FY03 Travel Voucher Payments

The GSFC Travel Office would like to remind travelers, travel preparers, and authorizing officials that all vouchers for completed trips must be processed promptly in Travel Manager to ensure payment before year-end cutoff. The Travel Office also needs to be notified of all cancelled trips so that your travel funds can be deobligated and re-utilized before they expire on 9/30/03.

In preparing for year-end close out, the final travel payments for FY 2003 will be made on September 26, 2003; **please submit your voucher for payment to the Travel Office via Travel Manager by September 23, 2003.** Payments will not resume until year-end processing is completed Agency-wide, which is expected to be in the mid-October timeframe. We will be unable to pay travel vouchers during this period. As soon as the accounting system is opened for FY04 processing, we will resume the processing of travel reimbursements. At that time, the FY04 accounting information will be loaded into Travel Manager and the FY03 accounting codes will be removed. The FY03 labels will be removed, however, they will stay attached to the travel authorization and move over to the voucher when you create the 'Voucher From Authorization." Preparers should continue to process vouchers in Travel Manager even after the FY03 payment cutoff date so that the Travel Office can prepare those vouchers for payment as soon as the accounting system opens for FY04.

FY04 Travel

Travel preparers will need to prepare the FY04 authorization and type "Authorization to travel on FY04 funds is contingent upon the passage of a continuing resolution or enactment of NASA's FY04 appropriation bill." in the comments section of the travel authorization. At this time we are asking that the FY04 travel labels be left blank, but put the following elements in the comments field: WBS, fund, internal order, and object class code. Additional instructions on the FY04 labels will be provided in the near future.

The GSFC Travel Office will do all we can to make this year-end transition as smooth as possible. Your assistance is greatly appreciated. Please contact the Travel Office on 6-5910 if you have questions