

## E2 Solutions: Entering Travel at Fiscal Year-end for Cross Fiscal or Future Fiscal Year Travel

The following guidance is being provided to assist you in preparing travel documents for travel that will occur around the fiscal year-end timeframe. There are three special travel scenarios that can occur at fiscal year end and may require different procedures than usual. Please see the descriptions of the scenarios below and reference the appropriate pages for further guidance.

1. **Cross Fiscal Year Travel** – travel begins in the current fiscal year and ends in the next (future) fiscal year (see pages 1-3)
2. **Future Fiscal Year Travel** – travel begins and ends in the next fiscal year, and will be paid with next (future) fiscal year funds (see page 3-4)
3. **Forward funded Travel** – travel will occur in the next (future) fiscal year but will be paid with current fiscal year funds. (see page 4)

### Cross Fiscal Year Travel Guidance

Travel that begins on or before September 30<sup>th</sup> and ends on or after October 1<sup>st</sup> is defined as Cross Fiscal Year Travel. When this occurs, two accounting codes, one for each fiscal year, should be included on the travel authorization.

Example: A traveler will attend a conference from September 27 to October 3. Travel expenses incurred September 27 through September 30 will be paid with current fiscal year funds. Expenses incurred October 1 through October 3 will be paid with future fiscal year funds. Round trip transportation tickets and reservation (TMC) fees will be charged to the *current fiscal year*, whether obtained using a centrally-billed travel account or individual-billed travel card.

(NOTE: Example screen shots below depict previous fiscal year accounting data. Use the current/future fiscal year accounting data):

1. Create your Authorization and reservation and on the Accounting step, select and add the *current and future fiscal year accounting codes* to the authorization.
2. Allocate the expenses by date and expense type. **Do not use the Amount Allocated or Percent Allocated fields.** To allocate the expenses to the proper fiscal year accounting code, click on the **'Split Funding'** link.

**Step 5 : Accounting**

Traveler Name: JULIE WRIGHT   Trip ID: 1223787   Authorization Status: New Authorization

Accounting

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete
57	1670001-100 2024-001-04-00-03-000-01-00-0100-00-00-00-00	\$0.00	\$ <input type="text" value="0.00"/>	<input type="text" value="0.00"/> %	<a href="#">Add</a>	<a href="#">Delete</a>
57	1670001-100 2025-001-04-00-03-000-01-00-0100-00-00-00-00	\$0.00	\$ <input type="text" value="0.00"/>	<input type="text" value="0.00"/> %	<a href="#">Add</a>	<a href="#">Delete</a>
Total:			\$0.00	0.00%		
Remaining amount to be allocated:			\$1483.51			
Total claim amount:			\$1483.51			

[Select Account Codes](#)  
[Split Funding](#)

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3. Next, you will see a window where you can split funding by **Expense Type** or by **Date**. To select the current or future year ACCS, click on the down arrow button on the Account Code list of values for each **Expense Type**. Or, to split expenses by **Date**, click on the **'Detail'** link to the right of the expense type. Based upon the date that the expense will be incurred, select the current (for dates through September 30) or future (for dates on/after October 1) fiscal year ACCS.

Account Code	Obligated Balance	Amount Allocated	Pay To Trv	Pay To CBA
57 1670001-100 2024-001-04-00-03-000-01-00-0100-00-00-00-00	\$0.00	\$0.00	\$0.00	\$0.00
57 1670001-100 2025-001-04-00-03-000-01-00-0100-00-00-00-00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00

  

**Split Funding By Expense Type**

Expense Type	Account Code	CBA	Amount	Detail
Airfare - Common Carrier	2-00 2024-001-04-00-03-000-01-00-0100-00-00-00-00	Y	325.00	<a href="#">Detail</a>
Lodging	2-00 2024-001-04-00-03-000-01-00-0100-00-00-00-00	N	714.00	<a href="#">Detail</a>
Meals and Incidentals	2-00 2024-001-04-00-03-000-01-00-0100-00-00-00-00	N	429.00	<a href="#">Detail</a>

Buttons: [Save and Close](#) [Save](#) [Exit Window](#) [Split By Expense Date](#)

### Allocate to the CURRENT Fiscal Year:

- ✓ Centrally Billed Airfare/Rail/Common Carrier Expenses
- ✓ Online Booking Engine/TMC Fees
- ✓ Expenses incurring on or before

### Allocate to the FUTURE Fiscal Year:

- ✓ Voucher Transaction Fee
- ✓ Expenses incurring on or after October 1<sup>st</sup>.

