



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

August 17, 2024

MEMORANDUM FOR: Bureau Chief Financial Officers

FROM: Julie Tao
Director
Office of Financial Reporting, Internal Controls, and Travel

SUBJECT: Travel Guidance for the Current and New Fiscal Year

Each operating unit and Departmental office must establish adequate procedures to ensure that travel obligations for fiscal years (FY) 2024 and 2025 are made in accordance with federal law. The Anti-deficiency Act, 31 U.S.C. § 1341, prohibits federal agencies from obligating or expending federal funds in advance or in excess of an appropriation, and from accepting voluntary services. Accordingly, employees are advised to consult with their budget or finance office to determine the availability of funds before scheduling travel occurring in FY 2025.

Guidance For Bureaus:

Multi-Year/No-Year Funding

Operating units and Departmental offices with multi-year or no-year appropriations whose period of availability includes both FY2024 and 2025 may authorize travel occurring in or extending into FY 2025 provided there are sufficient funds to cover the authorized travel. Travel authorizations should state: "Approved to purchase ticket for FY 2025 due to multi-year funding/no-year funding."

One-Year Funding

Operating units and Department offices with one-year funds are encouraged not to arrange or plan travel that will require tickets to be issued on or after October 1, 2024. This limitation will be in effect until a continuing resolution or final appropriations are enacted for FY 2025.

Temporary Duty (TDY) travel authorizations prepared in FY 2024 for travel beginning or ending in FY 2025 should be annotated with the following statement:

"Approval of travel scheduled to be accomplished on or after October 1, 2024, is contingent upon the availability of FY 2025 funds. No such travel may be undertaken, or fiscal obligations related to such travel may be incurred, until such funds have been appropriated and are otherwise available for obligation."

This statement shall be reflected on all TDY travel orders until an appropriation is available for obligation. Travelers are prohibited from providing the travel management service providers any signed paper travel orders unless funding is available.

Charges for per diem, mileage, and other expenses must be charged to an appropriation available for the fiscal year in which the expenses are actually incurred because fiscal obligations for such expenses are

incurred daily.

For operating units and Departmental offices with one-year funds, travel vouchers filed for travel that spans both fiscal years should allocate the expenses accordingly and indicate the appropriate fiscal year accounting classification codes charged as shown on the travel order. In such a case, FY 2024 funds may not be used to pay for any travel expense incurred on or after October 1, 2024. For example:

- All per diem, mileage costs, ground transportation, and other travel-related costs that are incurred in September 2024 will be charged to the FY 2024 appropriation.
- All per diem, mileage costs, ground transportation, and other travel-related costs that are incurred on or after October 1, 2024, will be charged to the FY 2025 appropriation.

Purchase of Transportation Tickets

Roundtrip transportation tickets for travel beginning in FY 2024 and ending in FY 2025 will be charged to the current appropriation, whether obtained using a Citibank centrally billed travel account or individually billed travel card.

However, for operating units and Departmental offices with one-year funds, if the return portion of the ticket cannot be used and a separate return ticket for travel on or after October 1, 2024, must be purchased, then the FY 2025 appropriation will be charged. FY 2024 funds **may not** be used to purchase transportation that begins and ends in FY 2025.

Common Error Messages Received When Submitting Cross Fiscal or Future Fiscal Year Travel

Error Message	Reason/Resolution
Voucher expenses are waiting to be processed in the holding table. Please wait until the trip is fully obligated and the trip history is updated before trying again. Scenario: Submitting a voucher (pre-trip, final, or incremental) against a Split year travel that contains future year accounting codes	User is trying to submit a voucher against a trip that contains future year accounting line items that have not been obligated. User should recheck the accounting code lines on the voucher and ensure that no future year accounting code is allocated. Remove any future year accounting codes on the pre-trip voucher and resubmit. Or wait to resubmit when the holding table processes the future year accounting line items when the financial system reopens in early October.
Final vouchers cannot be processed while authorization expenses are waiting to be processed in holding table. Scenario: Submitting a final voucher against an authorization when the trip is not fully obligated.	User is attempting to submit a voucher, and no matching obligation line items have been processed to the financial system as they are in the holding table. Wait until the authorization receives the “Trip fully obligated” message after the items in the holding table have processed in early October, then resubmit the voucher.
No Matching ACCS is found. Scenario: Voucher is using new and current fiscal year ACCS, but the split	User is attempting to submit a voucher that contains line items that have not been processed to the financial system as they are in the holding table. User should wait until the message “Trip fully obligated” is returned, then resubmit the

or future year trip has not been processed by the financial system.	voucher. Or the user could submit a pre-trip or incremental voucher if the trip contains current year accounting codes. Ensure though that the pre-trip or incremental voucher then only contains the current year accounting lines during this submission.
No Matching Authorization is Found. Scenario: Submitting a voucher (pre-trip, final, or incremental) that contains only new fiscal year line items.	An authorization with new fiscal year ACCS only is interface and all lines of the trip are in the Holding Table. The authorization is in “Obligation Accepted, Conditionally approved” status (as viewed in the trip history). The user is attempting to submit a voucher that contains the new fiscal year accounting codes while the authorization has not been processed. User should wait until the financial system reopens and the message “Trip is fully obligated” returns in the trip history.

Permanent Change of Station Moves

All organizations must record, as an obligation, the estimated amount of all travel and transportation expenses of a transferred employee against an appropriation available for obligation at the time the employee is issued a valid travel authorization irrespective of when the relocation will be completed. *See 64 Comp. Gen. 45 (1984).*

Local Travel

Local travel charged to one-year funding occurring during September 2024 may be claimed in FY 2025 and paid using FY 2024 funds.

Lapse in Appropriations

In the event FY 2025 appropriations are not enacted into law prior to the start of the fiscal year and employees are in a travel status at midnight leading into October 1, 2024, DOC will advise operating units and Departmental offices whether it is necessary to have the employees return to their permanent duty stations.

Additional Guidance Issued by BAS and NIST

FY 2024 year-end travel guidance for BAS users is located on the BAS Portal under Year End Close and is attached. FY 2024 year-end travel guidance from NIST is located on NIST’s CBS portal and is also attached.

We are also attaching additional E2-related year end guidance that was posted by NIST.

For questions relating to this guidance, please contact the Travel Management Division at (202) 482-1818 or email the OFM-DOC Travel Policy Helpdesk at OFMDOCTravelPolicyHelpdesk@doc.gov. Users with questions for USPTO and SAP Concur can email the USPTO Travel mailbox at Travel@uspto.gov.

Attachments

cc: Travel Contacts
PMO/ETS2
USPTO (SAP Concur)
CWTSatoTravel
SP3 PMO/Citibank