropriate FY (Ex. FY24 spend should be reflected as FY24 funds).

Helpful Workday Reports

- **Travel**
 - o RPT - Find Credit Card Transactions
 - o RPT - Find Expense Reports
 - o RPT - Find Spend Authorizations
 - o RPT - Find Travel Card Verifications by Company

Mass Close Spend Authorizations by Travel Office

The Travel Office will process a Mass Close for all Spend Authorization greater than 90 days. If you have Spend Authorizations that are open and should be closed prior to 6/30/24, please perform a manual close by clicking on the related actions of the Spend Authorization and selecting Close. If not closed prior to 7/1/24, the balance may not be rolled forward as a commitment.

Expense Reports

Please verify/change the Expense Report Date to less than or equal to 6/30/24 for all expenses that should be charged to FY24. Anything with an Expense Report Date of 7/1/24 or greater will be posted to FY25. All Expense Reports should be received by the Travel Office prior to July 8, to ensure review/approval for FY24.

Departments, cardholders, and travelers should actively monitor spend throughout the fiscal year. This will aid in early fraud detection, identify transactions or processes that have not been completed, and provide up-to-date information pertaining to spend.

We appreciate your attention and hope this information helps in your planning and preparation.

Updates from Internal Audit

Internal Audit has completed their review of the Travel Office. Their recommendations can be invaluable in improving efficiency and ensuring compliance with policies and regulations. Implementing their suggestions can help streamline processes, enhance transparency, and mitigate any potential risks associated with travel arrangements and expenses. It is important to carefully consider and prioritize their recommendations to ensure that the Travel Office operates effectively and in accordance with best practices.

I want to inform you of several upcoming changes to our policies, effective July 1, 2024. While detailed information will be provided closer to the effective date, I am outlining a summary of the changes below:

1. **Submission Due Dates:** All out-of-pocket reimbursements are due within 15 days of the trip end date with the noted State exceptions of Individual International and Group Travel, due within 30 days of the trip end date; Complex Group Travel (greater than ten participants) is due within 60 days of the trip end date. Expense Reports submitted after 60 days of the travel end date may not be reimbursed. **Credit Card Reconciliations:** Due by the last working day of the month in which the billing cycle ends. If the billing cycle is May 16 – June 15, the due date is the last working day in June regardless of the trip end date.
2. **Non-Reconciled Credit Card Transactions:** If credit cards are not completely reconciled within a timely manner, the charge will be marked as personal and invoiced to the credit card account holder or the payee. It is the responsibility of the card holder and the traveler to ensure all expense reports are submitted to the Travel Office within due dates.
3. **Past Travel Justification:** If you are required to submit a Spend Authorization for travel and it is not completed prior to the travel end date, you must provide a Past Travel Justification form with your Expense Report. We will no longer require or accept a retroactive Spend Authorization.
4. **Meals provided in Conference Registration:** Clarification on Conference Schedule/Agenda for meal reimbursement. If you cannot provide a summary or Schedule at a Glance view, please indicate on which pages the meal reimbursements are mentioned. This is an Arkansas State Mandate to all state employees.

Tuesday, April 30, 2024 - SLC Technical Conference	
All times in Central	Session Title
8:00 AM	Breakfast & Registration
8:45 AM	Keynote Presentation
9:45 AM	Break
10:00 AM	Session 1 - 3 Separate Tracks
11:00 AM	Poster Session - 1
11:15 AM	Session 2 - 3 Separate Tracks
12:15 PM	Poster Session - 2
12:30 PM	Lunch
1:15 PM	Break
1:30 PM	Session 3 - 3 Separate Tracks
2:30 PM	Poster Session - 3
2:45 PM	Session 4 - 3 Separate Tracks
3:45 PM	Poster Session - 4
4:00 PM	Farewell
4:05 PM	NSF Site Visit Poster Session
5:35 PM	Session 1 (45 min)
5:35 PM	Session 2 (45 min)
5:35 PM	POETS Welcome Dinner; POETS adjourn after dinner

We understand that these changes may impact your work, and we are committed to providing you with all necessary information and support during this transition period.