### Split by date example:

Expense Type	Account Code	CBA	Amount	Detail
Meals and Incidentals		N	429.00	<a href="#">Clear</a> <a href="#">Detail</a>
Date	Account Code		Amount	
27-Sep-23	2-00 2024-001-04-00-03-000-01-00-0100-00-00-00-00		49.50	
28-Sep-23	2-00 2024-001-04-00-03-000-01-00-0100-00-00-00-00		66.00	
29-Sep-23	2-00 2024-001-04-00-03-000-01-00-0100-00-00-00-00		66.00	
30-Sep-23	2-00 2024-001-04-00-03-000-01-00-0100-00-00-00-00		66.00	
1-Oct-23	2-00 2025-001-04-00-03-000-01-00-0100-00-00-00-00		66.00	
2-Oct-23	2-00 2025-001-04-00-03-000-01-00-0100-00-00-00-00		66.00	

4. Click the "Save and Close" button and confirm that the total Percent Allocated field on the Accounting page equals 100%.

Traveler Name: JULIE WRIGHT Trip ID: 1223787 Authorization Status: New Authorization

✓ Split Funds successfully saved.

**Accounting:**

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete
57 1670001-100	2024-001-04-00-03-000-01-00-0100-00-00-00-00	\$0.00	\$1032.50	69.60%	<a href="#">Add</a>	<a href="#">Delete</a>
57 1670001-100	2025-001-04-00-03-000-01-00-0100-00-00-00-00	\$0.00	\$451.01	30.40%	<a href="#">Add</a>	<a href="#">Delete</a>
<b>Total:</b>			\$1483.51	100.00%		
Remaining amount to be allocated:			\$0.00			
Total claim amount:			\$1483.51			

[Select Account Codes](#)  
[Split Funding](#)

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5. Add the following statement in the Remarks section of the Authorization about the contingency of future fiscal year funds:

***“Approval of travel scheduled to be accomplished on or after October 1, 20xx, is contingent upon the availability of fiscal year 20xx funds.”*** (insert actual future fiscal year in statement)

6. Submit the Authorization for Approval. When the authorization is approved it will be sent to the E2 Financial Interface. Only the current fiscal year line items will be obligated during the current fiscal year. The future year expenses will be sent to a holding table for obligation after the new fiscal year begins. If the current year expenses are accepted, the trip history will be updated in E2 with a message noting:

Obligation current status: Obligation Accepted

21Aug24 Wed 10:30AM - Obligation Request Approved by CBS for Trip Id: 1151652

21Aug24 Wed 10:30AM - **Message from CBS: Conditionally Approved for New Fiscal Year item(s).**

When the CBS is reopen for the next fiscal year transactions, an automated process will be run by NIST Finance in early October, to automatically amend the original obligation to add the new fiscal year line items. Once that process is run and passed the funds certification, a new message will appear in the E2 Travel Trip History:

04 Oct 24 Fri 02:30PM - Message from CBS: Trip is fully obligated.

7. Create and submit the voucher once the trip is completed and the above obligation process has run to obligate the new fiscal year line items. NOTE: When a user submits a travel voucher for a cross-fiscal year trip, the user will need to reallocate travel expenses according to the steps outlined above. *E2 retains the accounting codes from a travel authorization, but it does not retain how the user allocated each expense.* Users will be required to reallocate each expense to match with a travel authorization using the split funding link when submitting the voucher. If a user skips this step, the voucher will be rejected in processing. Please remember to **allocate expenses to the same ACCS used in the authorization** and review the Cost Variance Summary window whenever submitting a voucher in E2.

### Future Fiscal Year Travel Guidance

Travel that begins on or after October 1 but will be authorized in the current fiscal year, and will be using *future* fiscal year funding, is defined as Future Fiscal Year Travel. All travel expenses on the authorization must be charged to a valid future fiscal year accounting code. Accounting Codes for the new FCFY will be available in E2 approximately mid-August. If the user needs a new FCFY accounting code prior to mid-August, the code will need to be activated manually in CBS by the user’s bureau office or staff responsible for CM004 – Project Code Maintenance data entry. Refer to the Common Question/Answer section at this end of this document for more details. The following instructions assume users already have set up and activated the future fiscal year accounting code in CBS and it is available in E2.

1. Create your Authorization and reservation and on the Accounting step, select and add the *future fiscal year accounting codes* to the authorization. All expenses will be charged to the future fiscal year accounting codes including the cost of common carrier transportation (tickets and fees).
2. Add the following statement in the Remarks section of the Authorization about the contingency of future fiscal year funds:

***“Approval of travel scheduled to be accomplished on or after October 1, 20xx, is contingent upon the availability of fiscal year 20xx funds.”*** (insert actual future fiscal year in statement)

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3. Submit the future year authorization for approval and interface processing. The authorization will be submitted and retained in a holding table within the CBS Financial System. the trip history will be updated in E2 with a message noting (disregard dates in this sample message):

21Aug23 Mon 10:30AM - Message from CBS: Conditionally Approved for New Fiscal Year item(s).

When the CBS is reopen for the next fiscal year transactions, an automated process will be run by NIST Finance in early October, to obligate those future year trips from the holding table to the financial system. If the transaction passes, a successful message will be returned to the E2 Trip History. If the transaction fails due to interface processing error, such as no funds availability, the NIST Travel Group will reach out to the preparer/approver for correction.

04 Oct 24 Fri 02:30PM - Message from CBS: Trip is fully obligated.

### Forward Funded Travel Guidance:

Travel that will occur between October 1 – December 31 (first quarter of future fiscal year) and is being arranged and authorized in the current fiscal year and will be charged to current fiscal year funds is considered Forward Funded travel.

Example, a trip begins on October 3, 20xx, which is in the future fiscal year, but is authorized to use *current* fiscal year funds.

Note: Not all NIST CBS serviced bureaus perform forward funded travel. To seek approval for use of forward funded travel, travelers/arrangers should check with their bureau budget or bureau finance offices.

1. Create your Authorization and reservation and on the Accounting step, select and add the *CURRENT fiscal year accounting codes* to the authorization. All expenses will be charged to the current fiscal year accounting codes, including the cost of common carrier transportation (tickets and fees).
2. Add the following statement to the authorization Remarks:

**“FY 20xx funds (multiple year/no year) are available and approved for travel occurring in FY 20xx”** (insert actual future fiscal year in statement)

### Common Questions:

1. **I have a conference occurring in the new fiscal year and need to submit the conference fees for reimbursement prior to travel and the start of the new fiscal year. How do I enter this?**

Follow the Future Fiscal Year Travel Guidance as noted above, however, in addition, the conference fee expense must be added with a current year Accounting Code. To submit the conference fees for reimbursement prior to travel, enter a **Pre-Trip Voucher** after the authorization is submitted and accepted. Ensure when you enter the pre-trip voucher the current year ACCS is used for the conference fee reimbursement. Follow the same guidance above if it is another type of expense that needs to be paid out in advance (e.g., pre-paid lodging).

2. **What if my future fiscal year accounting code is not in the E2 list of values?**

Until mid-August, your future fiscal year accounting code may not be listed in E2. If you need a future fiscal year code added to E2 prior to mid-August, then contact your AO/bureau representative/financial office or the CIC for assistance. The code will need to be activated manually in CM004 for the next fiscal year. Once an accounting code is activated in the CBS financial system, it takes one night for it to be available in E2. By mid-August, all new fiscal year accounting codes will be bulk loaded and refreshed on a nightly basis.

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### 3. What if I need to plan for a future year trip yet the contract airfares are not yet loaded in E2?

CWTSato Travel suggests traveler wait to book official travel for October 1 and beyond until the contract city pair fares are programmed. If you need to use future fiscal year funds for a future year trip, you can create the authorization in E2 and add manual expenses for airfare, fees, MIE, Lodging, etc. Once your reservation is made later, you can amend the authorization and associate the confirmation/reservation id to the trip through the Step 2: Reservation: Manage Reservations link. Remember to remove the manually added expense items (i.e., airfare, fees) once the reservation is pulled into E2, and use those generate by the reservation.

**Booking a non-contract airfare because next fiscal year's rates are not yet available is not a valid reason/justification for doing so.** Please wait until contract fares are available E2; which is typically expected in mid-August. The CIC will send a communication when the rates are available. If you must book and need next fiscal year rates, you can call SATO see if they are able to book for you. Higher TMC fee rates will apply in this scenario.

If you *must* book your flight before the new fares are available, you should book the flight using the current year contract carrier fare.

Once the future year fares are programmed, the TMC will reprice the current itinerary with the new fiscal year contract fare and send a copy of the itinerary via email with the new fare. Once the traveler receives the new itinerary, they should refresh their reservation in E2 (the online transaction fee will apply).

If the contract carrier changes for the future fiscal year, the traveler/travel arranger will receive an email from the TMC. The traveler/travel arranger may either log into E2 (recommended) and change their itinerary and book the future fiscal year contract carrier fare, or they can call the TMC for assistance (if calling, the TMC the full-service transaction fee will apply). We recommend that when the new contract city pair fares are programmed in E2 that travelers/travel arrangers review their reservations for fare accuracy.

Note: Travelers with return trips in the future fiscal year will need to monitor emails or contact the CWTSATO to see if reservations have changed once the City Pair Fare rates have been loaded by CWTSATO.

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### 4. What are some Messages and Errors that could be returned when submitting a cross or future fiscal year travel document?

Error	Reason/Resolution	Travel Type Scenario
"Error: Fund(s) _____ is expiring. Please contact your financial office to choose a different fund or modify your travel."	Trip contains an ACCS line item with a fund code that is expiring on September 30 <sup>th</sup> but the trip is occurring or partially occurring in the new fiscal year. You cannot obligate to an expiring fund if the travel is beyond the September 30 <sup>th</sup> date. Add an ACCS that will be active in the next fiscal year.	Split/Cross or Future year travel authorization
"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."	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.	Submitting a voucher (pre-trip, final, or incremental) against a Split year travel that contains future year accounting codes
"Item No X, Line No X has no funds established. Failed to insert into the G/L."	This error could happen when there are not enough funds on the accounting codes used for this authorization. This could happen on split/cross fiscal year or future year authorizations. Contact the CIC to open a help desk ticket. The ticket will be directed to the NIST Travel Office to coordinate with the appropriate bureau budget accountant.	Split year travel
"Final vouchers cannot be processed while authorization expenses are waiting to be processed in holding table"	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.	Submitting a final voucher against an authorization when the trip is not fully obligated.
"No Matching ACCS is found"	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 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.	Voucher is using new and current fiscal year ACCS but the split or future year trip has not been processed by the financial system.
"No Matching Authorization is Found"	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.	Submitting a voucher (pre-trip, final, or incremental) that contains only new fiscal year line items.
"Failed to Capture in CBS New Fiscal Year Holding Table."	This error signifies there was a problem posting the split or future year trip to the financial system holding table. The trip will go into a "Pending Authorization Approval (Rejected by Agency)" status. Contact the CIC Help Desk for further investigation.	Split or Future Year Travel